

P O L I C Y M E M O R A N D U M

To: Professional and Administrative Members (P&A), Staff Association Members, Technicians, and Non-Rep Management (excluding Chairs, Directors, Faculty, Research Assistants and Academic Services Officers)

From: Joe Kieleszewski, Administrative Manager, CLAS

Subject: CLAS Policy pertaining to Authorized University Travel
Effective - Immediately

Date: January 18, 2008

In addition to the University requirements as noted in the Administrative Policy and Procedure Manual (A.P.P.M.) section 7.1, the CLAS Dean's Office requires that all Staff employees (i.e. members of the Professional and Administrative Union, Staff Association Union, Non-Rep Management, etc.) of the College of Liberal Arts and Sciences obtain **prior approval** for university related travel. This CLAS policy excludes Chairs, Directors, Research Assistants, Academic Services Officers and Faculty that are covered under another CLAS travel policy.

In the event that a Staff employee does not obtain the prior approval of the Dean's Office, the trip may be considered unauthorized. This could result in the employee owing money back to WSU for the airfare ticket or other prepaid expenses, not eligible for any reimbursement pertaining to the trip, and possible disciplinary actions including, but not limited to, dockage of their pay during the absence. If you have any doubts about whether or not this policy pertains to you, send the T.A.E.R. to the Administrative Manager as a precaution.

After you receive approval from your Chair/Director, please forward the completed Travel Authorization and Expense Report directly to the Administrative Manager (currently Joe Kieleszewski) for approval at least two weeks prior to the traveler's departure date and before any related travel expenses are incurred.

Thank you for your cooperation.

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