

Travel Pre-Approval & Spend Authorizations

Purpose

To clarify the process to obtain travel pre-approval and set up of spend authorizations in Workday.

Definitions

Authorized person:

- For general fund budgets: head of organizational unit in which the funding is assigned or head's authorized designee
- Grant or contract funding: PI or departmental chair in which grant/contract was awarded to, or authorized designee
- When the claimant is the "authorized person", approval must come from their supervisor or superior's authorized designee

Authorized designee: A traveler's supervisor or higher

Claimant: Traveler or person claiming reimbursement on behalf of a traveler

UW Policy

[UW policy](#) requires pre-trip approval for out of state travel, defined as travel to a location outside of Washington, Oregon, or Idaho. For example, travel from Seattle to Portland, OR does not require pre-trip approval. Approval must come from an authorized person as defined above.

Additionally, UW policy requires that pre-trip approval documentation include the following:

- Must be attached to the expense report or kept on file with the department
- Can be provided on a trip by trip basis
- Can be provided as a blanket for one calendar year
 - Blanket approvals must be renewed annually
 - Blanket approvals must include:
 - Type of individual (faculty, administrator, etc.) specific names are not required
 - Statement that travel is consistent with requirements of job responsibilities
 - Statement that appropriateness of reimbursable charges will be determined by an authorized person

- Specific trips included in funding proposal for sponsored research (grant/contract funding) do not require prior approval if travel is clearly defined in the documentation
- Visitor's (non-UW) letter of invitation may fulfill the prior approval requirement

CBE Policy

Pre-trip authorization requests must be submitted in Workday as a spend authorization request. The spend authorization request documents the timing of the request and its approval. It also encumbers the funding for this request for financial tracking. The spend authorization approval will serve as the documentation of the pre-trip approval.

Department Chairs and the Dean may delegate in writing the spend authorization approval process to their department administrator and/or financial staff. For grants and contracts, PIs may delegate this approval in writing to lab managers and/or departmental staff. See the CBE Policy: Signature Delegation for more information.

Travelers who do not receive pre-trip authorization may not be reimbursed for their travel expenses.

Procedure

CBE employees and students should submit this request directly for departmental review/approval using the [Travel Spend Authorization & Reimbursement Request](#) form. Upon their return, the traveler should complete the same form for reimbursement. Questions regarding appropriate worktags may be directed to their department administrator. Spend authorization requests will be reviewed within 5 business days of the traveler's submission.

Should a traveler fail to complete the pre-travel authorization process, they should complete the [Travel Spend Authorization & Reimbursement Request](#) form at their earliest opportunity with a justification for the late request in the Additional Comments field. After-the-fact submissions will be reviewed on a case by case basis and will require the approval of the Chair and/or Dean.

Effective Date: September 1, 2023

Last Review Date: September 1, 2023

Councils Review: November 2023

All-College Review: December 1-15, 2023

Dean's Office Contact:

Rachel Ward, Assistant Dean for Finance & Administration, wardrm@uw.edu