

**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.