

University of Washington Department of Pediatrics Travel Pre-Authorization Requests for All Sites

All faculty and staff regardless of location of deployment are required to receive pre-approval for travel Out-of-State and all International Travel.

For domestic travel, blanket pre-approval will be provided unless there are exceptions to the travel policy. If specific pre-approval is required, follow the map to see who should be pre-approving travel based on the funding source.

Please note that the travel pre-authorization form must be completed in addition to Concur pre-authorization for Seattle Children’s funded travel.

	SCH Service Line Director or Center Director	Division Head or Designee	UW Department of Pediatrics Chair & Chief Academic Officer (Bruder Stapleton)	SCH President (Approver: Lisa Brandenburg)	SCRI President (Approver: James Hendricks)
DOMESTIC PRE-APPROVAL					
UW funding		Personal time or over the per diem limit – Peds Form Required	-	-	-
SCH funding (HC Accounts / Faculty Develop. Funds)		Personal time or over the funding limit– Peds Form Required	-	-	-
SCH funding (Operating accts)	via Concur	via Concur	-	-	-
SCRI funding	via Concur	via Concur	-	-	-
FHCRC funding					
INTERNATIONAL TRAVEL					
UW funding		Peds Form Required	Peds Form Required	-	-
SCH funding (HC Accounts, faculty funds)	Peds Form Required & Concur Approval	Peds Form Required & Concur Approval	Peds Form Required & Concur Approval	Concur Approval	-
SCH funding (Operating accts)	Concur Approval	Concur Approval	Concur Approval	Concur Approval	-
SCRI funding	Concur Approval	Concur Approval	Concur Approval	-	Concur Approval
FHCRC funding		Peds Form Required	Peds Form Required		

Completed travel pre-authorization forms should be routed as indicated above and sent to PedsTravel@seattlechildrens.org for official record keeping.

Now you’ve gotten pre-approval...

- ➔ UW: book through [Christopherson](#)
- ➔ SCH & SCRI: book through [Egencia](#)

University of Washington Department of Pediatrics Procedures Travel Pre-Authorization Requests for All Sites

Washington State and the University of Washington require pre-approval for all out-of-state and international travel regardless of deployment site and fund source. For all standard travel the follows University of Washington policies, the Department of Pediatrics provides blanket pre-approval letters annually. Non-standard travel requires separate pre-approval for each trip taken. Non-standard travel includes one of the following criteria:

- International travel,
- Personal time taken on the same trip, or
- Above per diem lodging expenses.

If one of the above items applies, separate pre-approval for travel must be obtained prior to arranging any travel or purchasing any airfare. Pre-approval must be requested using the Department of Pediatrics pre-approval form signed and routed for approval through the appropriate chain of command, then sent to PedsTravel@seattlechildrens.org.

In addition, pre-approval is required by SCH via Concur in the following scenarios:

- Travel occurs on a SCRI based funding source or SCH operating account (excludes faculty development funds or the Department of Pediatrics HC account).
- Travel is international and funded by a SCH or SCRI based account.

Travel may also occur using funds based at the Fred Hutchinson Cancer Research Center or any other non-UW and non-SCH based sites. Department of Pediatrics faculty and staff are expected to follow those institution's travel policies in addition to the Department of Pediatrics policy.

Please note, booking travel and reimbursement expense processes varies by site (see the next two pages). Also, please check with the appropriate budget authority before conducting any travel to ensure funding is available and travel is an allowable expense.

UW Travel Booking Process

1. UW preferred travel agent as well as the UW's per diem rates (following federal guidelines).
 - a. Christopherson Business Travel: <https://www.cbtravel.com/>
 - b. UW Travel info/instruction as well as the "Create a profile" link to Christopherson Business Travel: <http://www.washington.edu/travel/travel-agent/>
 - c. Per Diem Rates from the General Services Administration (GSA) Federal Website: <http://www.gsa.gov/portal/content/104877>
2. Christopherson Business Travel
 - a. Christopherson's Business Travel booking fees are per booking. Each time you ticket something, they charge the fee. Current rates are as follows:
 - i. Online booking \$9
 - ii. Full Service Agent Booking \$27
 - b. This system does not have the capacity to attach documents aka pre-approval department forms. **Approvals for booking must be done within 24 hours upon submission in the system.**
 - c. Recommend that divisions pro-actively supply our office the fully executed travel approval forms with corresponding budget number.
 - d. For now, we can only have one approver/email. Christopherson is working on enhancing their site to accommodate the need for multiple approvers.
 - i. pedorder@uw.edu will be the master email approver for the Pediatrics account (pending setup with Teresa at the UW Travel Office) instead of my email. It was recommended to use a departmental general email vs using an individual email.
 - ii. Once the Pediatrics account has been completed, we will be provided with our own department's weblink to Christopherson where our travelers can create their profile and will be directly linked to our CTA credit card. From this point, we can have the Peds IT list it on our Pediatrics website.

Seattle Children's Hospital Travel Policies for UW Faculty using Concur

(Using Concur for travel pre-approval is for Seattle Children's approval, NOT Department approval. A travel pre-authorization form will still be needed for Department approval.)

Domestic Travel, Using Practice Plan Department/Divisional Funds (27xxx accounts, formerly HC)

Travel pre-authorizations for faculty based at Seattle Children's Hospital and Research Institute via Concur are no longer needed if you are using Practice Plan Department/Divisional Funds (27xxx accounts, formerly HC) for domestic travel. A list of HC accounts and their appropriate Service Line Manager/Director is attached.

When submitting a reimbursement for a HC account, please send the reimbursement to the appropriate Service Line Manager and/or Director for approval.

Domestic Travel, Using Hospital Operating Account

If you are travelling on a hospital operating account, you must fill out a Request, travel pre-authorization via Concur. The Request, authorization should be approved by the appropriate Director/Manager, and VP responsible for that particular account.

Seattle Children's employees and UW Faculty based at Seattle Children's Hospital and Research Institute must complete a Travel Pre-Authorization Request for travel charged to Hospital operating accounts as follows:

- A. All international travel.
- B. Domestic travel approval by Dept Director/Manager, and VP (not charging to Professional Development funds/HC account).
- C. All VP and above travel approval by applicable President.

International Travel, Regardless of Cost Center

If you are travelling internationally and using a hospital operating account **OR** Practice Plan Department/Divisional Funds (27xxx accounts, formerly HC), **you must complete a Request, travel pre-authorization via Concur.**

Approval for UW faculty traveling internationally on Practice Plan divisional accounts or grant funds should be approved by the Chief Academic Officer, SVP Medical Director or Surgeon-in-Chief.

All international travel using a Hospital Operating Account must be approved by the Hospital President or Research Institute President.

Business Expense Reimbursement Policy

All faculty based at Seattle Children's Hospital and Research Institute will utilize Concur to submit a business expense reimbursement. When submitting a reimbursement, Expense Report you should submit the report to the service line manager who oversees that account.

If you are submitting a reimbursement for international travel or travel using a hospital operating account budget, you must attach the Request, travel pre-authorization to the Expense Report. All reimbursements must comply with Seattle Children's Hospital, Business Expense Reimbursement policy.

Seattle Children's HC Accounts

Division	HC Acct	Manager	Director
Adolescent Medicine	27210	Molly Goldsworthy	Paula Dowdle
Cardiology	27212	Vinita Bapna	Joanie Blanchard
Developmental Peds	27214	Michael Lo	Michael Lo
Division of Craniofacial Medicine	27215	Jerrie Bishop	Jason Jio
Emergency Room	27216	Tri Le	Nancy Zahradnik
Endocrinology	27218	Molly Goldsworthy	Paula Dowdle
Division of Bioethics	27219	Kathy Fennel	Kathy Fennel
Gastroenterology	27220	Toni Nunes	Michael Lo
General Pediatrics	27222	Paula Dowdle	Paula Dowdle
Pediatrics Residency Program	27223	Chris Pendergrass	Maureen Pound
Dermatology	27224	Joann Ramezanzadeh	Paula Dowdle
Yuk Law Start Up Support	27225	Vinita Bapna	Joanie Blanchard
Genetics	27226	Mehnoush Tehrani	Michael Lo
Hematology/Oncology	27228	Michele Metcalf	Dawn Cotter
Rheumatology	27230	Mehnoush Tehrani	Michael Lo
Torgerson Start Up Support	27231	Michele Metcalf	Dawn Cotter
Infectious Diseases	27232	Mehnoush Tehrani	Michael Lo
Englund Start Up Support	27233	Mehnoush Tehrani	Michael Lo
Medicine Director Control Account	27234	Kateri Schlessman/Erin Allen	Bruder Stapleton
Medicine Director Operating Account	27236	Kateri Schlessman/Erin Allen	Bruder Stapleton
Division of Hospital Medicine	27237	Sara Paul	Becky Hodge
Neonatology	27238	Jake Hawksworth	Jake Hawksworth
Lewin Start Up Support	27239	Vinita Bapna	Joanie Blanchard
Nephrology	27240	Joann Ramezanzadeh	Paula Dowdle
PICU	27243	Jake Hawksworth	Jake Hawksworth
Pulmonary	27244	Kelly Foong	Paula Dowdle
Clinical Care Fellowship Program	27247	Jake Hawksworth	Jake Hawksworth
Immunology	27272	Michele Metcalf	Dawn Cotter
Cardiac Intensive Care	27273	Jake Hawksworth	Jake Hawksworth