

**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

SUBJECT: OUT-OF-STATE TRAVEL
Date: September 16, 1996
Revised: January 5, 2009

Number: 01-001
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ISSUE:

Travel to other states is at times essential in fulfilling Department responsibilities. Meetings with officials of State and Federal government agencies is an integral part of many of our programs. Participation in training programs and involvement in associations necessitating travel is also important.

Attendance at meetings has a significant cost beyond the actual dollar amount required for fees, travel and meals. There is also an opportunity cost in terms of the time away from work (travel, etc.) that is as much of a concern as the actual money spent.

Executive Directive 2007-19, which was extended until further notice by Executive Directive 2007-21, placed a moratorium on all out-of-state travel. An exception to the moratorium is permitted only if one or more of the following apply:

- The travel is required by legal mandate, federal mandate, or court order.
- The travel is necessary to protect the health, safety, or welfare of Michigan citizens or visitors.
- The travel is necessary to produce budgetary savings or to protect existing state revenue or secure additional state revenue.

Under the executive directive, Department directors are responsible for determining situations where additional exceptions to the moratorium on out-of-state travel are warranted and securing advance authorization from the State Budget Director. If out-of-state travel is necessary but does not meet one or more of the conditions above, the State Budget Director may grant an exception to allow the travel. Such exceptions are granted sparingly and only under the most compelling circumstances.

DEFINITIONS:

None

POLICY:

- 1) The Department supports out-of-state travel which meets the requirements of Executive Directive 2007-19, provides tangible benefits for the Department, and at the same time minimizes the costs incurred. In recognition of this, Department policy regarding out-of-state travel is as follows:
 - a) Attendance at any meeting should be limited to one person, unless specifically approved otherwise.
 - b) Participation in association workgroups or subcommittees which will necessitate out-of-state travel must be approved by a Deputy Director or Director.
 - c) If any meeting is to be attended by more than one Division, attendance shall be coordinated through the Deputy Director.
 - d) All travel should be conducted in the most cost-effective manner that is reasonable given time considerations and should take advantage of lower cost travel alternatives when feasible.

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- e) Alternative forms of funding should be evaluated prior to utilizing state funds for out-of-state travel.
 - f) Divisions are required to manage their annual out-of-state travel expenditures to ensure that all necessary annual costs remain at or below their annual allocations. Any exceptions to exceeding allocations must be granted by the Deputy Director.
 - g) Pursuant to Executive Directive 2007-19, a department director may approve administrative leave for an employee to travel on state business without state reimbursement. In this case, an employee travels at his/her own expense, or a third party directly pays for the costs of the travel, or a third party directly reimburses the employee for the travel costs. The travel costs in this arrangement do not count toward a division's annual out-of-state travel allotment. However, the employee must complete the Out-of-State Travel form EQ 1150E, receive approval, and record administrative leave in DCDS for the duration of the trip. Option D (Other) should be selected in boxes 6 & 10 of the form and a statement must be added in box 7 which explains that the employee will incur all costs and be reimbursed (if applicable) directly by the third party. This option does not apply to travel expended from state appropriations even if the state receives reimbursement from the outside entity for the travel.
- 2) No employee is to travel out-of-state without having obtained the required approvals in advance of the trip.

PROCEDURE:

Responsibility

Action

DEQ Executive Division

1. Provides each division with an annual out-of-state travel allocation.

DEQ Divisions

2. Develops an annual out-of-state travel budget and identifies trips, which are essential and can be made within the annual allocation.

DEQ Employee

3. Completes Request for Approval of Out-of-State travel form (EQ-1150E) for each planned out-of-state trip.
4. Forwards completed form to the Division Administration Section no later than ten days prior to scheduled trip, unless it is an emergency (NOTE: Intermediate approvals may be required by the division such as immediate supervisor or section chief).

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Responsibility

Action

Division Budget Liaison

5. Reviews the request to determine if it is within the division's current year out-of-state travel allocation and provides recommendation to Division Chief.

Division Chief

6. Reviews the request and the Budget Liaison's recommendation.
7. If the request is in excess of the division's current year out-of-state travel allocation and the trip is essential, provides written justification in box 12 of the Out-Of-State Travel form EQ 1150E or attaches additional pages as necessary.
8. Forwards approved forms to the Deputy Director.
9. For disapproved requests, notes the reason in box 12 of the Out-Of-State Travel form EQ 1150E and routes it back to the Division Budget Liaison, who returns the request to the employee.

Deputy Director

10. Reviews request and approves or disapproves.
11. Returns request to the Division once the final decision is made. Provides written explanation of all disapproved requests in box 14 of the Out-Of-State Travel form EQ1150E.

Division Budget Liaison

12. Notes approval or disapproval of request on their Division out-of-state travel tracking sheet and returns the request to the employee.

Approved: _____



Date: _____

1-7-09



REQUEST FOR APPROVAL FOR OUT-OF-STATE TRAVEL

1. DIVISION
2. DATE SUBMITTED

3. APPROVAL REQUESTED FOR - Employee Name	Title	Work Station

4. DESTINATION - Places to be visited	5. PERIOD COVERED Departure Date	Return Date

6. WHICH OF THE FOLLOWING REQUIREMENTS OF GOVERNOR'S EXECUTIVE DIRECTIVE 2007-19 DOES THIS REQUEST MEET? (check all that apply)

A. The travel is required by a legal mandate, court order, or for law enforcement activities.

B. The travel is necessary to protect the health or safety of Michigan citizens or visitors.

C. The travel is necessary to produce budgetary savings or to protect existing state revenue or secure additional state revenue.

D. Other (please explain in #7 below).

7. EXPLANATION OF ITEM(S) CHECKED IN #6 ABOVE. INCLUDE PURPOSE (Title of meeting, etc.) AND JUSTIFICATION FOR TRAVEL.

8. TYPE OF CONVEYANCE

Commercial Plane State-Owned Auto

Commercial Train State-Owned Plane

Commercial Bus Other (specify):

Private Auto Driver (name of person to be reimbursed for mileage):

Passengers - Names of authorized persons to travel in the private auto.

9. ESTIMATED COST - Subject to "Standardized Travel Regulations"				10. SOURCE OF FUNDING (enter all that apply)	
Transportation	Subsistence	Other	Total	A. GENERAL FUNDS	AMOUNT:
\$	\$	\$	\$ 0.00	B. RESTRICTED FUNDS	AMOUNT:
				C. FEDERAL FUNDS	AMOUNT:
				D. OTHER (specify below)	AMOUNT:

APPROVALS

11. DIVISION/OFFICE CERTIFICATION	13. DIRECTOR OR DEPUTY DIRECTOR
This request is within our current year out-of-state travel allocation. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Budget Liaison	
Signature _____ Date _____	
Division/Office Chief <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Signature _____ Date _____	Signature _____ Date _____

12. DIVISION COMMENTS:	14. DIRECTOR OR DEPUTY DIRECTOR COMMENTS: