



Memorandum

To: Office of Sponsored Programs

From:

Date:

Subject: Blanket In-State Travel Authorization

Account(s) **Period of Performance**

Reason for In-state travel:

The responsible principal investigator will be responsible for insuring the travel expenses are necessary, accurate, and reasonable and will stay within the contracted budgeted amount. Travel may require the use of a person vehicle or rental car. A copy of the approved memorandum will be attached to the in-state travel voucher in lieu of the individual travel authorization.

Principal Investigator

Traveler

Date

OSP Administrator

Gloria W. Greene, MA, CRA
Assistant VP, Contracts & Grants

Date