

*- SAMPLE-*

BLANKET PRIOR APPROVAL FOR OUT OF STATE TRAVEL.

(Date: *Renew Annually*)

Members of the (Your College/School/Department Information) are hereby given blanket approval to travel outside the State of Washington in connection with their duties.

*Include the following required information or statements:*

1. *Type of individuals (faculty, administrative personnel, etc.) authorized to travel outside the State of Washington (specific names are not required).*
2. *A statement that out of state travel is consistent with the requirements of their positions.*

[AUTHORIZED PERSON:](http://www.washington.edu/admin/rules/APS/70.02.html%22%20%5Cl%20%223)

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Name/Title Date