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| **Name** | **Position** | **Approval Type-Circle All that Apply** |
|  | Agency Head | KPERS 50% CONF OOS SMRT OSMT |
|  | Chief Financial Officer | KPERS 50% CONF OOS SMRT OSMT |
|  | SMART Security Liaison | KPERS 50% CONF OOS SMRT OSMT |
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**Authority Definitions**:

At least one person must be designated for each of these approval types: For each approver, please designate if their authorization

**KPERS**-Authority to Sign KPERS Withdrawal of Contributions will occur within SMART workflow, outside of SMART, or both:

**50%**-Authority to Approve Lodging up to 50% Above Established Rates **SMRT-**Authorized to Approve Travel Exceptions in SMART

**CONF**-Authorized to Approve Lodging at Conference Rates **OSMT**-Authorized to Approve Travel Exceptions Outside of

**OOS**-Authorized to Approve Out-of-State Travel SMART

Approved Out-of-State Travel Locations/Areas (attach additional sheet, if necessary):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Lodging up to 50% Above Established Rates-KSA 75-3207a(f)(1); Conference Lodging Rates-KSA 75-3207a(f)(2); Out-of-State Travel-KSA 75-3208(d)

 I certify that the above named individuals are authorized to perform duties of noted positions of this agency.

 Approved:

 Agency Head Signature Date