

## SAM - TRAVEL

### CRITERIA FOR BLANKET APPROVAL OF OUT-OF-STATE TRAVEL

0762

(Reviewed 7/2015)

Blanket approval for out-of-state travel gives the department the authority to approve any travel listed in their travel plan. Each trip listed in the travel plan must meet one of the following criteria.

- a) Enforcement responsibilities
- b) Auditing
- c) Revenue collection
- d) A function required by statute, contract, or executive directive
- e) Job-required training necessary to maintain licensure or similar standards required for holding a position
- f) Equipment inspection as required by a contract
- g) Meetings or training **required** by a grant or to maintain grant funding
- h) Litigation related (depositions, discovery, testimony)
- i) Request by the Federal Government to appear before committees

Travel must clearly be of benefit to the State. The justification must be complete and show the benefits to the State in terms of the relationship to the department's program and costs.