

**BLANKET TRAVEL AUTHORIZATION**

Travel approval necessary to conduct college business on a routine basis and ***claim mileage reimbursement only.***

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|       |  |       |
| TRAVELER’S NAME AS SHOWN ON SOCIAL SECURITY CARD |  | DATATEL NUMBER |
| DESTINATION(S) AND PURPOSE(S) OF TRAVEL:  |       |
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| DATES OF TRAVEL: |  |       |

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| SOURCE(S) OF FUNDING: |  | State (Code) |       |
|  |  | County (Code) |       |
|  |  | Special (Code) |       |
|  |  | Other (Code) |       |

### AUTHORIZATION

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| Department/Div Chair/Coord Approval Date |  | Associate Vice President Approval Date |
|  |  |  |  |  |  |  |
| Dean/Director/Supervisor Approval Date |  |  Vice President Approval Date |
|  |  |  |  |  |
|  President’s Approval Date |

NOTE: Authorization must be secured prior to departure and may be completed and approval secured annually.