

Blanket Travel Authorization Form

Employee: _____ Signature: _____

Reason for Travel: _____

Travel Dates: _____

Location(s): _____

Budget Chart String: _____

Comments:

This form serves as authorization for standard travel directly associated with your department and job duties. It authorizes the traveler(s) for mileage, airfare, meals, and lodging expenses while traveling for the cited official business only.

All flights and lodging expenses should be paid through your department PCard and booked following Travel policies set forth by the State and the College.

This authorization must be renewed every fiscal year to remain valid.

Travel for purposes outside the cited reason above, requires an independent Travel Authorization through ctcLink.

Additional authorization documentation is also required for payment of registration fees, professional development, exceptions to the maximum lodging, out of state travel, or when there will be reimbursement from an outside organization.

A completed copy of this blanket authorization must be submitted with each travel expense voucher for all applicable travel.

Copies of all approved blanket travel authorizations should be kept by the department Fiscal Manager.

Dr. Tysha Tolefree
Vice President for Finance and Operations

Date