

BUDGET LETTER

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| | | NUMBER: 25-05 |
| SUBJECT: | OUT-OF-STATE TRAVEL REQUESTS—APPROVAL BY THE GOVERNOR'S OFFICE (UPDATED ON JUNE 9, 2025) | DATE ISSUED: June 9, 2025 |
| REFERENCES: | GOVERNMENT CODE SECTIONS 11032 AND 13030, STATE ADMINISTRATIVE MANUAL SECTIONS 0760-0765 | SUPERSEDES: BL 24-06 |

TO: Agency Secretaries
Department Directors
Department Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: The Governor's Office

Given the fiscal uncertainty the state continues to face, travel in the 2025-26 fiscal year shall be limited to essential travel required to conduct official state business. Agency Secretaries and Department Directors must exercise fiscal prudence when approving travel this year. To the extent that travel is in fact required, agencies and departments must submit **all** out-of-state travel (OST) requests, regardless of whether it is deemed mission critical, as individual travel requests to the Governor's Office for review. The Governor's Office will **not** be approving travel blanket requests at this time.

Individual travel requests for the 2025-26 fiscal year shall include only mission-critical trips. Discretionary trips will not be considered this year. Submit mission-critical requests using the most recent [STD. 257](#) to the Governor's Office via email at ostrequest@gov.ca.gov.

Each submission should contain the following information:

- The purpose of the trip and the mission-critical criteria it meets.
- Destination. (**Note:** Select the most cost-efficient destination, including location and/or virtual option.)
- Projected cost of the trip and the source of funding. (**Note:** Include the name of the source funding and not the source code.)
- Number of travelers and role of each traveler. (**Note:** Limit travelers to the least number possible.)
- Approval by the Department Director **and** Agency Secretary is required.

Mission-critical criteria:

- Enforcement of California law (not training or meetings).
- Auditing.
- Revenue collection.
- A function **required** by statute, contract, or executive directive.
- Job-required training necessary to maintain licensure or similar standards **required** for holding a position, if comparable training cannot be obtained in California or a virtual option is not offered.
- Equipment inspection as **required** by a contract.

- Meetings or training **required** by a grant or to maintain grant funding.
- Litigation-related (depositions, discovery, or testimony).
- Requests by the federal government to appear before committees.
- A function **required** for the protection of public health, welfare, or safety.

Agencies and departments are required to resubmit individual OST requests for Governor's Office approval when any of these criteria apply:

1. A need to add people to a trip.
2. The cost of an approved trip will increase by more than 10 percent.
3. The trip is not covered by [SAM Section 0762](#).

Individual trip requests must be submitted using the most recent version of the OST Approval Request Form [STD. 257](#), which can be found on the Department of General Services' website. These requests must include a cost breakdown of the trip, and the fund source clearly identified (no acronyms). Requests must be routed through the respective agency and received by the Governor's Director of Operations **at least 14 days** before travel is scheduled to begin. Individual OST requests should be submitted electronically to the Governor's Office at ostrequest@gov.ca.gov.

If departments do not adhere to this time frame and if the forms are not filled out accurately and completely, the request may be denied, and individual employees will not be reimbursed for travel costs or may be subject to other consequences. Please refer to [SAM Sections 0761 and 0764](#) and [Government Code Section 13030](#) for additional information regarding non-compliance with OST requirements.

/s/ Jennifer Whitaker

JENNIFER WHITAKER
Chief Operating Officer