



North Carolina Department of Health and Human Services
Office of the Controller

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Secretary DHHS
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Controller

February 20, 2013

MEMORANDUM #2013-06

To: Division/Institution Directors
Division/Institution Budget Officers

From: Laketha M. Miller

Subject: Blanket Travel Authorization Form

The Department of Health and Human Services authorizes blanket travel approval for designated employees for whom in-state travel is essential and required in their day to day job duties. In order to improve the efficiency of our travel reimbursement practices, the attached Blanket Travel Authorization (BTA) form is available to be submitted to the DHHS Office of the Controller effective immediately. The BTA allows divisions and institutions to submit a blanket authorization for employee travel under certain circumstances. Those employees that travel routinely may complete this form at the beginning of the State Fiscal Year and use it throughout the year in lieu of completing a standard Travel Authorization form for each time they travel.

The following restrictions must be observed.

- 1) A copy of the approved BTA form must be attached to each travel reimbursement request.
- 2) Excess travel must be approved on the standard Travel Authorization form.
- 3) The BTA form is a substitute for the Travel Authorization form only for in-state travel. No excess travel will be authorized using the BTA.
- 4) The approval will only be good for one fiscal year at a time.

Please begin using this form for travel reimbursements that meet these requirements. The new form may be found in the Travel section of our web page at:

<http://www.ncdhhs.gov/control/travel/travel.htm>

Should you have further questions about this matter, please contact the General Accounting and Financial Management Branch Head for your division or the fiscal officer in the regional Controller's Office for your institution.

cc: Executive Committee
Division/Institution Directors
Division/Institution Budget Officers
Controller's Office Section Chiefs

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