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).