



### Approval for Travel Exceeding Thirty Days in Duration

Traveler:

Destination (s):

Date (s) of Travel:

**Justification for Extended Travel:**

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*Florida Statute 112.061 (4) (b):*

*When any state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be deemed to be the employee's official headquarters, and he or she shall not be allowed per diem or subsistence, as provided in this section (F.S. 112.061), after the said period of 30 continuous workdays has elapsed, unless the period of time is extended by the express approval of the agency head or his or her designee.*

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**Approval below indicates the above named traveler is in travel status exceeding thirty continuous workdays in duration; however, this is not considered a change of official headquarters.**

\_\_\_\_\_  
Director/Chair

\_\_\_\_\_  
Printed Name of Director/Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Printed Name of Dean

\_\_\_\_\_  
Vice-President/Designee

\_\_\_\_\_  
Printed Name of Vice-President/Designee

\_\_\_\_\_  
President/Designee

\_\_\_\_\_  
Printed Name of President/Designee

**Attach to Travel Authorization for scanning into Image Now.**