

## SAM - TRAVEL

### ADMINISTRATION OF OUT-OF-STATE TRAVEL

0765

(Reviewed 7/2015)

#### 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%