

# MANAGEMENT MEMO

		NUMBER <b>MM 04-21</b>
SUBJECT: OUT-OF-STATE TRAVEL		DATE ISSUED: July 28, 2004
		EXPIRES: July 28, 2005
REFERENCES: GOVERNMENT CODE SECTIONS 11032, 13030 STATE ADMINISTRATIVE MANUAL SECTIONS 0760-0765		ISSUING AGENCY: DEPARTMENT OF FINANCE

**Purpose** The purpose of this Management Memo is for state agencies to comply with out-of-state travel requirements of Section 11032 of the Government Code and Sections 0760 – 0765 of the State Administrative Manual.

**Policy** Government Code Section 11032 requires prior approval of out-of-state travel expenses by the Director of Finance and the Governor’s Office.

State Administrative Manual (SAM) Section 0764 requires departments to submit out of state travel requests to the Department of Finance (Finance) at least **14 days before the travel is scheduled to begin.** Failure to submit travel requests within this timeframe may result in the denial of the request by Finance. In addition, claims submitted to the State Controller’s Office for reimbursement for out-of-state travel costs are subject to audit by the State Controller’s Office and the payment will be denied if the claim is not in compliance with the statutory and administrative guidelines.

**Non-Compliance** Under no circumstances should travel requests be received by Finance after the date of travel. **Such requests will not be approved by Finance and employees will not be reimbursed for travel costs.**

In accordance with the provisions of Government Code Section 13030, **any employee who travels out of state without prior approval by Finance and the Governor’s Office may be guilty of a misdemeanor** and subject to fines of up to \$1,000 and/or imprisonment in the county jail for a minimum of 30 days.

**Contact** Please direct all questions concerning this Management Memo to your Finance budget analyst.



**Signature**  
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Chief Deputy Director