

<b>Procedure Title:</b>	Out-of-State Travel Authorization				
<b>Procedure Number:</b>	DHS-040-009-02	<b>Version:</b>	1.0	<b>Effective Date:</b>	Upon Approval

Signature on file in the office of the Chief Administrative Officer

05/12/2008

Approved By: DHS Deputy Director of Finance

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Traveler	Requests initial permission to travel from supervisor or other fiscal management as required.
2.	Traveler or Unit Travel Coordinator	Completes <a href="#">DHS 1293</a> : Out-of-State Travel Justification and Authorization form using available resources to estimate the cost of the trip.
3.	Traveler or Travel Coordinator	Prepares to route <a href="#">DHS 1293</a> : Out-of-State Travel Justification and Authorization form for appropriate approvals (see step 4).
4.	Traveler	Signs the DHS 1293. <ul style="list-style-type: none"> <li>Signature verifies provided information is accurate to the best of your knowledge.</li> <li>Finalizes the supporting justification and forwards to cluster travel coordinator.</li> </ul>
	Supervisor	Signs the DHS 1293. <ul style="list-style-type: none"> <li>Signature verifies travel is within the scope of the traveler's position or role.</li> </ul>
	Program Support Manager	Signs the DHS 1293. <ul style="list-style-type: none"> <li>Signature verifies the business need, and that there are funds available for travel.</li> </ul>
	Office Administrator	Signs the DHS 1293. <ul style="list-style-type: none"> <li>Signature verifies funds are available for expenditure, and that there is supporting documentation attached to meet the department's guidelines and policies.</li> <li>Verifies any exceptions to per diem follow DAS <a href="#">OAM 40.10.00.PO</a> guidelines and are properly documented.</li> </ul>

