

**Request for Exemption from Expenditure Limitation
for Out-of-State Travel or Personal Service Contract**

Name: _____ **Date:** _____

Description: _____

This form is required for all out-of-state travel or personal service contracts regardless of fund type or source of funds. Prior to making any travel or vendor arrangements, attach this form to your travel authorization form or personal service contract and submit it to the head of your division (Provost, VP or President) for review. This process has been set up to assist the University in demonstrating compliance with the August 4, 2008 directive from Governor Gregoire to restrict travel and curtail personal services.

1. Provide a detailed explanation of why the out-of-state travel or personal service is needed.

2. Is the travel or personal service critical to the operation of the University?

3. How is this directly related to faculty and/or staff development?

4. Is the out-of-state travel or personal service required by a grant or contract?

5. Is the travel or contract essential for retention or recruitment?

6. Is this part of a revenue-generating project and will sufficient revenues be generated to cover the total cost?

7. Explain how the university may be impacted if the travel or service is not completed.

8. Explain why this provides additional expertise that currently is not available within the University. (Does not apply to travel)

OFFICIAL USE ONLY:	APPROVED _____	NOT APPROVED _____
EXECUTIVE or VP SIGNATURE: _____	DATE _____	

If approved and for out-of-state travel attach this form to the travel authorization and forward to the Travel Office, MS 7469 for processing. If approved and for a personal service contract attach this form to the personal service contract and forward to Business Service & Contracts, MS 7474 for processing. If not approved, forward all paperwork to requestor.
Please contact the Travel Office at x1986 or BS&C at x2324 with questions.