

UW Medicine
DEPARTMENT OF PSYCHIATRY
AND BEHAVIORAL SCIENCES

July 3, 2017

To: Department of Psychiatry & Behavioral Sciences Faculty

From: Jurgen Unutzer, MD, MPH, MA

Professor and Chair

Department of Psychiatry & Behavioral Sciences

University of Washington



Re: Blanket prior approval for out of state travel & exception to the maximum lodging allowance

You are given blanket approval to travel outside the state of Washington (with an exception of non-essential travel to [North Carolina](#) and [Mississippi](#)) in connection with your official duties on behalf of the University of Washington. This blanket approval applies, also, to claiming exception to the maximum lodging allowance if the exception criteria apply.

All out-of-state travel will be directly work-related, necessary, and consistent with the requirements of your position. This blanket travel approval begins July 1, 2017 and is effective through June 30, 2018 (fiscal year 2018).

The appropriateness of each travel reimbursement will be determined by the compliance and fiscal authority designated to make approvals on each budget. Additional prior approvals may be required per the [Department Travel Reimbursement Procedure](#).

This approval documentation should be maintained within the department and affiliated offices and made available for review or audit.

Jürgen Unutzer, MD, MPH, MA
Professor and Chair
Department of Psychiatry and Behavioral Sciences