



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Office of the Governor

Justin Harding
Chief of Staff

TO: Cabinet Members
FROM: Justin Harding, Chief of Staff
SUBJECT: International Travel Approval
DATE: November, 20th 2015

To ensure the appropriate use of tax payer dollars and employee time, the following information will serve as a reminder of the approval process for international travel.

As you know, ALL international travel must be approved by the employee's supervisors, up through the agency executive director. Once approved by the executive director, the travel request must be electronically submitted to the assistant to the Chief of Staff. The Chief of Staff will then make the final decision as to whether to approve or decline the request.

As all international travel must be approved, such travel **MUST NOT** be booked until formal authorization is given via email through the assistant to the Chief of Staff. All travel requests must be received by the Chief of Staff at least two months before the date of travel. And, to ensure a thorough and fair review of each request, please allow one week for travel authorization after submission. If you do not hear back in that time frame, please contact the assistant to the Chief of Staff. **DO NOT** assume that the travel is approved. In your email request, please put the following in the Subject line: Out of Country Travel Request for [Employee Name] to [Country Name], [Date(s) of planned travel]

To facilitate the approval process, you must complete and submit the following:

- A completed FI-5 form with an estimate of costs for flight, hotel, meals, etc.
- An agenda for the meeting/conference/event
- Sign up, and register your trip with the State department at: <https://step.state.gov/step/>
- A memo detailing:
 - The importance of the meeting
 - Why the employee must travel for this specific meeting
 - Confirmation that a similar meeting is not available in the U.S. in the near future
 - Confirmation of which parties will be paying for which portions of the trip, and how much they will be paying
 - Confirmation that payment from outside groups does not violate state ethics policies

Thank you in advance for your cooperation. As we continue to work together to streamline this process we will be able to operate a more efficient and effective government to benefit the residents of the great State of Utah.