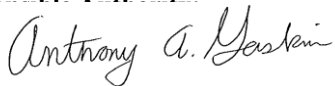
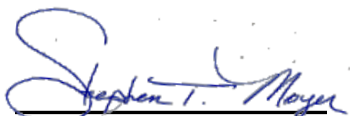



Executive Directive



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| Title: Conference, Training, and Travel Expenses — Approval Process | Executive Directive Number: ADM.050.0047 REVISED |
| Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; COMAR 23.02.01 Standard Travel Regulations; COMAR 17.04.10.02 Training Expenses | Supersedes: ADM.050.0047, dated October 3, 2014 |
| Related ACA Standards: N/A | Responsible Authority:  Department Travel Coordinator |
| Related MCCS Standards: N/A | Effective Date: June 12, 2015 Number of Pages: 10 |


Stephen T. Moyer
Secretary


William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive continues internal administrative procedures and assigns responsibilities related to approving expenses to be paid by the Department of Public Safety and Correctional Services (Department) related to an employee attending or participating in a convention, conference, seminar, symposium, training program, or other similar activity as part of official Department or State business.

.02 Scope.

This directive applies to all Department units.

.03 Policy.

- A. The Department promotes effective and timely professional development and training programs and services that provide employees with knowledge, skills, and abilities to:
 - (1) Perform current duties and responsibilities; and
 - (2) Prepare for new duties and responsibilities due to re-assignment, transfer, or promotion.
- B. To effectively manage limited fiscal resources, the Department shall provide a process for justifying, reviewing, and authorizing requests for payment of expenses related to an employee attending or participating in a convention, conference, seminar, symposium, training program, or other similar activity as part of official Department or State business.
- C. The Department shall comply with the State Travel Management Program, under the authority of the Secretary, Department of Budget and Management and the Comptroller of Maryland, to ensure fairness in the application and administration of travel expense reimbursement and to reduce and control the State's costs related to travel.

- D. The Department shall recover training expenses related to providing specifically identified training for an employee in accordance with provisions of the Department and Budget and Management (DBM) Obligated Service Agreement.

.04 Definitions.

- (1) "Attend" means that the employee will be present at a convention, conference, seminar, symposium, training program, or other similar activity to observe and collect available information that benefits the individual's Department work-related responsibilities and the Department.
- (2) "Conferences, conventions, and seminars" mean non-routine official business meetings for the purpose of discussing or deciding matters related to the accomplishment of position responsibilities.
- (3) "Credit services contractor" means a private entity under contract with the State to extend the State credit for purposes of charging business travel expenses.
- (4) "In-State travel" means travel to destinations inside the boundaries of Maryland, and includes Washington, D.C.
- (5) "Justification" means documentation that specifically establishes the importance of an employee participating in or attending a convention, conference, seminar, symposium, training program, or other similar activity for which the employee is requesting the Department to pay expenses related to the employee's participation or attendance.
- (6) "Official business" means the authorized duties performed by an employee or official of the State in the employee's or official's defined capacity under the duties and responsibilities prescribed by employment or the office.
- (7) "Out-of-country travel" means travel to destinations outside the United States and its territories.
- (8) "Out-of-State travel" means travel to destinations outside Maryland and Washington, D.C.
- (9) "Participate" means that the employee has a specific role in planning, executing, managing, presenting, facilitating, or supporting a convention, conference, seminar, symposium, training program, or other similar activity and absence of the employee from the convention, conference, seminar, symposium, training program, or other similar activity will have a noticeable impact on the convention, conference, seminar, symposium, training program, or other similar activity.
- (10) "Routine business travel" means authorized travel on a daily basis or periodic basis to a jobsite other than the employee's assigned office for official business.
- (11) "Training" means services provided to an employee in order to:
 - (a) Develop the employee's personal business related capabilities;
 - (b) Train the employee to perform assigned official duties with maximum efficiency;
 - (c) Increase and enhance the retention of employees in State service and meet the State's personnel needs; and

- (d) Train managers and supervisors to be knowledgeable and skilled in the fair application of laws, regulations, and guidelines.
- (12) "Travel services contractor" means a private business entity under contract with the State to serve as a travel agency for purposes of State employee official Department or State travel.
- (13) "State Travel Management Office" is a unit in the Department of Budget and Management (DBM) established to administer the State Travel Management Program.
- (14) Travel Status.
 - (a) "Travel status" means the condition of a State employee while traveling on official Department or State business.
 - (b) "Travel status" does not include while an employee is commuting to or from home to the employee's assigned office, regardless of the length of time of that commute.
- (15) "Unit" means a group of employees identified in the Department's table of organization and authorized to perform specific administrative or operational responsibilities that are established by statute or under the authority of the Secretary.
- (16) "Unit head" means the highest authority in a unit.

.05 Responsibility.

- A. An employee shall comply with requirements established under this directive when requesting the Department to pay or reimburse the employee for expenses incurred because the employee attended or participated in a convention, conference, seminar, symposium, training program, or other similar activity as part of official Department or State business.
- B. Official Department or State Business Expenses — General.
 - (1) An employee requesting the Department to pay or reimburse official Department or State business expenses shall:
 - (a) Exercise the same care incurring expenses as would a prudent person traveling for personal reasons;
 - (b) Conduct travel activities at a minimum cost appropriate to achieving the success of the mission; and
 - (c) Submit payment requests for official Department or State business expenses to the Secretary, or a designee, as far in advance as possible, but at least 30 days before the date of the first activity which obligates the Department for payment.
 - (2) Travel shall be by the most cost effective means available to achieve the intended purpose.
 - (3) The Secretary, or a designee, may approve the use of:

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- (a) “Business class” travel accommodations for official Department or State business travel to destinations outside North America, the Caribbean Islands, and the Hawaiian Islands.
 - (b) “First class” travel accommodations for official Department or State business only if documented evidence clearly indicates the travel is in the best interest of the State.
- (4) An employee may accept a promotional travel award if the award:
- (a) Is obtained under the same conditions as those available to the general public; and
 - (b) Participation does not result in an additional cost to the State or the Department.
- (5) An employee on travel status who receives compensation for being “bumped” by a company providing the form of travel shall remit that compensation to the State.
- (6) An employee may not use a personal credit services contractor to pay for official business expenses for the purpose of obtaining personal reward credits on the employee’s personal account.
- (7) Expenses for official business travel to and from a location and lodging while on official Department or State business at a location shall be limited to:
- (a) Travel that reasonably minimizes the time between:
 - (i) Arrival at a destination and timely attendance at or participation in the function that is the purpose of the travel; and
 - (ii) The conclusion of the function that is the purpose of the travel and departure for return to Maryland.
 - (b) Lodging and meal expenses while in travel status under the conditions established under §.05(7)(a) of this directive.
- (8) Baltimore/Washington International Thurgood Marshall Airport is the State's preferred airport and, to the degree possible, official Department or State business air travel should be to and from that facility.
- (9) Air travel accident insurance is provided through the State Treasurer's Office and beneficiaries are individuals designated by the employee on file with the Maryland State Retirement and Pension System.

C. Department Travel Coordinator.

- (1) The Secretary shall designate an employee in the Office of the Secretary as the Department Travel Coordinator (Coordinator).
- (2) The Coordinator:

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- (a) Is delegated the authority to act on behalf of the Secretary related to approving or disapproving official Department or State business travel expenses and related convention, conference, seminar, symposium, training program, or other similar activity fees.
- (b) Shall:
 - (i) Monitor employee compliance with provisions of this directive and provisions of the State Travel Management Office;
 - (ii) Provide employee assistance with the process established under this directive for requesting payment for official Department or State business expenses;
 - (iii) Serve as liaison with the State Travel Management Office under the Department of Budget and Management;
 - (iv) Create and approve forms necessary to document requests and decisions related to travel and related convention, conference, seminar, symposium, training program, or other similar activity fees; and
 - (v) Maintain a process for requesting, reviewing, approving or disapproving, and documenting activities related to requesting payment of official Department or State business travel and related convention, conference, seminar, symposium, training program, or other similar activity fees.

D. Official Department or State Business Expense — Authorization.

- (1) Subject to appropriate funding availability, the Coordinator may authorize travel for an employee on routine official Department or State business that is:
 - (a) In-State;
 - (b) Out-of-State; or
 - (c) Out-of-country.
- (2) Subject to appropriate funding availability, the Coordinator may authorize travel for an employee to attend or participate in a convention, conference, seminar, symposium, training program, or other similar activity on routine official Department or State business that requires:
 - (a) In-State travel; or
 - (b) Out-of-State travel.
- (3) A request for authorization to travel out-of-country to attend or participate in a convention, conference, seminar, symposium, training program, or other similar activity:
 - (a) Requires approval by the Secretary, Department of Budget and Management (DBM), or a designee; and

(b) Will be processed by the Coordinator for presentation to DBM.

E. Official Department or State Business Expense — Request Processing.

- (1) An employee requesting the Department to pay or reimburse expenses related to attending or participating in a convention, conference, seminar, symposium, training program, or other similar activity shall:
 - (a) Submit the request in writing on forms approved by the Coordinator;
 - (b) To the degree possible, include as part of the request applicable itemized expenses for which the employee expects the Department to pay or reimburse that include, but may not be limited to:
 - (i) Travel (include type of travel, for example air, train, public transportation, personal or Department vehicle);
 - (ii) Lodging;
 - (iii) Meals;
 - (iv) Salary (includes payment for travel status in addition to hours of work while in attendance at or participation in the purpose of the travel);
 - (v) Miscellaneous expenditures, such as tips, public transportation fees, and parking; and
 - (vi) Fees associated with attending or participating in the convention, conference, seminar, symposium, training program, or other similar activity;
 - (c) Provide detailed justification that supports Department payment or reimbursement of expenses identified under §.05E(1)(b) of this directive, that includes, but may not be limited to:
 - (i) Benefit to the employee, Department, or State;
 - (ii) Certification or licensure requirements related to Department responsibilities;
 - (iii) Mandatory training requirements; or
 - (iv) Other notable benefit;
 - (d) Provide official documentation from the organization responsible for organizing the convention, conference, seminar, symposium, training program, or other similar activity that includes, but may not be limited to:
 - (i) Printed pamphlets or brochures that detail information about the organization responsible for, activities that are part of, and presenters at the convention, conference, seminar, symposium, training program, or other similar activity; or

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- (ii) An official agenda that includes dates identifying the start and end dates of the convention, conference, seminar, symposium, training program, or other similar activity; and
 - (e) Submit the request to the fiscal office responsible for managing the unit's budget for certification that funding exists to support the identified expenses.
- (2) A fiscal officer receiving a request under §.05E(1)(e) of this directive shall:
 - (a) Review the request and determine if funding is available in the unit's budget.
 - (b) If necessary, discuss funding with the employee forwarding the request for funding approval under §.05E(1)(e) of this directive.
 - (c) Based on the availability of funding, approve or deny the request.
 - (d) If funding is not available, notify the employee submitting the request under §.05E(1)(e) of this directive using approved forms.
 - (e) If funding is available:
 - (i) Record the confirmation on the appropriate form; and
 - (ii) Return the request and completed form to the employee submitting the request under §.05E(1)(e) of this directive.
- (3) Except for provisions under §.05E(4) of this directive, the employee making the request shall submit the request to the employee's unit head, or a designee, in sufficient time so that the request is received by the Coordinator 30 days or more before the date of the first activity that obligates the Department for payment.
- (4) If exigent circumstances exist and there is not at least 30 days to process and present a request as required under §.05E(3) of this directive, the employee shall:
 - (a) Submit the request as soon as possible so as to maximize the period between receipt by the Coordinator and the date of the first activity that obligates the Department for payment; and
 - (b) Provide specific details as to why the exigent circumstances exist.
- (5) A unit head, or a designee, receiving a request under §.05E(3) or .05E(4) of this directive shall:
 - (a) Review to approve or deny the request.
 - (b) If the request is denied, notify the employee submitting the request of the denial.
 - (c) If the request is approved:
 - (i) Sign the form recommending that the request be granted; and
 - (ii) Forward the request and completed forms to the Coordinator.

- (6) Upon receipt of a request under §.05E(5)(c) of this directive, the Coordinator shall:
 - (a) Review the request and applicable approvals.
 - (b) Deny the request if:
 - (i) The request and related documents are received outside of required time frames established under §.05E(3) or (4) of this directive;
 - (ii) The request does not contain the information required under §§.05E(1)(b) — (e) of this directive;
 - (iii) The documentation does not contain the required administrative and fiscal approvals; or
 - (iv) The suggested funding source is not permitted for use for the type of request.
 - (c) If the request is denied:
 - (i) Record the denial on the appropriate form; and
 - (ii) Return the documentation to the unit head, or a designee, submitting the request who shall notify the employee making the request of the denial.
 - (d) If the request is determined complete and does not involve out-of-country travel, present the request to the Secretary, or a designee, for a decision to approve or deny.
 - (e) If the request is determined complete and involves out-of-country travel, prepare the request for presentation to the Secretary, Department of Budget and Management, or a designee, for a decision to approve or deny.
- (7) If the request is denied under §.05E(6)(d) or (e) of this directive, the Coordinator shall:
 - (a) Record the denial on the appropriate form; and
 - (b) Return the documentation to the unit head, or a designee, submitting the request who shall notify the employee making the request of the denial.
- (8) If the request is approved under §.05E(6)(d) or (e) of this directive, the Coordinator shall:
 - (a) Record the approval on the appropriate form;
 - (b) Notify the unit head, or a designee, submitting the request who shall notify the employee making the request of the approval; and
 - (c) Forward the documentation to the Department's Procurement Office (Office of the Secretary) for processing.
- (9) Office of the Secretary — Procurement Office staff shall:

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- (a) Coordinate with the employee to ensure, to the degree possible, that estimated expenditures and travel arrangements are in accordance with provisions of the State Travel Management Program and estimated costs submitted as part of the request.
- (b) Provide the employee with information concerning:
 - (i) Allowable expenses;
 - (ii) Spending limitations on allowable expenses;
 - (iii) Required documentation to support expenditures; and
 - (iv) Paperwork and forms the employee is required to submit for payment or reimbursement.
- (c) Maintain related documentation according to an established retention schedule.

F. Official Department or State Business Expense — Payment and Reimbursement.

- (1) Upon return from approved travel related to a convention, conference, seminar, symposium, training program, or other similar activity, the employee shall submit a request for payment of or reimbursement for allowable expenses on forms or in a format required by the Department’s Office of Financial Services.
- (2) It is the employee’s responsibility to request payment of or reimbursement for allowable expenses and provide documentation to support the request.

.06 Links.

- A. [Department of Budget and Management — State Travel Management Services](#)
- B. [COMAR - 23.02.01 Standard Travel Regulations](#)
- C. [Department of Budget and Management — Reimbursement Limits Meals and Tips](#)
- D. See Related forms listed under “Support Docs” on the SafetyNet linked to this directive

.07 History.

This directive replaces Executive Directive ADM.050.0047 dated October 3, 2014 and supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- B