

Lewis & Clark College Spousal Travel Pre-Approval Request

Lewis & Clark may provide reimbursement for reasonable travel expenses for the spouse/partner of an employee (referred to as spousal travel) when such travel serves to further the interests of the College. The Spousal Travel Policy can be found on the Business Office webpage.

https://www.lclark.edu/offices/business/accounts_payable/travel_and_entertainment/

All spousal travel must be approved, in writing and in advance, by the employee's supervisor. Approval by the relevant Dean or Vice President is also required in cases where the employee's supervisor is not a member of the College's Executive Council. It is expected that these cases would be unusual and infrequent. Approved spousal travel expenses must comply with all College expense and reimbursement policies and be covered by budgeted departmental travel funds. Evidence of written pre-approval must be submitted with all requests for reimbursement.

Name of Employee:

Name of Traveler/Spouse:

Dates of Travel:

Business Purpose/Description of travel (*location, duration and business purpose for travel*):

Spousal travel justification (*description of the purpose of spousal travel including specific events to be attended by spouse and/or duties to be performed by spouse in service of the College.*):

Business vs. Personal time allocation (*an estimate of **spousal** time allocation for the trip, for example, 80% business / 20% personal.*):

Estimate of incremental cost increase:

Employee Signature:

Name of Supervisor/Approver:

Supervisor Authorization:

Dean/VP Authorization (if supervisor is not an Executive Council member):