

MIDDLE GEORGIA COLLEGE
Standing Authorization to Travel (Budget Year 2012)

Name of Traveler		
Title		
Department Name		
Budget Dept. #		
Travel Begin Date		
Travel End Date		
Authorization Restricted To	<input type="checkbox"/> Day Travel Only <input type="checkbox"/> Overnight Travel	(if nothing is selected, default will be "Day Travel Only")
NOTE	<p>1) Section 4.2.3 of Business Procedure Manual of BOR requires "specific authorization for all out-of-state trips." Traveling employees, under no circumstance, are permitted to use this authorization form to travel outside the state of Georgia. Each employee required to travel out of the State of Georgia 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 Standing Travel Authorization form must be submitted to Department of Accounting Services, Jackson Hall, prior to the begin travel date indicated on this form. Electronic submission is acceptable.</p> <p>3) For questions call x7524.</p>	
Requested by:		
	Name	Signature
	Title	Date
Approved by:		
	Name	Signature
	Title	Date
Approver Comments:		