

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.