

## SAM - TRAVEL

### ADVANCE BLANKET APPROVAL

0761

(Reviewed 7/2015)

The Blanket Approval for Out-of-State Travel form, [STD. 260](#), should reach the Governor's Operations Office by the deadline specified on the annual Budget Letter, along with the Travel Plan in two separate sections. Section 1 represents mission critical travel as defined in the most recent OST Budget Letter and Section 2 represents trips that an Agency believes represents a benefit to the State. The supporting documents should be assembled in that order. See Appendix A-4 for preparation instruction for STD. 260.

#### Bordering States (Blanket Trips)

Travel into bordering states (SAM Sections 0761 and 0763, and [Government Code Section 11032<sup>1/</sup> and 11033<sup>3/</sup>](#)) that is for less than five consecutive working days' duration does not require approval from the Governor's Operations Office. If such travel exceeds five consecutive working days, approval is required and the process for approving OST blanket or trips will apply. Departments with significant out-of-state travel to states bordering California for more than five consecutive working days may obtain advance approval by using a separate Blanket STD. 260. Prepare this package in the same manner as outlined in this section. The STD. 260 should be marked "BORDERING STATES" prominently in the space at the top. The Governor's Operations Office will approve and distribute the package.

Once the OST blanket or trip is approved, the Governor's Operations Office will forward an original signed copy to the State Controller's Office and a copy to the Agency Secretary (if applicable) and the originating department.

#### Review and Approval of Blanket Requests

The Advance Blanket Approval package is reviewed by the Agency Secretary (as applicable) and the Governor's Operations Office. Their recommendations will be shown on the Out-of-State Travel Request form, [STD. 257C](#).

The total dollar amount of all approved travel becomes the approved level of expenditure. Indicate this amount on STD. 260 as: "Total Expense of All Trips Not to Exceed" and the amount.

#### Distribution and Approval of Blanket Requests

The Governor's Operations Office will retain one copy and will send the approved package to the Agency Secretary (if applicable), or the originating agency. One copy of STD. 260 will be sent to the State Controller's Office by the Agency Secretary (if applicable) or the originating agency.