

# BUDGET LETTER

		<b>NUMBER:</b> 24-06
<b>SUBJECT:</b>	OUT-OF-STATE TRAVEL REQUESTS—APPROVAL BY THE GOVERNOR'S OFFICE (UPDATED on April 15, 2024)	<b>DATE ISSUED:</b> April 12, 2024
<b>REFERENCES:</b>	GOVERNMENT CODE SECTIONS 11032 AND 13030, STATE ADMINISTRATIVE MANUAL SECTIONS 0760-0765	<b>SUPERSEDES:</b> BL 23-01

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

FROM: The Governor's Office

On January 10, 2024, the Governor released the state Budget detailing a budget shortfall related to softening revenues and delayed tax collections caused by last years' extension of various federal tax payment deadlines. Departments under the Governor's direct executive authority were directed to reduce expenditures in the 2023-24 fiscal year ([BL 23-24](#)), including unnecessary travel. Given the fiscal uncertainty the state continues to face, travel in the 2024-25 fiscal year shall be limited to essential travel required for the conduct of official state business. To the extent that travel is in fact required, departments may submit the annual out-of-state travel (OST) blanket request to the Governor's Office pursuant to the provisions outlined in this Budget Letter.

The OST blanket request has two separate components, both of which need to be sent to the Governor's Office for review or approval no later than **May 10, 2024**:

- The first component should only include trips that meet specific mission critical criteria (defined below) and will require approval from the Department Director **and** the Agency Secretary (or a commensurate level). Please number each page at the bottom.
- The second component of the blanket request should include trips that are discretionary but that the agency believes represent a benefit to the state and should be considered for approval by the Governor's Office. Please review the criteria carefully. If a trip provides a benefit but is not required, then it falls into the discretionary category. Please number each page at the bottom.

Each trip listed in the Mission Critical section should contain the following information:

- Purpose of the trip and mission critical criteria it meets.
- Destination.
- Projected cost of the trip and the source of funding.
- Number of travelers and role of each traveler.

Each trip listed in the Discretionary section must contain the following information:

- Purpose of the trip and an explanation why it is in the best interest of the state.

- Destination.
- Projected cost of the trip and the source of funding (use fund name as shown in the Governor's Budget).
- Number of travelers and role of each traveler.
- Impact if the trip is denied.
- Impact of the traveler's absence on regularly assigned duties.

**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 different state not subject to the travel prohibition.
- 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.

All OST blankets must be submitted to the Governor's Director of Operations by **May 10, 2024**. This deadline provides adequate time to review and approve OST blankets for the 2024-25 fiscal year and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel already included in a blanket that has not yet been approved.

OST blanket requests may be submitted to the Governor's Office by mail or dropped off at the Governor's Office reception desk during business hours. All submissions of an OST blanket must include as a coversheet the most recent version of the Blanket Approval for OST Travel Form [STD. 260](#), which can be found on the Department of General Services' website.

Departments are required to submit individual OST requests for Governor's Office approval when any of these criteria apply:

1. A department's OST blanket has been submitted but not yet approved by the Governor's Office.
2. A need to add persons to a trip listed in the approved travel blanket.
3. The cost of a trip approved in a travel blanket will increase by more than 10 percent.
4. The trip is not covered by [SAM Section 0762](#).
5. The trip involves travel to high profile locations such as Hawaii, Alaska, territorial possession, or foreign countries.

Individual trip requests must be submitted on 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 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](mailto:ostrequest@gov.ca.gov).

If departments do not adhere to this timeframe 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.

Please route through your Agency and submit all hard copy OST blanket requests by the **May 10, 2024**, deadline to the **Office of the Governor** as follows:

**Hard Copy**

ATTN: Director of Operations  
Governor Gavin Newsom  
1021 O Street, Suite 9000  
Sacramento, CA 95814

All requests must include the name of a contact person with e-mail and phone number, should follow up or clarifications be necessary. The Governor's Office will return only the STD 260 coversheet via email, so please include the name(s) and email address(es) of those who should receive the document. Please also keep a copy of your final submission, as it will not be returned.

/s/ Richard Gillihan

RICHARD GILLIHAN  
Chief Operating Officer