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	EFFECTIVE DATE 09/20/01	
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SUBJECT: Policy on Out-of-State Travel		
Michael R. Styler, Executive Director		

I. PURPOSE

To ensure understanding by department personnel the procedures and policy for authorizing out-of-state travel.

II. POLICY

- A. This policy references FIACCT 10-02.00. All travel authorizations must be approved by the executive director or designee. The executive director has delegated this authority to the department deputy directors, or for travel less than \$750, to division directors.
- B. All requests for travel shall state with who, and how the information or benefit gained from the travel will be shared.
- C. There are two methods for obtaining travel authorization:
  - 1. Prepare an annual travel plan for all out-of-state travel ("Annual Travel Plan"), include funding source, which can be submitted to the appropriate department deputy director at the beginning of the fiscal year. This plan will be reviewed and approved by the appropriate department deputy director. Submit travel authorizations citing that travel is on the travel plan.
  - 2. Prepare and submit to the executive director or designee any travel authorization requests no less than 30 days prior to the identified date of travel. Exemptions to this should be kept to a

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minimum and will be considered on a case-by-case basis. These requests should be accompanied by a travel resume.

- a. For travel less than \$750 per person, approval authority is delegated to division directors.

D. It is the obligation of division directors to ensure Annual Travel Plans be submitted to the appropriate department deputy director at the beginning of each fiscal year, or a separate travel authorization for each travel request.

- 1. By no later than the 20<sup>th</sup> day of the month following the close of the quarter, each division director shall sign and submit to the appropriate department deputy director a summary report of travel incurred by that division during the current calendar year. Format is as follows:

Name	Departure Date	Destination & Purpose	Cost (Funding Source)

Division directors can create a cover form that accompanies each "new" travel request that includes the approved and not approved travel by division directors or their designee.

E. Two or more travelers to the same function - when there is more than one traveler, the Annual Travel Plan or separate travel request must document in a memorandum from the division director to the appropriate department deputy director, a

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justification for the additional personnel, the total costs associated with the travel and names of the employees.

- F. In addition to the above, the Annual Travel Plan or separate travel request must contain the following:
1. Reason for multiple travelers attending the function. This justification shall include benefits to the state of Utah that over-ride the loss of productivity incurred by sending greater than one employee out of state. Examples of this justification include specific value added, future monetary savings, enhanced training opportunities, additional support needed at the destination, necessary professional development, etc.
  2. Approximate date of travel.
  3. Names of travelers.
  4. Ultimate destination.
  5. Estimated costs.
- G. The Division of Finance State Travel Office provides central reservation services. All employees are required to use this service for airline, rental car and hotel/motel needs. The Division of Finance State Travel Office will not honor any requests for reimbursement for any airline or rental car travel arrangements that are not made in accordance with its central reservation services.