

**INDIVIDUAL TRIP APPROVAL**

0764

(Revised 04/12)

Appendix A-6 contains preparation instructions for the Request for Approval of Out-of-State Travel, [STD. 257](#). Use STD. 257 for individual trip approval in the following cases:

1. A blanket approval and travel plan have been submitted but not yet approved.
2. The trip is not covered by SAM Section 0762.
3. The trip involves unusual circumstances, public interest, or possible questions of propriety. Some examples include: trips to Hawaii, Alaska, territorial possession, foreign countries; trips involving an extended period of time; and requests to add persons to a trip listed in the approved blanket travel plan.
4. The trip is funded from a non-federal grant.

Submit STD. 257 with justification. Attach justification on a separate page. If any of the expenses will be paid with funds other than State or federal, the department must list the amount, source, and the purpose of these funds.

The request must reach the Governor's Operations Office a minimum of 14 days before the travel is scheduled to begin. Any request submitted to the Governor's Operations Office without this lead time must have a special justification and may be denied.

**Bordering States (Individual Trips)**

Travel to bordering states that is less than five consecutive working days does not require approval from the Governor's Operations Office. STD. 257 can be used to request individual trips that exceed five consecutive working days unless exempt per [Government Code 11033](#). Enter "Bordering State" prominently in the space at the top and follow the normal routine for requesting approval on OST blanket or trip. The Governor's Operations Office will approve and distribute the package.

**Distribution and Approval of Individual Trip Requests**

The requesting department should send one copy of STD. 257 and justification through the Agency Secretary (if applicable) to the Governor's Operations Office. The Governor's Operations Office will retain one copy and will send a copy of the approved package to the Agency Secretary (if applicable) or the originating department. One copy of STD. 257 will be sent to the State Controller's Office by the Agency Secretary (if applicable) or the originating agency.