

MIDDLE GEORGIA COLLEGE  
One-Time Authorization to Travel (Budget Year 2012)

|                    |   |                 |  |
|--------------------|---|-----------------|--|
| Name of Traveler   |   |                 |  |
| Title              |   |                 |  |
| Department Name    |   |                 |  |
| Budget Dept. #     |   |                 |  |
| Travel Type        | <input type="checkbox"/> In-state travel <input type="checkbox"/> Out-of-state travel   |                 |  |
| Travel Begin Date  |   | Travel End Date |  |
| Purpose of Travel  |   |                 |  |
| Location           |   |                 |  |
| NOTE               | <p>1) Section 4.2.3 of Business Procedure Manual of BOR requires "specific authorization for all <b>out-of-state</b> trips." Traveling employees must use this "one-time" authorization form to travel outside the state of Georgia; employees cannot use the standing travel authorization form for out-of-state travel. Each employee required to travel <b>out of the State of Georgia</b> in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from the department head or other designated official for the performance of travel and would require a "One-Time" Travel Authorization Form approval prior to the actual travel date.</p> <p>2) This One-Time Travel Authorization form can also be used for one-time, in-state travel and must be submitted to Department of Accounting Services, Jackson Hall, prior to the begin travel date indicated on this form. Electronic submission is acceptable. 3) For questions call x7524.</p> |                 |  |
| Requested by:      |   |                 |  |
|                    | Name  | Signature       |  |
|                    |   |                 |  |
| Approved by:       | Title   | Date            |  |
|                    |   |                 |  |
|                    | Name  | Signature       |  |
| Approver Comments: |   |                 |  |
|                    |   |                 |  |
|                    | Title   | Date            |  |