



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

Office of the Governor

JON PIERPONT
Chief of Staff

International Travel Policy

Team Utah:

To ensure the appropriate use of taxpayer funds, the following memo will serve as the approval process for all international and non-CONUS travel outside of the contiguous United States.

Please be advised that all travel outside of the contiguous United States must be approved in advance by the Governor's Chief of Staff. "Contiguous states" are defined as the 48 states and the District of Columbia, meaning that travel to Alaska, Hawaii, and any of the territories of the United States, including Puerto Rico, U.S. Virgin Islands, Guam, Northern Marianas Islands, and American Samoa must also be approved.

All international and non-CONUS travel must be approved by both the employee's supervisors and the agency's executive director. Once approved by the executive director, the travel request must be sent to the Chief of Staff and his designee, Max Gruber (mgruber@utah.gov), either through Concur or via email. It is up to your agency if you would like to submit all required documentation for review and approval via email first, or through Concur first. However, the final request submitted in Concur must include all required documentation.

Travel requests should typically be submitted at least two months prior to the requested travel date, though exceptions to this direction will be made on a case-by-case basis. However, international or non-CONUS travel may not be booked until formal authorization is communicated by the designee — do not assume that travel is approved.

To facilitate the approval process, please submit the following in Concur along with your travel request:

1. A completed travel request with an estimate of costs for flight, hotel, meals, etc. using pricing information provided by a state travel representative;
2. An agenda for the meeting/conference/event; and
3. A memo detailing:
 - a. The importance of the meeting and why the employee must travel
 - b. Confirmation that a similar meeting is unavailable in the contiguous United States
 - c. Confirmation of which parties will be paying for which portions of the trip, and how much they will be paying
 - d. Confirmation that the agency has requested conference organizers to pay for costs for travel, lodging, and/or meals
 - e. Confirmation that payment from 3rd parties does not violate ethics laws and policies

Please note that international and non-CONUS travel incurs greater scrutiny and preference will therefore be given to travel that is sponsored by conference organizers, so long as the sponsorship does not violate ethics laws and policies. International and non-CONUS travel is less likely to be approved if it will result in costs to the state, especially if there are alternatives within the United States.

Following approval of your travel request, you are strongly encouraged to register your trip with the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>. This is a free service offered to U.S. citizens and nationals to facilitate communication and awareness with the U.S. embassy nearest their travel destination.

Thank you,

A handwritten signature in black ink that reads "Jon Pierpont". The signature is written in a cursive, flowing style.

Jon Pierpont
Chief of Staff, Office of the Governor
Dated: 6/12/2024