

Instructions

Items 1 through 3 - Self-explanatory; **it is a requirement for volunteers to be registered with OFM and have an SWV Number.**

Item 4. Define the nature of the services, the purpose of the trip, etc. If the purpose is to attend a meeting, explain the nature of the meeting and give the location. Use this space also for any remarks or clarifications of the authorization.

Item 5. Show the beginning and ending date of the authorization.

Item 6 and 7. If the authorization is for a single trip, complete box 7a, and show the total authorized expenditure for travel. If the authorization is for a long-term travel, complete box 7b, and show the total authorized expenditure for travel. Long-term travel authorization should be renewed annually.

Item 8. Show the Maximum authorization here. This should be the grand total of box 7a and 7b.

Item 9. The non-employee must sign and date. The DSHS Authorizing Official should sign and date as well as indicate his/her title and organization.

Distribution: After the form is completed, and all signatures obtained, the following distribution is made:

The original:

If the authorization is for a "long term", the original will be kept at the originating office in a central location.

If the authorization is for a single trip, the original will be attached to any receipts and filed in a central location at the approving office.

A copy will be retained by the non-employee.

Attach additional sheets if necessary.