SECRETARY'S DIRECTIVE

	Title: Professional Development Activities and Travel Expenses – Approval Process	**Directive Number:** DPSCS.020.0035
	Number of Pages: 12 **Number of Appendices:** 9	**Supersedes and renumbers:** ADM.050.0047 - Conference, Training, and Travel Expenses - Approval Process, dated June 15, 2015; **Rescinds:** DOC.030.0006 - Out-Service Training and Education Programs, dated February 1, 1989.
Related Statutes and Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; COMAR 23.02.01 Standard Travel Regulations; COMAR 17.04.10.02 and COMAR 17.04.11.02; State Finance and Procurement Article Section § 10-203, Annotated Code of Maryland.		**Issued Date:** July 17, 2026 **Effective Date:** July 22, 2026
Related ACA and MCCS Standards: N/A		Toyin Bakare **Oluwatoyin Bakare** Deputy Secretary Administration
Related Directives: ADM.020.008 - Vehicle Fleet Management and Drivers of State Vehicles		
Variance: No division, agency, or facility directive is permitted.		**Carolyn J. Scruggs** Secretary

.01 Purpose.

The purpose of this directive is to mandate internal administrative procedures and assign responsibilities related to approving professional development and travel expenses paid by the Department of Public Safety and Correctional Services (Department) on behalf of a Department employee.

.02 Scope.

This directive applies to Department employees traveling as part of official Department or State business, including employees seeking to attend or participate in a professional development activity (e.g. convention, conference, seminar, symposium, training program, instructional programming, or other similar activity) as part of official Department or State business.

.03 Policy.

A. The Department promotes effective and timely professional development, training, instructional programs, and services that improve employees' 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 reimbursement of expenses. These expenses include those related to an employee attending or participating in a convention, conference, seminar, symposium, training, instructional 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, the Department of Budget and Management (DBM), and the Comptroller of Maryland. This ensures fairness in the application and administration of travel expense reimbursement while reducing and controlling the State's costs related to travel.

D. Authorization of payment for professional development and travel expenses paid by the Department is subject to appropriate funding availability.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Assigned work location" means the Department office or facility an employee is assigned to for day-to-day business operations and the location from which standard daily commute costs are non-reimbursable.

(2) "Attend" means that the employee will be present at a convention, conference, seminar, symposium, training program, instructional program, or other similar activity to observe and collect available information that benefits the individual's Department work-related responsibilities and the Department.

(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) "Employee" means an individual employed by the Department, including an intern, paid worker, or service provider whose work within the Department is controlled by the Department, including but not limited to:

(a) When, where, and how the individual performs a job;

(b) What resources, tools, materials, and equipment are made available; and

(c) Whether compensation or a benefit is conferred based on job performance (e.g. academic credit, stipend, future employment).

(5) "In-State travel" means travel to destinations inside the boundaries of Maryland, and includes Washington, D.C.

(6) "Itemized Receipted Bill" means a receipt that lists individual purchases or transactions and the cost for each item, rather than the total amount paid without any breakout of the details.

(7) "Justification" means documentation that specifically establishes the importance of an employee participating in or attending a professional development activity or other similar activity for which the employee requests the Department to pay expenses related to the employee's work responsibilities.

(8) "Official business" means the authorized duties performed by an employee in an employee's defined capacity under the duties and responsibilities prescribed by the employment or office.

(9) "Out-of-country travel" means travel to destinations outside the United States and its territories.

(10) "Out-of-State travel" means travel to destinations outside Maryland and Washington, D.C.

(11) "Participate" means that the employee has a specific role in planning, executing, managing, presenting, facilitating, instructing, or supporting professional development activities. The employee's absence from the professional development activities will have a noticeable impact on the convention, conference, seminar, symposium, training program, or other similar activity.

(12) Professional Development Activities.

(a) "Professional development activities" means routine or non-routine educational activities that advance an employee's knowledge, skills, and abilities related to the employee's responsibilities within the Department.

(b) "Professional development activities" are designed to:

(i) Develop the employee's business-related capabilities;

(ii) Train the employee to perform assigned official duties with maximum efficiency;

(iii) Increase and enhance the retention of employees in State service and meet the State's personnel needs; and

(iv) Train managers and supervisors to be knowledgeable and skilled in the fair application of laws, regulations, and guidelines.

(c) “Professional development activities” include, but are not limited to:

(i) Conferences, conventions, and seminars; and

(ii) Educational courses, training programs, workshops, and other instructional programs.

(13) Remote work location.

(a) “Remote work location” means an employee’s approved work location for a set period of time.

(b) “Remote work location” includes any approved location where the employee performs their duties.

(14) "Routine business travel" means authorized travel on a daily or periodic basis to a job site or an official business meeting, other than the employee's assigned office or official business location.

(15) “State Travel Management Office” is a unit in the Department of Budget and Management (DBM) established to administer the State Travel Management Program.

(16) “Travel Authorization Officer” means the Executive Assistant to the Secretary.

(17) “Travel Coordinator (Coordinator)” means the procurement employee designated to make an employee’s travel arrangements and make advance payments for hotels, airfare, and other pre-travel expenses.

(18) "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.

(19) Travel Status.

(a) "Travel status" means the condition of a Department employee while traveling on official Department or State business.

(b) “Travel status” does not include the time an employee spends commuting to or from home to the employee's assigned office, regardless of the length of time spent commuting.

(c) “Travel status” is conferred in accordance with COMAR 23.02.01, when:

(i) An employee is required to travel on official Department or State business to a remote work location; and

(ii) The location is more than 2 hours (one way) from the employee's assigned work location not including the time spent during the employee's one way commute from home.

(20) "Unit" means a group of employees identified in the Department's table of organization to perform specific administrative or operational responsibility that is established by statute or under the authority of the Secretary.

(21) "Unit head" means the highest authority within a departmental unit.

(22) "Work time" has the meaning stated in COMAR17.04.11.02.

.05 Request for Travel — Responsibilities and Procedures.

A. Employee, Supervisor, and Unit Fiscal Officer.

(1) An employee shall comply with requirements established in this directive when requesting the Department pay or reimburse the employee for expenses incurred while the employee attended or participated in professional development activities as part of official Department or State business.

(2) An employee requesting approval of travel and/or reimbursement for official Department or State business travel 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) Travel by the most cost-effective means available to achieve the intended business purpose.

(3) If an employee would like to attend a professional development activity that requires registration fees and/or travel expenses, that employee must complete and submit to their supervisor a separate travel/training package for each professional development activity they wish to attend.

(4) If employees are traveling as a group, each employee shall submit a separate travel/training package.

(5) Promotional Travel Caveats.

(a) An employee may not use a personal credit card to pay for official business expenses for the purpose of obtaining personal reward credits on the employee's personal account.

(b) An employee may accept a promotional travel award, if the award:

(i) Is obtained under the same conditions as those available to the general public; and

(ii) Participation does not result in an additional cost to the State or the Department.

(c) 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.

B. Travel/Training Packet Contents.

(1) A completed travel/training packet shall include the following forms:

(a) DPSCS Travel/Training Request Memorandum (Appendix A);

(b) State of Maryland GAD-X3A - Out-of-State Travel Form (Appendix B), when necessary;

(c) Application for Out-of-Service Training Authorization MS551 (Appendix C); and

(d) Fund Certification for Out-of-State Training/Travel (Appendix D).

(e) In the DPSCS Travel/Training Request Memorandum (Appendix A), the employee shall provide a detailed justification for expenses and official documentation about the activity, if applicable, as described in §.05B and C of this directive.

C. Overnight Accommodations and Air Travel.

(1) If requesting overnight accommodations, the employee, as part of the Travel/Training packet, shall provide:

(a) A Google map that shows the employee's normal one-way commute between the employee's home and assigned work location; and

(b) A Google map that shows the distance between the employee's home and the remote work location or professional development activity, that indicates the distance is:

(i) Greater than the employee's commute to the employee's assigned work location; and

(ii) More than a two (2) hour drive (one-way).

(2) The employee shall also provide information regarding a preferred overnight accommodation that is economical and located either near or at the employee's:

(a) Remote work location; or

(b) Where the professional development activity is being held.

(3) If the employee is traveling by air, the following information shall be included in the memorandum:

(a) First and last name per the employee's valid photo ID;

(b) Date of Birth;

(c) Contact phone number; and

(d) The date, time, and flight needed for travel (estimate and printout from travel website i.e. Expedia).

D. DPSCS Travel/Training Request Memorandum and Justification.

(1) The Travel/Training Request memorandum shall include the reasons and justification for employee's participation in the professional development activity and travel, but is not limited to:

(a) Benefit to the employee, Department, and/or State;

(b) Certification or licensure requirements related to Department responsibilities;

(c) Mandatory training requirements; or

(d) Other notable benefits.

(2) Official documentation for professional development activities shall include, but not be limited to:

(a) Official printed pamphlets or brochures from the agency organizing the professional development activity that must provide detailed information about agency, activities, schedules, and presenters at the professional development activity; and

(b) An official agenda that includes dates identifying the start and end dates of the professional development activity.

(3) Once the employee has assembled all of the required documents, forms, and materials, the requesting employee shall submit the completed travel/training packet to the supervisor, or designee.

(4) A supervisor, or a designee, receiving a request under §.05A(3) of this directive shall review to approve or deny the request.

(5) If the request is denied, notify the employee submitting the request of the denial.

(6) If the supervisor determines that the travel request is beneficial to the Department and would enhance the employee's skills and abilities and approves the request, the supervisor shall forward the travel/training packet to the appointing authority or unit head for review and approval.

(7) The appointing authority/unit head or designee shall:

(a) Review the MS551 and when travel is out-of-state or out-of-country, the GAD Form X-3A; and

(b) If approved, submit the travel training packet to the fiscal officer assigned to the unit where the employee works, to verify that funds are available.

(8) If funds are available, the appointing authority shall:

(a) Sign the Application for Out-of-Service Training Authorization MS551 (appointing authority - box 1) recommending that the request be granted; and

(b) Forward the signed packet to the Deputy Secretary Administration (DSA) who will review the packet and if approved, forward to the Travel Authorization Officer.

E. Submission Timeline.

(1) Once approved by the DSA, the completed Travel/Training Packet shall be submitted to the Travel Authorization Officer **at least 45 days prior to the travel date**. Any request not received within the specified timeframe may not be considered.

(2) If exigent circumstances exist and there is not at least 45 days to process and present a request as required under §.05E(1) of this directive, the employee shall:

(a) Submit the request as soon as possible so as to maximize the period between receipt by the Travel Authorization Officer and the travel date obligating the Department for payment; and

(b) Provide specific details as to why the exigent circumstances exist.

.06 Office of the Secretary — Review and Approval Procedures.

A. Travel/Training Packet Routing Process - Overview.

(1) Employees seeking professional development activities within Maryland, outside Maryland, or out-of-country shall submit the forms and information required in §.05B and C of this directive.

(2) The proper routing for an *In-State* and *Out-of-State* travel/training packet is as follows:

(a) Employee;

(b) Supervisor;

(c) Appointing authority;

(d) Unit Fiscal Officer;

(e) Appointing authority;

(f) DSA;

(g) Travel Authorization Officer;

(h) Secretary;

(i) Supervisor/Employee (enter requisition - SmartSheet);

(j) Procurement; and

(k) Travel Coordinator.

(3) The proper routing for an *Out-of-Country* travel/training packet is as follows:

(a) Employee;

(b) Supervisor;

(c) Unit Fiscal Officer;

(d) DSA;

(e) Travel Authorization Officer;

(f) Secretary;

(g) Department Budget and Management;

(h) Secretary;

(i) Supervisor/Employee;

(j) Procurement (SmartSheet); and

(k) Travel Coordinator.

B. Travel Authorization Officer - Packet Review Process.

(1) The Secretary's Executive Assistant is the Department's Travel Authorization Officer.

(2) The Department's Travel Authorization Officer is designated to act on behalf of the Secretary when evaluating official Department or State business travel expenses and professional development activities.

(3) The Travel Authorization Officer is responsible for monitoring employee and unit compliance with this directive and the State Travel Management Office procedures.

(4) The Travel Authorization Officer shall:

(a) Maintain a process for requesting, reviewing, approving or disapproving, and documenting activities related to requesting payment or reimbursement of official Department or State business travel and related professional development activities;

(b) Organize and ensure travel/training packet has been completed and received the appropriate signatures before forwarding to the Secretary for review and final approval;

(c) Return the travel/training packet to the employee or supervisor with notice of the Secretary's decision; and

(d) Keep records of travel/training packets approved by the Secretary.

(5) Review and Approval Process.

(a) Upon receipt of a request under §.05E of this directive, the Travel Authorization Officer shall review the request and applicable approvals in the travel/training packet.

(b) The Travel Authorization Officer shall **deny** the request if:

(i) The request and related documents are received outside of required time frames established under §.05E(1) or (2) of this directive;

(ii) The request does not contain the information required under §.05B(1) of this directive;

(iii) The documentation does not contain the required administrative and fiscal approvals; or

(iv) The suggested funding source cannot be applied to the type of request.

(c) The Travel Authorization Officer shall present a travel/training packet to the Secretary, or the Secretary's designee, for a decision to approve or deny the request.

(d) When reviewing a travel/training packet request, the Secretary, or the Secretary's designee, may approve the employee's request for "business class" or "first class" travel accommodations to destinations outside North America, the Caribbean Islands, and the Hawaiian Islands, if there is documented evidence that clearly indicates the travel accommodation is in the best interest of the State.

(6) Notification.

(a) Approved Request. The Travel Authorization Officer shall return the approved travel/training request to the employee and supervisor.

(b) Denied Request.

(i) The Travel Authorization Officer shall return a denied travel/training request to the unit head, or a designee; who shall notify the requesting employee of the denial and the reason for the denial.

(ii) The Travel Authorization Officer shall keep related documentation according to an established retention schedule.

(7) Requisition and Procurement.

(a) The supervisor or, as appropriate, the employee shall submit the appropriate requisition(s) through the Procurement Portal located on the SafetyNet: https://app.smartsheet.com/b/publish?EQBCT=cf9de2c7330145ef86fc7d13c6042e3f.

(b) A separate requisition must be completed for each vendor/expense.

(i) For example, hotel expenses must be on one requisition and registration fees must be on a different requisition;

(ii) Each vendor/expense must have a unique requisition number;

(iii) Each requisition shall be submitted individually through the Procurement Portal with the approved travel/training package; and

(iv) Each requisition and travel/training package shall be signed by the Department head or appointing authority prior to upload into SmartSheet.

(c) The submission will be returned if the process is not followed correctly.

(8) Department Travel Coordinator (Coordinator) and Travel Arrangements.

(a) The Coordinator shall serve as Department's liaison to the:

(i) DBM State Travel Management Office; and

(ii) Travel and credit service contractors.

(b) The Coordinator is responsible for:

(i) Attending State Travel Management Office meetings;

(ii) Maintaining travel records and tickets purchased by employees or sponsor units; and

(iii) Preparing and submitting reports required by the State Travel Management Office.

(c) The Coordinator shall:

(i) Complete travel arrangements as required by DBM and DPSCS Financial Operations Manual;

(ii) Keep related documentation according to an established retention schedule.

(iii) Relay the purchased travel and ticket information to the requesting party(ies).

(d) The Coordinator shall not make transportation or lodging reservations or other travel expenses, until the Coordinator receives an approved Travel/Training packet and required travel information.

(e) Travel Arrangements.

(i) All transportation reservations shall be arranged by the Coordinator through the State's travel services contractor, unless:

1. An unusual situation makes it impractical or impossible to use the services of the State travel services contractor;

2. The State travel services contractor does not serve the area where the employee is located;

3. Travel arrangements are to be made for the employee by the organizer of a planned conference, convention, or seminar in order to obtain special discounts not available through the travel services contractor.

(ii) All trip cancellations and partially used tickets must be reported immediately to the Coordinator.

C. Travel Expenses - Receipts and Reimbursement.

(1) Transportation expenses incurred while in "travel status" shall be limited to:

(a) Fares for taxi, bus, shuttle and airport transportation service when traveling to and from the airport, train station, or bus station, or when otherwise incurred while conducting official business;

(b) Tips for taxi, bus, shuttle and airport limousine at rates and limits established by the State Travel Management Program, Meal & Incidental Expenses Reimbursement Rates (Appendix E);

(c) A rental car, if preapproved by the Secretary, when other means of transportation are unavailable, costlier, or impractical;

(d) Mileage to and from the destination and lodging while on official Department or State business when an employee uses their personal vehicle (at the rates established by the State Travel Management Program);

(e) Unexpected lodging expenses not previously paid by the Coordinator.

(2) Meal Expense Denials.

(a) The Department shall not reimburse an employee for the cost of alcoholic beverages.

(b) When a meal is included in the cost of the registered program or activity, an employee may not request reimbursement for the included meal, if the employee chooses to eat elsewhere.

(3) Permissible Meal Expenses.

(a) An employee shall be reimbursed for meal expenses incurred while in "travel status" per the Meal & Incidental Expenses Reimbursement Rates (Appendix E).

(b) All of an employee's meals are reimbursable when the employee is in travel status and absent from home overnight.

(c) Breakfast is reimbursable when the following conditions are met. An employee:

(i) Is in travel status on Department business;

(ii) Departs from home at least two hours earlier than the employee's normal commute time to the employee's assigned work location; and

(iii) Arrives at the approved remote work location at the start of the employee's normally scheduled work time.

(iv) **Example:** If an employee's normal commute is 30 minutes, the employee must depart at least 2 hours and 30 minutes before the normally scheduled work hours to qualify for breakfast reimbursement.

(d) Dinner is reimbursable when the following conditions are met. An employee:

(i) Is in travel status on Department business;

(ii) Departs from a remote work location at the end of the employee's normally scheduled work hours; and

(iii) Returns home after the employee's normal commute time plus an additional two hours.

(iv) **Example:** If an employee's normal commute is 30 minutes, the employee must return home at least 2 hours and 30 minutes after the employee's normal end time to qualify for dinner reimbursement.

(e) Lunch is reimbursable to an employee who meets the conditions established §.06E(3)(c) and (d) and is in travel status for the entire day.

(f) Meal reimbursement above the standard limits is allowable for employees conducting business in High Cost Metropolitan Areas (Appendix F).

D. Employee Responsibilities.

(1) It is the employee's responsibility to request payment or reimbursement for all allowable expenses and provide documentation to support the request.

(2) Travel Status Employees shall submit the following to their immediate supervisor within 60 days of returning from approved travel:

(a) A completed Expense Report Rate Form (Appendix G); and

(b) Itemized receipted bills and other supporting documentation of expenses as required. See Appendix H. **Note:** A receipt that only shows a total cost and not the items purchased shall not be reimbursed.

E. Supervisor Responsibilities.

(1) Ensure the submitting employee completes the correct expense form.

(2) Review the expense form for accuracy and supporting documentation.

(3) Sign, date, and submit the approved expense form with all supporting documentation to *DPSCS Accounts Payable* dpscs.accountspayable@maryland.gov.

.07 Appendix.

A. DPSCS Travel/Training Request Memorandum - State of Maryland (https://intranet.dpscs.mdstate/training/travel/OST_cover_memo_form-REVISED%209-2014.doc)

B. State of Maryland GAD-X3A - Out-of-State Travel Form (https://dbm.maryland.gov/Documents/TravelManagementServices/travelformx3a.pdf)

C. Application for Out-of-Service Training Authorization MS551 Form (https://intranet.dpscs.mdstate/training/travel/MS-551_FormNumber-2.doc)

D. Funding Certification for Out-Service Training and/or Out-of-State Travel (https://intranet.dpscs.mdstate/training/travel/NewFundCert-Revised-2014.xls)

E. Meal & Incidental Expenses Reimbursement Rates (https://dbm.maryland.gov/Pages/MealTipReimbursement.aspx)

F. High Cost Metropolitan Areas (https://dbm.maryland.gov/Documents/TravelManagementServices/Meal_Rates_High_Cost_FY25.pdf)

G. Expense Rate Form - (https://dbm.maryland.gov/Documents/FleetManagementServices/Expense-Report.xlsx)

H. Example: Acceptable Itemized Receipts (Acceptable - detailed; Summary - not acceptable)

I. Instructions to Submit an Out of State Travel or Out Service Training Request

.08 Revision History.

A. This Secretary's directive *DPSCS.020.0035—Professional Development Activities and Travel Expenses – Approval Process* supersedes and renumbers *ADM.050.0047* dated June 12, 2015. Changes include substantial revision and renumbering to reflect the current organizational structure. This directive rescinds and replaces *DOC.030.0006—Out-Service Training*.

B. *Executive Directive ADM.050.0047—Conference, Training, and Travel Expense - Approval Process* dated June 12, 2015, superseded *Executive Directive ADM.050.0047* dated October 3, 2014.

.09 Distribution.

A

B

Department of Public Safety and Correctional Services
TRAVEL/TRAINING REQUEST MEMORANDUM

To: **Office of the Secretary, Travel Coordinator**

Date:

Employee/Requestor Name:

Attached please find a completed training/conference attendance request that includes the following completed and required forms for your approval:

- ☐ Out-Service Training Request (MS-551)
- ☐ Conference/training program brochure, indicating description of the program, learning objectives, event sponsor, date, time, duration, itinerary and location of the program
- ☐ Funding Certification
- ☐ Out-of-State Travel Request (GADX-3), if necessary

Justification for Request: (Justification must include the reason why this request will be beneficial to both the requestor as an employee and to the Department. Use additional pages, if necessary)

If Out-Service/Out-of-State Travel is NO COST please select payment type below:

- ☐ Employee will pay all expenses (there will be no reimbursement).
- ☐ State will pay expenses initially, but will be reimbursed by host organization after the event (please attach agreement).
- ☐ Host organization will pay all expenses directly (please attach agreement).
- ☐ Other (please explain below and attach agreement).

____

____

After your approval, please forward this form and the attached paperwork to the Procurement Office.

STATE OF MARYLAND
APPLICATION FOR TRAVEL AND
OUT-SERVICE TRAINING AUTHORIZATION

Major State Department DPSCS	Agency, Institution, or Unit		Agency Code 35.01.01
Employee's Name (Last, First, M.I.)	Social Security Number	Position Classification	Phone Number
Duties To Which Requested Training Relates:			Probation Over?
If Approved Career Development Plan is on file, please indicate:			
Reason For Training: Agency Need ☒ Career Development ☐ Job Related ☒ N/A _____ ______			
Please Indicate Type of Training: Long Term ☐ Short Term ☒ Tuition Reimbursement ☐ NA			

TRAINING APPLIED FOR

Name and Address of Organization Providing Training:	
Course Title (and Number):	Semester Hours:
MUST Attach Brochure or Catalog Describing Course	

Duration of Training:	Beginning Date ________	Ending Date ________
Hours Per Week:	Working Hours ________	After Work 0 Weekly Total ________

TRAVEL APPLIED FOR AND PURPOSE

Location of Travel:	
Purpose of Travel):	Distance to Destination Minus Daily Commute Mileage to Office
MUST Attach Google Maps for Reference	

ESTIMATE OF FUNDING SOURCES

	State Payments	Payment by Self/Others	Total
Registration or Tuition			
Books, etc.			
Travel			
Room and Meals			
Estimated Total			
Amount of State Payments Approved $		Method of Travel	

I Certify That The Information Given in This Application is Correct and Request Approval

____

Applicant's Signature and Date

The appointing authority of this Agency approves this application and certifies that funds are available.	**The Secretary of the department approves this application and recommends the training requested.**	**Office of Personnel Services and Benefits authorizes this training as consistent with policy and guidelines.**
(Sign)	(Sign)	(Sign)
(Date)	(Date)	(Date)
(Title)	(Title)	(Title)

OBLIGATED OUT-SERVICE TRAINING AGREEMENT

This Obligated Service Agreement, herein referred to as "agreement," is entered into by and between the below named employee and the State of Maryland.

In consideration of job assignments and benefits which may accrue hereafter, the employee agrees to the following:

1. I am interested in receiving out-service training as indicated on the reverse side of this agreement.

2. If the training is authorized, (a) I will participate in and complete the course to the best of my ability unless my withdrawal is required by or acceptable to the appointing authority of my department, agency or institution, and (b) I will remain an employee of the State of Maryland following completion of training for a period equal to three times the number of working hours spent in out-service training.

3. I agree that the number of hours spent in out-service training shall be computed by the Department of Budget and Management from appropriate records, and that the period of obligated service shall commence on the first work day following completion of the training.

4. It is agreed that any salary, pay or compensation paid me by the State of Maryland while undergoing full-time out-service training shall be considered a loan and such loan shall be exonerated at the rate of on month's pay for each three months of employment after completion of training. If enrolled in a work-study program, the loan shall be exonerated at the rate of one month's pay for each one and one-half months of employment after the training period.

5. If I fail to remain an employee of the State of Maryland for the full period of obligated service, I agree to repay the State on a pro rata basis as stated in #4. above any pay or compensation due the State for my participation in this training. I understand, if in the judgment of the Secretary of the Department of Budget and Management my separation is necessitated by adverse, unforeseen and extenuating circumstances that impose undue personal hardship, I may be released from this agreement.

6. If, prior to the expiration date of my training or obligated service under this agreement, I enter the service of another State of Maryland agency, no reimbursement for tuition or related fees shall be due the State.

7. I agree that amounts which become due the State of Maryland as a result of my failure to meet the terms of this agreement may be withheld from any moneys due me from the State of Maryland.

_______________ ______________________________

Date *Signature of Employee*

STATE OF MARYLAND

_______________ ______________________________

Date *Secretary of Budget and Management*

Acceptable Receipt ✓

Shows item details and prices.

SILVER DINER
BWI Airport

110 Rebecca

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*** Reprint ***

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1 Coffee	2.89
1 Hot Tea	1.99
1 Ultimate Power	11.49
1 Fr Toast/Eggs	9.99

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ENJOY $5.00 OFF A
PURCHASE OF $15.00
ON YOUR NEXT VISIT

SHARE YOUR FEEDBACK WITH US AT
WWW.TELLSILVERDINER.COM
WITHIN THE NEXT 3 DAYS

SURVEY CODE: 121406140201792

Unacceptable Receipt ✗

No itemized list with prices. Only Total.

SILVER DINER
BWI Airport

Date: Aug02'14 07:40AM
Card Type: Visa/M.C.
Acct #: [redacted]
Card Entry: SWIPED
Trans. Type: PURCHASE
Trans Key: 818002157618485
Auth Code: 740850
Check: 1782
Table: 15/1
Server: 110 Rebe[illegible]a

Subtotal: 27.95
Tip: ____________

Total: ____________

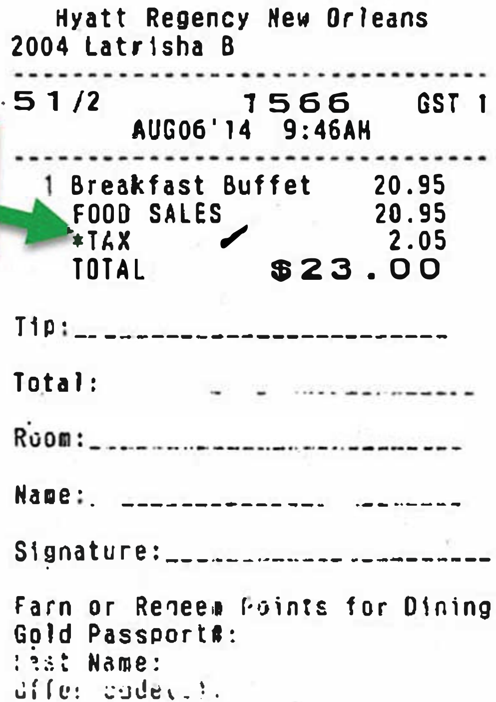
____________ ____________
Signature

Please select amount below according to my card issuer agreement.

* * * * Merchant Copy * * * *

Acceptable Receipt ✓

Shows item details and prices.


Hyatt Regency New Orleans
2004 Latrisha B
51/2 1566 GST 1
AUG06'14 9:46AM
1 Breakfast Buffet 20.95
FOOD SALES 20.95
*TAX 2.05
TOTAL $23.00
Tip:
Total:
Room:
Name:
Signature:
Earn or Redeem Points for Dining
Gold Passport#:
Last Name:
Offer Code:

Unacceptable Receipt

Hyatt Regency New Orleans
601 Loyola Avenue
New Orleans, LA 70113
504-561-1234

CHECK: 1566
TABLE: 51/2
SERVER: 2004 Latrisha B
DATE: AUG06'14 9:49AM
CARD TYPE: [redacted]
ACCT #: [redacted]
EXP DATE: XX/XX
AUTH CODE: 561630
0000000000000VN5 0
080614094934
[redacted]

No itemized list with prices. Only Total.

SUBTOTAL: 23.00

TIP:______________________

TOTAL:______________________

SIGNATURE:______________________

I agree to pay the above total amount according to cardholder agreement.

Out of State Travel -or- Out Service Training Request
Instructions to Submit
Revised August 7, 2025

1. Overview

All requests for Out-of-State Travel or Out-Service Training must follow the procedures outlined below, and the required forms for submission must be used and completed in accordance with COMAR 23.02.01, Standard Travel Regulations. These instructions apply to all travel for official business undertaken by officials and employees of the Department of Public Safety and Correctional Services (DPSCS or the Department).

The required forms and information are available on the SafetyNet if you navigate to **Training > Application for Out-Service Training.**

2. Authority
COMAR 23.02.01, Standard Travel Regulations, and the Annotated Code of Maryland, State Finance and Procurement Article Section 10-203 are the primary authorities for regulating travel of DPSCS employees on official business.

3. Required Forms and Documents
Each employee must submit a separate and complete package for each request. If employees are traveling in a group, then a separate package must be completed for each employee traveling in the group.

The following forms and documents are required of all requests:
- Travel/Training Request Memorandum
- Application for Out-Service Training Authorization (MS551)
- Fund Certification for Out-Service Travel/Training
- Requisitions for each vendor (i.e., separate requisitions for hotel, car rental, flight, and event fee)
- **Only Required for Out of State or Out of Country Travel** - Individual Request for Out-of-State Travel Form (GADX-3A)
- Any supporting documentation to help justify the travel and training request will be helpful when processing your request. Supporting documentation can include, but is not limited to:
    - Approval emails
    - Hotel quote
    - Car rental quote
    - Flight itinerary
    - Event flyer or brochure of the training and conference details

4. Assembly Order of the Packet

Arrange documents in the following order:

a. Travel/Training Request Memorandum
b. **Only Required for Out of State or Out of Country Travel -** Individual Request for Out-of-State Travel Form (GADX-3A)
c. Application for Out-Service Training Authorization (MS551)
d. Fund Certification for Out-Service Travel/Training
e. Requisitions for each vendor (i.e., separate requisitions for hotel, flight, and event fee)
f. Supporting documentation (i.e., hotel quote, car rental quote, flight itinerary, event information, etc.)

5. Submission Timeline

Requests must be submitted **at least 30 days** before travel or training events.

6. Travel Request Process

a. Employee and supervisor to prepare the below documents:
   i. ***Travel/Training Request Memorandum:*** This memo must include a justification for the request and explain how this request will benefit the employee's Department work-related responsibilities.
   ii. ***Application for Out-Service Training Authorization (MS551)***:
      1. This application must be fully completed and signed by the employee. The Supervisor or Director of the unit must sign the bottom left box on the first page on the line for "the appointing authority of this Agency".
      2. The Obligated Out-Service Training Agreement must be signed by the employee.
   iii. ***Fund Certification for Out-Service Travel/Training***: Only provide the name of the employee and event name. No other additional information or signatures are required.
   iv. **Only Required for Out of State or Out of Country Travel - *Individual Request for Out-of-State Travel Form (GADX-3A)***: Employee to complete the packet with details of the travel request. Signature must be obtained by the Agency Head of the designee on the "Department/Agency or Designee line". When traveling out of the country, this form must also be signed by the Secretary of DBM.

b. Employee to submit the above documents to Finance via email for fund certification approval.
   i. In-State travel to be approved by your respective unit's Fiscal Officer.
   ii. Out-of-State or Out-of-Country travel to be approved by Michele Cohen at michele.cohen@maryland.gov.

c. Fiscal Officer returns the package to the employee.

d. Employee to submit the package to the Special Assistant to the Chief of Staff, Aleia Hendricks, at aleia.hendricks@maryland.gov. The Special Assistant to the

Chief of Staff will review and submit the package to the Secretary of DPSCS for approval and signature.

e. The Special Assistant to the Chief of Staff returns the package to the employee.

f. Employee to prepare separate requisitions to be submitted for each vendor. For example, a requisition should be submitted for the hotel, airline flight, car rental, and event or training. Refer to the requisition form instructions available on the Procurement intranet page on how to complete a requisition form.

g. Employee to submit the completed package in the order specified in Section 4 to Smartsheet via the Procurement Requisition submission process.

h. Once processed, the Travel Coordinator, Navin Moktan, or Back-up Travel Coordinator, Stephen Albinak, will review the package and coordinate with the employee and vendors to schedule the travel and training.

7. Reimbursement and Expenses

Expense reimbursement forms for travel must be completed by the employee, signed by the employee and supervisor, and submitted to DPSCS.AccountsPayable@maryland.gov with all itemized receipts and a map showing the mileage traveled.

The expense reimbursement forms are available for download on the DBM website at https://dbm.maryland.gov/Pages/Forms.aspx. However, the half mileage or full mileage reimbursement form is dependent upon the availability of State vehicles (see Section 7c - Mileage).

a. Meals

i. Meal expenses incurred while in travel status are reimbursable at the approved DBM Standard Meal Allowance. To be reimbursed for meals, employees must provide **original itemized receipts**. All meal reimbursement rates include taxes and gratuities.

ii. The DBM approved Standard Meal Allowance for Fiscal Year 2026 (including tax and tip) are:
   - Breakfast: $15.00
   - Lunch: $18.00
   - Dinner: $30.00

iii. When an employee is in travel status involving absence from home overnight, all meals are reimbursable.

iv. The cost of breakfast is reimbursable when an employee in travel status has to leave home on official business two (2) hours or more before the beginning time of the employee’s place of business. The cost of dinner is reimbursable when an employee in travel status cannot get home within two (2) hours after the employee’s normal quitting time. In both cases, the two hours are in addition to the normal commuting time.

v. An employee in travel status who meets the criteria for both breakfast and dinner reimbursement under Section 7.a.iv. and is in travel status for the entire day, but not overnight, then the employee is also entitled to be reimbursed for lunch.

vi. If the registration fee for a conference, convention, seminar, or training meeting includes the cost of meals, the State shall reimburse the employee for the full registration fee. For that purpose, the employee may not request reimbursement for the included meals.

vii. Meal reimbursement above the standard limit is allowed for employees conducting business in high cost metropolitan areas as designed by DBM. DBM has approved different meal rates for other metropolitan areas.

viii. Out-of-country meals will be reimbursed based on the receipt submitted, converted to US dollars.

b. Transportation

i. Taxi, bus, shuttle and airport limousine fares incurred while on travel status are reimbursable when traveling to and from the airport, train station, or bus station, or when otherwise incurred while conducting official business.

ii. Tips for taxi, bus, shuttle, and airport limousine services are limited to 15% of the total fare amount.

iii. Porter fees and/or hotel baggage tips, which are limited to 3 bags per trip, are reimbursable at $1.00 per bag.

c. Mileage

Mileage should always deduct the employee’s commute miles. However, if the employee is leaving from their main office, then no commute miles should be deducted. The mileage calculation is the total travel minus commute to equal the total mileage paid out. A Google Map of the distance traveled should be included with the expense reimbursement form as justification.

The expense reimbursement form to be used is dependent upon the availability of a State vehicle.

- If a State vehicle was available, but the employee elected to use their personal car, then the half rate mileage reimbursement rate form should be used.
- If a State vehicle is **not** available, then the employee may use their personal vehicle and receive the full mileage reimbursement.

8. Definitions

- **Employee:** An employee of the Department of Public Safety and Correctional Services
- **In-State Travel:** Travel to destinations inside the boundaries of Maryland, and includes Washington, D.C.
- **Official Business:** The authorized duties performed by an employee as defined under the duties and responsibilities prescribed by the employment or office.
- **Out-of-Country Travel:** Travel to destinations outside the United States and its territories.
- **Out-of-State Travel:** Travel to destinations outside Maryland and Washington, D.C.

- **Training:** Services provided to an employee in order to develop the employee's personal business related capabilities; train the employee to perform assigned duties within maximum efficiency; increase and enhance the retention of employees in State service and meet the State's personnel needs; and train managers and supervisors to be knowledgeable and skilled in the fair application of laws, regulations, and guidelines.
- **Travel Status:** The condition of a State employee while traveling on State business. An employee is not in travel status while commuting from home to the employee's assigned office, regardless of the length of time of that commute. Employees traveling longer than two hours from their assigned office are considered to be in travel status.

  Anyone entering into travel status is potentially entitled to travel reimbursement under the travel guidelines and policies set forth in the Travel Regulation (23.-2.01 Standard Travel Regulations).