

BLANKET APPROVAL FOR OUT-OF-STATE TRAVEL, STD. 260

STEP ACTION

- 1 ENTER AGENCY AND FISCAL YEAR.
- 2 ENTER TOTAL EXPENSES OF THE TRIPS TO BE REQUESTED.
- 3 ENTER THE ALLOTMENT FROM THE PRIOR YEAR APPROPRIATION.

BLANKET APPROVAL FOR OUT-OF-STATE TRAVEL

STD. 260 (REV. 4/2012)

DOCUMENT NUMBER

DATE

Send 1 copy to GOVERNOR'S DIRECTOR OF OPERATIONSTO: *Honorable Governor of California*
SACRAMENTO

Under the provisions of Section 0730 et seq. of the State Administrative Manual and Sections 1062, 11032, and 11033 of the Government Code, advance approval is requested for travel in the following amount as provided for the current budget of this Department. All travel performed as a result of this approval shall be within the criteria for out-of-state travel.

STATE DEPARTMENT

FISCAL YEAR OR OTHER APPLICABLE DATE

TOTAL EXPENSE OF ALL TRIPS NOT TO EXCEED:

Out-of-State travel budget allotment included in prior year appropriation
(DF-300 Supplementary Schedule of Operating Expenses and Equipment)

APPROVALS

I HEREBY CERTIFY that all individual travel authorizations granted pursuant to this request will be in accordance with the criteria for out-of-state travel in the State Administrative Manual.

Departmental Approval

DEPARTMENT DIRECTOR

Agency Approval

AGENCY SECRETARY

SIGNATURE

DATE

SIGNATURE

DATE

TO: *Honorable State Controller*
SACRAMENTO

Approval is granted for the above-mentioned out-of-state travel. Authorized expenses will be paid by the State of California, upon presentation of properly certified and itemized bills.

Governor Approval

GOVERNOR OF CALIFORNIA

DATE

