

December 18, 2024

Martha MacWilliams
Student Teacher Supervisor
UWW-COEPS
MacWilliML28@uww.edu

Dear Martha MacWilliams,

Subject: Approval of Exception Request for Business Travel

I am writing to inform you that your request for an exemption from the current business travel policy ([UW-3015](#)) in relation to the remote work policy ([UW-5087](#)) has been reviewed and approved.

Details of Approved Travel:

- Purpose of Travel: Student Teacher Supervision
- Destination: Various k-12
- August, 2024 through May, 2025
- Identified exemption request: Mileage to k-12 locations for supervision and evaluation of student teachers.

We understand the importance of your position as a Student Teacher Supervisor and how it significantly benefits students at UW Whitewater.

Please reach out to your supervisor if you have questions or need further assistance regarding your travel arrangements.

Safe travels and best regards,

Connie Putland
Chief Human Resources Officer
UW Whitewater-Human Resources

Cc: Fred Trotter
Lana Collett-Klingenburg