**RESOLUTION**

On the  day of Month, 20xx, at a meeting of the Board of Directors of the XYZ Council on Aging in the city of Location, Louisiana, with a quorum of members present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

**BE IT RESOLVED** that, the Board of Directors do hereby approve the **Annual Travel Authorization for FY 20xx-20xx.**

The above resolution was passed by a majority of those present and voting in accordance with the Bylaws and Articles of Incorporation of said Council on Aging.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of the XYZ Council on Aging, Inc. held on the 25th day of June 20xx.

Board Secretary (Print Name) Board President (Print Name)

Board Secretary (Signature) Board President (Signature)

**Annual Travel Authorization**

**For Routine Travel Utilizing Personal Vehicles**

This form serves as a blanket authorization for routine travel that is necessary for the performance of official duties within XYZ Council on Aging for all employees holding positions such as:

1. C-1 Drivers
2. C-2 Drivers
3. Meals on Wheels Drivers
4. III E Caregivers
5. III B Homemaker

This authorization streamlines approval for recurring travel involving personal vehicle use by employees or contractors.

**Authorized Travel Expenses:**

1. **Transportation:** mileage for personal vehicles

**Conditions:**

1. **Legal Provision (PPM-49 §1503 11b):** Annual travel authorizations for routine travel are allowed if determined to be in your agency’s best interest. If annual travel authorizations are used, prior approved travel authorizations are still required for non-routine meetings, conferences, and out-of-state travel. Annual travel authorizations cannot be used for non-routine meetings, conferences, and out-of-state travel.
2. **Approval Process:** This blanket authorization applies to all routine travel related to the job functions listed above and does not require prior approval for each individual trip. However, travel must be aligned with the goals and responsibilities of the specified position(s).
3. **Travel Reports:** All employees are required to submit a travel report after each trip. The report should include, date, odometer reading, miles traveled, description of travel, and appropriate signatures.
4. **Termination of Authorization:** This blanket authorization may be modified or revoked at any time based on operational needs, policy changes, or other circumstances.
5. **Exceptions:** Any travel outside the typical scope of routine travel or expenses exceeding standard guidelines must be pre-approved by the Supervisor/Director.