Request for Blanket In-State Travel Approval

Florida Department of Citrus

Bartow, FL

**Name:**

**Title:**

**Department:**

The above named requests authorization to travel within State of Florida for the period of time:

**To**

Month/ Day / Year Month/ Day / Year

This blanket approval authorizes the following expenditures in connection with routine, mission critical travel within the state of Florida: mileage, parking and tolls; hotel and meals when overnight travel is required; and use of private vehicle. *Insert position specific limitations or inclusions here.*

This travel has been determined to be critical to accomplish the Department’s mission to enhance the welfare of the Florida citrus grower. Other methods to accomplish the specific purpose for this travel have been explored and it has been determined that this travel is necessary to carry out our mission. *Insert position specific justification here*.

Estimated annual cost for travel covered by this blanket authorization:

I understand that a “Request for Travel Approval” must be completed and pre-approved for out-of-state travel, foreign travel, or when the trip involves attendance at a conference, convention, seminar, or training event.

Signature of Applicant Date

#### Approval

Applicant’s Supervisor Date

Business Unit Manager Date

Executive Director Date

Comptroller Review for Policy & Budget

**Blanket Travel Q&A**

**When may a blanket travel authorization be used?**

Employees may be granted a blanket travel authorization for travel that is either (1) on a routine and repeating basis that is frequent in occurrence and generally for similar activities that make it impracticable to obtain specific trip approvals, or (2) in response to emergency situations or immediate and time sensitive duties that make it impracticable to plan travel times.

**What travel is NOT covered by a blanket travel authorization?**

Out-of-state travel, foreign travel, and travel to a conference, convention, or training event is not covered by the blanket authorization. These types of travel MUST be approved in advance on the FODC’s “Request for Travel Approval” form. For training related the travel, the State of Florida’s “Authorization to Incur Travel Expense (green form) must also accompany the request.

**What are the documentation requirements for a blanket travel authorization?**

A blanket travel authorization must (1) be documented in writing, (2) include a description/purpose and specified travel period for the subject travel, (3) include specific authorizations as would be required by Florida Statutes, FAC, and Agency addressed memorandums, (4) include a statement describing how the travel is critical to the agency’s mission, and (5) be approved by the appropriate manager and executive director prior to travel beginning. A blanket travel authorization may not exceed a period of one year (as long as the employee remains in the related position requiring such travel and there are no interim travel restrictions.) The blanket travel authorization granted by the departments should be documented via e-mail, letter, an internal department form, or by using the Blanket Travel Authorization Form (AP101) on the Controller’s Office website. It is the department’s responsibility to ensure that all blanket travel authorizations approved are complete and maintained for audit purposes*.* A copy of the signed authorization will be on file in Accounting (or HR).