BUDGET LETTER

NUMBER: 14-03	
SUBJECT: Out-of-State Travel Requests—Approval by the Governor's Office	**DATE ISSUED:** March 20, 2014
REFERENCES: Government Code Sections 11032 and 13030, State Administrative Manual Sections 0760-0765	**SUPERSEDES:** BL 13-04

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: The Governor's Office

This Budget Letter reminds state departments, boards, agencies, and commissions of the requirements of Out-of-State Travel (OST) blankets and individual OST requests, including travel to foreign countries. This process also applies to employees of the constitutional officers.

As in the past, the OST blanket has two separate components. The first section should only include trips that meet specific mission critical criteria (defined below) and will only require approval from the Department Director **and** the Agency Secretary (or a commensurate level). The second section is to include trips that are discretionary, but your agency believes represent a benefit to the state and should be considered for approval by the Governor's Office. Please review the criteria carefully. If a trip provides a benefit but is not required, then it falls into the discretionary category.

Each trip listed in the first section should contain the following information:

- Purpose of the trip and mission critical criteria it meets.
- Destination.
- Projected cost of the trip and the source of funding.
- Number of travelers and role of each traveler.

Each trip listed in the second section must contain the following information:

- Purpose of the trip and an explanation why it is in the best interest of the state.
- Destination.
- Projected cost of the trip and the source of funding (use fund name as shown in the Governor's Budget).
- Number of travelers and role of each traveler.
- Impact if the trip is denied.
- Impact of the traveler's absence on regularly assigned duties.

Mission critical criteria:

- Enforcement responsibilities (this includes only actual enforcement activities, not training or meetings).
- Auditing.
- Revenue collection.
- A function **required** by statute, contract, or executive directive.
- Job-required training necessary to maintain licensure or similar standards **required** for holding a position.

- Equipment inspection as **required** by a contract.
- Meetings or training **required** by a grant or to maintain grant funding.
- Litigation related (depositions, discovery, or testimony).
- Requests by the Federal Government to appear before committees.

Mission critical **does not** mean travel to attend:

- Conferences, meetings, or seminars (even those that historically have been attended, or if a request has been made for your department or an individual to make a presentation).
- Networking opportunities.
- Professional development courses.
- Continuing education classes/seminars.

All OST blankets for fiscal year 2014-15 must be submitted to the Governor's Director of Operations by **May 16, 2014**. This deadline provides adequate time for review and approval of OST blankets, and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel already included in a blanket that has not yet been approved. Your OST blanket submission will only be accepted on the most recent version of the STD. 260 (REV 4/2012), which can be found by clicking this link: http://www.documents.dgs.ca.gov/osp/pdf/std260.pdf.

If a department has a travel request that needs consideration before their blanket has been approved, or if it meets the criteria specified below, these guidelines should be followed.

Departments are required to submit individual OST requests when any of these apply:

1) A department's OST blanket has been submitted but not yet approved by the Governor's Office.
2) Need to add persons to a trip listed in the approved travel blanket.
3) The trip is not covered by SAM Section 0762.
4) The trip involves unusual circumstances or an extended period of time, possible questions of propriety or public interest, for example: trips to Hawaii, Alaska, territorial possession, or foreign countries.
5) The trip is funded from a nonfederal grant.

You must submit individual trip requests on the OST Approval Request Form (STD. 257 REV 4/2012), which can be found by clicking this link: http://www.documents.dgs.ca.gov/osp/pdf/std257.pdf. These requests must be received by the Governor's Director of Operations at least 14 days before travel is scheduled to begin. Please note that only submissions on the current form will be accepted.

If departments do not adhere to this timeframe and if the forms are not filled out accurately and completely, the request may be denied and individual employees will not be reimbursed for travel costs or may be subject to other consequences. Please refer to SAM Section 0761, 0764, and Government Code Section 13030 for additional information regarding noncompliance with OST requirements.

Please submit all OST blankets to the Governor's Director of Operations by the **May 16, 2014** deadline. The original blanket or individual OST request must be submitted and routed through your Agency and sent to: **Office of the Governor, Attn: Director of Operations**. You must include the name of a contact person with e-mail and phone number, should follow up or clarifications be necessary.

/s/ Todd Jerue

TODD JERUE
Chief Operating Officer