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| **Authority Definitions:**At least one person must be designated for each of these approval types:**50%**-Authority to Approve Lodging up to 50% Above Established Rates**CONF**-Authorized to Approve Lodging at Conference Rates**OOS**-Authorized to Approve Out-of-State Travel**MIL**-Authorized to Approve Mileage Rates | For each approver, please designate if their authorization will occur within SMART workflow, outside of SMART workflow, or both:**SMRT**-Authorized to Approve Travel Exceptions in SMART**OSMT**-Authorized to Approve Travel Exceptions Outside of SMART |
| **Name** | **Position** | **Approval Type-Circle All That Apply** |
|   | Agency Head |  50% CONF OOS MIL | SMRT OSMT |
|  | Chief Financial Officer |  50% CONF OOS MIL | SMRT OSMT |
|  | SMART Security Liaison |  50% CONF OOS MIL | SMRT OSMT |
|  |  |  50% CONF OOS MIL | SMRT OSMT |
|  |  |  50% CONF OOS MIL | SMRT OSMT |
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|  |  |  50% CONF OOS MIL | SMRT OSMT |
|  |  |  50% CONF OOS MIL | SMRT OSMT |
|  |  |  50% CONF OOS MIL | SMRT OSMT |

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); Mileage Rates KAR 1-18-1a

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

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

Approved:

 Agency Head Signature Date