

**ADMINISTRATION OF OUT-OF-STATE TRAVEL**  
(Revised 04/12)

**0765**

**Departmental Use of STD. 257 When Blanket Has Been Approved**

Trips that are included in the approved STD. 260 and travel plan may be taken upon departmental approval. STD. 257 may be used internally for departmental control purposes for such trips but should not be sent to the Agency Secretary, the Governor's Operations Office, or the State Controller's Office.

The following characteristics of a trip may be changed, without additional approval:

1. The person making the trip.
2. The trip itinerary unless the change results in the trip becoming reportable under SAM Section 0763.
3. The dates of the trip.
4. The cost or funding source.
5. The total cost as long as it does not vary by more than 10%