

OUT-OF-STATE TRAVEL APPROVAL REQUEST

STD. 257 (Rev. 1/2023)

Pursuant to the Provisions of Sections 1062, 11032, and 11033
of the Government Code and SAM Section 0730, et seq.

This form is necessary to obtain approval for trips not contained within an approved out-of-state travel blanket.

NAME		DOCUMENT NUMBER
TITLE		DATE
DIVISION	DEPARTMENT	AGENCY
PURPOSE - (attach additional sheets if necessary)		
ABSENCE DATES		EXPENSES NOT TO EXCEED*
LOCATION		FUND Do not enter numerical code. Enter full name of the fund as shown in the Governor's budget.
REQUESTED BY		TITLE

* Does not need to be resubmitted if actual costs do not vary more than 10% from this estimate.

MISSION CRITICAL TRAVEL - Approved at Agency or commensurate level

Please check all boxes that apply:

- ☐ Enforcement responsibilities
- ☐ 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
- ☐ For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.
- ☐ Equipment inspection as required by a contract
- ☐ Meetings or training required by a grant or to maintain grant funding
- ☐ Litigation related (depositions, discovery, testimony)
- ☐ Requests by the Federal Government to appear before committees
- ☐ Other* (see requirements below)

* Requires approval by the Governor's Director of Operations



Attach a brief description of why you believe this trip is a benefit to the State.

APPROVALS

I HEREBY CERTIFY upon my own personal knowledge that this trip is mission critical or in the best interest of the State.

Departmental Approval

Agency Approval

DEPARTMENT DIRECTOR		AGENCY SECRETARY	
SIGNATURE	DATE	SIGNATURE	DATE
			

If "Other" was checked, submit to the Governor's Office for authorization.

AUTHORIZATION

APPROVED, GOVERNOR OF CALIFORNIA	DATE
