

Blanket Travel Authorization Form

TRAVELERS NAME:	
TITLE:	
DEPARTMENT:	

DEPARTURE DATE:	
RETURN DATE:	
PURPOSE OF THE TRIP:	
LOCATION(S) TO BE VISITED:	

ACCOUNTING INFORMATION: (FOR BUSINESS OFFICE USE ONLY)	
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REGISTRATION:	
TRANSPORTATION:	
AIRLINES:	
MEALS:	
LODGING:	
MISC:	
RENTAL CAR:	
PARKING:	
MILEAGE:	
OTHER:	
TOTAL ESTIMATED COST:	

PLEASE NOTE:

This form **MUST** be completed before travel is authorized, and will serve as a blanket Travel Authorization for **SIX** months. Forms without proper approvals will be returned.

Traveler Signature:	Supervisor Signature:	Business Office Signature:

Date:	Date:	Date:

BLANKET TRAVEL AUTHORIZATION GUIDELINES

USG Travel Policy dictates that a Travel Authorization must be completed and properly approved before an employee may travel away from campus on University business. Section 4.2.3 of this policy specifically provides that:

“Institutions may utilize blanket routine travel authorizations for in-state travel.”

The purpose of these guidelines is to establish what the University considers to be “routine” travel for this purpose. The Travel Office has the authority to reject any request for a blanket travel authorization that it does not believe fits the criteria listed herein.

“Routine” travel must meet ALL of the following guidelines:

- **The travel must be in-state.** In extremely unique circumstances, the University Travel Office may consider submitting a specific policy exception request to the Board of Regents if an employee regularly conducts ongoing duties in an out-of-state location. An example might be an employee who performs regular services at a consortia campus in neighboring South Carolina.
- **The travel must be an ordinary, necessary and recurring part of an employee’s job functions.** Training is considered to be a normal element of job function, as is University-system wide meetings. Professional in-state conferences may be considered “routine” only if they serve a “training” purpose or for which participation is otherwise required by the University or University System.
- **The definition of “routine” varies** according to a specific employee’s role and job duties. For example, travel by a Continuing Education specialist to in-state hotel venues to host mini-conferences would be considered routine. Likewise, state-wide travel of a University political representative to various State agencies and governing entities would also be considered routine for such an individual.
- **The event to which an employee travels must be conducted during normal business hours.** A conference or retreat occurring on the weekend would NOT be considered routine, even if conducted for training purposes.