



# STATE CONTROLLER'S BULLETIN

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Bulletin #19-05

**SUBJECT: Form Changes - Request for Out of State Travel and/or Travel Advance**

**DATE: February 7, 2019**

**TO: All State Traveler Coordinators and Finance Officers**

**FROM: Douglas E. Cotnoir, CPA, CIA State Controller**

We have revised the *Request for Out of State Travel and/or Travel Advance Form*. Please begin using this revised form immediately.

1. The revised form includes a place to enter the name of the conference, event, meeting or training. This has been added to assist agencies when preparing quarterly out-of-state travel reports for the legislature as required by Title 5 §44-A.
2. The revised form also includes references to the requirements for submitting and accounting for travel advances, see the State Administrative and Accounting Manual (SAAM) Section 10.80.60.d.
3. The revised form includes updated signature lines for lodging rate waivers and rental car approvals to clarify that these authorizations can only be made by the agency head or their designee.

As a reminder, a lodging rate waiver is necessary when the lodging rate exceeds the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality; or if it is authorized by SAAM Section 10.30.20.

A rental motor vehicle may be used for official state business under the following conditions (SAAM, Section 10.50.30.a):

- A state owned or operated motor vehicle is not available; or
- The use of the rental motor vehicle is advantageous to the state, or more economical than other conveyance, or necessary state business cannot be accomplished otherwise; and
- Use has been approved in advance by the agency head or authorized designee.

***The new form can be accessed from the Office of the State Controller's webpage at Forms/Travel/Advance Voucher & Out of State Travel Request.***

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