EASTERN OREGON UNIVERSITY
TRAVEL AUTHORIZATION-BLANKET

SECTION 1: TO ESTABLISH A BLANKET TRAVEL AUTHORITY

NAME: _____ DEPARTMENT: _____

PURPOSE: _____

BEGINNING DATE _____ ENDING DATE _____

Valid for one term only--Fall (Sept-Dec), Winter (Jan-Mar), Spring (Mar-June), Summer (June-Sept)

ITINERARY FOR SCHEDULED TRIPS (NOT TO INCLUDE FOREIGN OR OUT-OF-STATE TRAVEL)

Date	From	To	Date	From	To

AMOUNT APPROVED: _____

INDEX CODE: _____

_____
(EMPLOYEE SIGNATURE) (DATE)

ACCOUNT CODE: _____

BANNER GENERATED NUMBER (REQUIRED): _910_____

Approval: I certify that these trips are necessary and that required funds are allotted for these expenditures.

_____ _____
(DEPT. HEAD APPROVAL) (DATE) (CABINET LEVEL SIGNATURE-WHEN REQUIRED) (DATE)

_____
(DEAN / DIRECTOR APPROVAL) (DATE)

SECTION 2: TRIP COST WORKSHEET

ANTICIPATED TRIP COSTS

Mileage _____ miles x $0.555/mile: $ _____

Per Diem:

Meals $ _____

Lodging $ _____

Other $ _____

Total $ _____

ROUTE APPROVED COMPLETED FORM TO:

Carrie Pollard - Accounts Payable, Inlow Hall 208, 541-962-3856 Version 3: Updated 05/01/12