

Dear (faculty/staff traveler),

As Chair of the Department of \_\_\_\_\_, I am writing to inform you that your trip to \_\_\_\_\_ scheduled for \_\_\_\_\_ has been approved and will be considered as being within the scope of your employment by the University of Wisconsin School of Medicine and Public Health. During your stay, you will be at \_\_\_\_\_ in \_\_\_\_\_. You will be participating in \_\_\_\_\_. We consider such activities to be an integral part of your contributions to the missions of the Department of \_\_\_\_\_, the School of Medicine and Public Health and the University of Wisconsin.

Sincerely,

Chair, Department of \_\_\_\_\_  
University of Wisconsin-Madison School of Medicine and Public Health