

Governor's Traffic Safety Bureau Travel Procedures

One of the major priorities of the GTSB is to provide contractors and other persons with the opportunity to gain highway traffic safety related knowledge and information that is available throughout the country. Therefore, it is not uncommon for the GTSB to approve the expenditure of funds for out-of-state travel. If this situation arises, the following procedure must be followed in relation to receiving travel approval from the GTSB.

1. If it is deemed necessary for an out-of-state trip to be requested under a GTSB approved program, the requesting agency should submit an Out-of-State Travel Request Form (see Appendix E) to the Director at least four weeks prior to the date of travel. The request should contain the name of the person traveling, the training or conference to be attended, the location, travel dates, an itemized travel budget and the signatures of the person traveling and of the authorizing official. In addition, the request should include a copy of an agenda and/or announcement materials that would further justify and explain the scope and nature of the requested travel.
2. Upon receipt, the GTSB Director will consider the travel request. A letter will be issued following the decision of the Director and, if approval is granted, the letter will also contain a request to furnish an out-of-state trip report. Unless otherwise stated in the letter of approval, the trip report is due to the Director of the GTSB two weeks after the conclusion of the trip. The trip report should be brief, but should include a summary of information learned and how it will be used in your traffic safety program. Travel reimbursement is contingent upon receipt of the trip report.
3. As most out-of-state travel is charged to the contract, the contractor should be certain the traveler keeps all needed receipts in order to document any Claim for Reimbursement. While it is the general practice of the GTSB to follow the travel procedures of the contracting agency, ultimate travel approval will rest on a request to expend funds that are reasonable in nature.
4. All in-state training and/or related travel also require prior approval by the GTSB. This approval is necessary in order to make a claim for reimbursement. However, requests for in-state travel require only the letter of request/explanation and not the follow-up trip report.