

Interdepartmental Memorandum

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To: Department of Pediatrics  
Faculty, Fellows, and Staff

From: Leslie Walker, MD, FAAP, FSAHM  
Chair, Department of Pediatrics

Date: July 1, 2025

Re: Blanket Prior Travel Approval for Out-of-State Using University of Washington Funding Sources

The Department of Pediatrics faculty, fellows, and staff are hereby given blanket approval for travel outside the state of Washington on behalf of the University of Washington. All travel will be directly work-related, necessary, and consistent with the requirements of their job responsibilities and position.

The SOM Travel Request form is required for all travel, except for travel that is fully paid with external funds or grants. The SOM Travel Request form must be submitted and approved prior to traveling. The appropriateness of approval and reimbursement for travel expenses will be determined by authorized individuals for compliance.

International and non-standard travel, such as personal time and exceeding lodging per diem, no longer requires additional approval. However, for international travel, individuals should still register with the UW Office of Global Affairs.

This blanket travel approval should be maintained on record within divisions and provided when submitting travel reimbursements.

This approval is granted from July 1, 2025, through June 30, 2026.



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