

## Out-of-State Travel Essentials

**Before submitting an Authorization for Out-of-State Travel, please ensure the following:**

1. Be sure to fully describe the business need for the trip on the [Authorization for Out-of-State Travel](#) form. In the *Justification for Trip* include the following:
  - Describe the essential nature of the trip
  - Explain what happens if the trip is not made
2. Take appropriate measures to minimize costs. Division directors must certify taking these measures by checking the appropriate box on the authorization form in the *Division Director Certification* section. Appropriate measures include, but are not limited to:
  - Searching for the lowest airfare
  - Requesting government discounts for lodging, registration fees, etc.
  - Minimizing the number of travel days
  - Taking advantage of early registration discounts
3. Consider whether there are other means to accomplish the desired objectives without the need for out-of state travel. For travel related to training, certify on the authorization form in the *Division Director Certification* section that no other more reasonable option is available.
4. Ensure that the employee does not use frequent flyer miles for personal purposes. Similarly, ensure the employee does not obtain other rewards, such as free hotel nights for personal purposes. The general guidance in this area is employees should not benefit personally from state travel.
5. Properly document situations where an outside organization is paying for a state employee's travel expenses. This includes:
  - documenting the payment arrangements (e.g., who is paying what, and how will the payment be made?);
  - certifying that frequent flyer miles will not be used for personal purposes and that other benefits are not provided to the employee;
  - certifying that expenses will not be claimed that are not authorized by or that exceed the limits of the applicable bargaining unit contract; and
  - ensuring that the outside organization does not reimburse expenses directly to the employee that need to be reported by the state as taxable income to the employee.
6. Use of a rental vehicle must be included and justified on the authorization form.
7. Trip dates must correspond to the dates of the event for which approval is being requested plus reasonable time for travel.
8. Any personal time added to the trip must be clearly indicated on the authorization form along with sufficient documentation to clarify which expenses are being paid by the state and the employee.
9. An itinerary or agenda for the event must accompany the authorization form.
10. Use of a mode of transportation other than air travel for an out-of-state trip must be explained/justified in writing.