

## **Article 27 – Travel**

**Section 1.** The University shall make a reasonable effort to provide direct departmental payment of allowable expenses for approved business-related travel, consistent with the University of Washington Administrative Policy Statements, Section 70 and/or departmental policy. The University shall reimburse ASEs for approved business-related travel expenses when they are paid directly by the ASE, in accordance with University policy. Prior approval of the ASE's Department Chair (or designee) must be obtained. Unpaid travel shall not be required.

**Section 2.** Reimbursement rates and methods shall be those provided to other University employees. The University will make a good faith effort to process reimbursements within thirty (30) days of submission of all required reimbursement information, forms, and receipts.