



STATE OF MARYLAND

OFFICE OF THE GOVERNOR
Wes Moore

MEMORANDUM

TO: Members of the Governor’s Cabinet
FROM: Lester Davis, Chief of Staff
DATE: April 29, 2026
SUBJECT: Cabinet Department Out of Country Business Travel

Purpose

This document outlines policies and procedures that supplement existing requirements under [COMAR 23.02.01](#) and [DBM Memorandum 2023-04](#) with respect to out of country business travel conducted by cabinet members or a delegation of employees within a cabinet department. These policies and procedures take effect on April 29, 2026.

Scope

The policies and procedures within this memorandum cover:

1. Official business international travel conducted by Cabinet members.
2. Official business international travel authorized by Cabinet members for one or more employees of a cabinet department.

Definitions

1. “Cabinet Member” and “Cabinet Department” as outlined in [Appendix A](#).
2. “Out of country business travel” means out-of-country travel, as defined by COMAR 23.02.01.08, for official business, as defined by COMAR 23.02.01.07.

Policies & Procedures

Fiscal Responsibility

To the extent practicable, cabinet members and cabinet department employees are required to exercise significant fiscal responsibility when booking flights and hotel reservations.

While COMAR 23.02.01.02B(15) permits the use of business class flights when cabinet members and cabinet department employees are traveling outside of North America, the Caribbean Islands, and the Hawaiian Islands, it is the expectation of the Office of the Governor that cabinet members will exercise significant judgment when electing to book business class flights. Further, the booking of business class flights will require Office of the Governor approval as outlined in the next section.

Approvals

Cabinet Member

COMAR 23.02.01.10.B and DBM Memorandum 2023-04 outline the requirements for seeking authorization for official business international travel. Specifically, an agency head is required to submit a GAD Form X-3A and obtain approval from the Department of Budget and Management (“DBM”) *prior to* booking any flights or hotel reservation related to the official business international travel.

This section further clarifies the sequence of existing and new policy and procedural approval requirements for cabinet department out of country business travel moving forward.

1. ***Governor’s Office Approval:*** No less than 45 days prior to any out of country business travel conducted by a cabinet member, a decision memorandum from the cabinet member shall be sent to the Chief of Staff, the Principal Deputy Chief of Staff & CAO, and the assigned Deputy Chief of Staff that outlines the following information:
 - a. *Purpose of Travel*
 - i. Please outline the purpose, details, necessity, and benefits of the state for the official business international travel.
 - b. *Names and Titles of Cabinet Department Travelers*
 - i. In addition to the cabinet member, if applicable, a list of other cabinet department employees that will be accompanying the cabinet member, and the justification for the inclusion of the additional travelers
 - c. *Estimated Costs of Travel*
 - i. Utilizing the same information on the GAD Form X-3A, please outline the estimated costs obtained from the State travel vendor or a reputable online travel booking site related to the travel, to include estimated costs for flights, hotels, registration fees, meals, and transportation.

d. *Business Class Travel*

- i. If the cabinet member is seeking to utilize business class travel, the cabinet member must provide a justification for why business class travel is necessary to effectively conduct official business and contribute to the success of the out of country business travel.
2. ***DBM Approval:*** Upon written approval from the Governor’s Office, cabinet members shall adhere to the review and approval policies and procedures as outlined in DBM Memorandum 2023-04.
3. ***Comptroller’s Office Submission:*** Upon written approval from DBM, cabinet members shall adhere to the submission requirements as outlined in COMAR 23.02.01.
4. ***Booking of Out of Country Business Travel:*** Upon approvals as outlined in this section, cabinet members are authorized to book travel arrangements as outlined in the decision memorandum submitted to the Governor’s Office.
5. ***State Information Security Foreign Travel Policy:*** Upon completion of international travel related booking, and no later than 2 weeks prior to travel, the cabinet member and any accompanying staff must comply with DoIT’s [State Information Security Foreign Travel Policy](#). This policy relates to the transporting of State owned technology internationally. DoIT’s policy also provides guidance in situations where cabinet members, or staff, desire to use personal technology to perform State work while traveling internationally.

Cabinet Department Employees

COMAR 23.02.01.10.B and DBM Memorandum 2023-04 outline the requirements for seeking authorization for official business international travel. Specifically, agency heads are required to grant approval, and state agency travel coordinators are required to submit documentation to DBM and the Comptroller’s Office *prior to* booking any flights or hotel reservations related to the official business international travel. This section only applies to cabinet department employees seeking approval for out of country business travel when traveling without cabinet members. Approvals of cabinet department employees who are traveling with the cabinet member are to be covered in the process governing cabinet member travel.

6. ***Governor’s Office Approval:*** As soon as practicable but no less than 45 days prior to any out of country business travel conducted by a cabinet member, a decision memorandum from the cabinet member shall be sent to the assigned Deputy Chief of Staff that outlines the following information:
 - a. *Purpose of Travel*
 - i. Please outline the purpose, details, necessity, and benefits to the state for the official business international travel.
 - b. *Names and Titles of Cabinet Department Travelers*
 - i. A list of cabinet department employees that will be traveling, and the justification for travel for each.

- c. Estimated Costs of Travel*
 - i. Utilizing the same information on the GAD Form X-3A, please outline the estimated costs obtained from the State travel vendor or a reputable online travel booking site related to the travel, to include estimated costs for flights, hotels, registration fees, meals, and transportation.
 - d. Business Class Travel*
 - i. If the cabinet member is authorizing business class travel, the memorandum must provide a justification for why business class travel is necessary to effectively conduct official business and contribute to the success of the out of country business travel.
- 7. **DBM Approval:** Upon written approval from the Governor’s Office, state agency travel coordinators shall adhere to the review and approval policies and procedures as outlined in DBM Memorandum 2023-04.
- 8. **Comptroller’s Office Submission:** Upon written approval from DBM, state agency travel coordinators shall adhere to the submission requirements as outlined in COMAR 23.02.01.
- 9. **Booking of Out of Country Business Travel:** Upon approvals as outlined in this section, state agency travel coordinators are authorized to book travel arrangements as outlined in the decision memorandum submitted to the Governor’s Office.
- 10. **State Information Security Foreign Travel Policy:** Upon completion of international travel related booking, and no later than 2 weeks prior to travel, the cabinet department employees must comply with DoIT’s [State Information Security Foreign Travel Policy](#). This policy relates to the transporting of State owned technology internationally. DoIT’s policy also provides guidance in situations where cabinet members, or staff, desire to use personal technology to perform State work while traveling internationally.

Appendix A: Cabinet Departments

For the purposes of this memorandum, the following departments are defined as “cabinet departments,” whose head is considered a “cabinet member”:

- Secretary of State
- Department of Aging
- Department of Agriculture
- Department of Budget and Management
- Department of Commerce
- Department of Disabilities
- Department of Education
- Department of Emergency Management
- Department of the Environment
- Department of General Services
- Department of Health
- Department of Housing and Community Development
- Department of Human Services
- Department of Information Technology
- Department of Juvenile Services
- Department of Labor
- Department of Natural Resources
- Department of Planning
- Department of Public Safety and Correctional Services
- Department of Service and Civic Innovation
- Department of Social and Economic Mobility
- Department of Transportation
- Department of Veterans and Military Families
- Maryland Higher Education Commission
- Maryland Military Department
- Maryland Energy Administration
- Maryland Office of Opioid Response
- Governor’s Office of Community Initiatives