

STATE OF MARYLAND
INDIVIDUAL REQUEST FOR OUT-OF-STATE TRAVEL

AUTHORIZATION
NUMBER

AGENCY

APPROPRIATION NUMBER
(Agency PCA)

AGENCY PAYING FOR TRAVEL
(If Different From Above)

APPROPRIATION NUMBER
(Agency PCA)

NAME OF OFFICIAL OR EMPLOYEE _____ TITLE _____ SOCIAL SECURITY NUMBER _____

DESTINATION: _____ DATE: _____ DEPART _____ RETURN _____

PURPOSE OF TRAVEL: _____

METHOD OF TRAVEL: STATE CAR PRIVATE CAR BUS TRAIN AIRPLANE

ESTIMATED COSTS: AIRFARE _____
 LODGING _____
 MEALS _____
 REGISTRATION FEES _____
 CAR RENTAL _____
 OTHER TRANSPORTATION _____
 OTHER _____
 TOTAL _____

I HEREBY RECOMMEND APPROVAL FOR TRAVEL REQUESTED HEREIN, AND CERTIFY THAT APPROPRIATE FUNDS HAVE BEEN ALLOWED THEREFORE.

DEPARTMENT/AGENCY HEAD OR DESIGNEE _____
DATE

FOR OUT-OF-COUNTRY TRAVEL TO CONVENTIONS, CONFERENCES, SEMINARS, OR TRAINING, THE FOLLOWING MUST BE COMPLETED.

OUT-OF-COUNTRY TRAVEL

APPROVED: _____

SECRETARY OF BUDGET MANAGEMENT



INSTRUCTIONS

1. This form must be used in accordance with COMAR 23.02.01, Standard Travel Regulations.
2. A separate form must be completed for each person for each trip.
3. Prepare one (1) form [total of two (2) copies] for all Out-of-State Travel requests not requiring the approval of the Board of Public Works.
4. Subject to budgeted funds, the Department/Agency Head or Designee has the authority to approve individual requests for Out-of-State Travel, and Out-of-Country Travel (except to conventions, conferences, seminars, or training).
5. Requests for Out-of-Country Travel to conventions, conferences, seminars and training will be approved by the Secretary of the Department of Budget and Management (DBM) and reported to the Board of Public Works.
6. All Out-of-Country Travel requests requiring approval of the Secretary of DBM should be submitted to the Procurement Office at least 30 days prior to travel date. Forms should be directed to the State Procurement Office at 45 Calvert Street, 1st Floor, Annapolis, MD 21401. After approval the original copy will be returned to the State agency.
7. After the Out-of-State Travel request form has been approved as required above, one (1) copy will remain in the agency's files and the other must accompany the employee's expense account when submitted to the State Comptroller's Office for reimbursement.
8. Invoices or other supporting data for hotel, car rental, registration fees, etc., must be submitted with the expense account. Credit card charge receipts will not be sufficient.