



December 2010

All members (faculty, staff, and students) of the University of Washington Department of Sociology are hereby granted blanket to claim exception to the maximum lodging allowance when necessary and when the exception criteria apply.

All travel to be reimbursed must be related to and consistent with the requirements of their positions. The appropriateness of reimbursable travel expenses will be determined by the individual authorized to approve the travel expense voucher.

This blanket approval is consistent with the Department's policy on permitting exceptions to the maximum lodging allowance.

AUTHORIZED PERSON:

Robert D. Crutchfield, Chair

12/10/10

Date