



## **GUIDELINES**

(Provide as Much Documentation as Possible)

The purpose for travel must comply to the Division of the Budget's Cost Control Bulletin K-1002. The essentiality of travel is governed by one or more of the following three conditions:

1. The travel involved is so integrally related to the duties of the employee that failure to approve such travel would prohibit the employee from performing the primary duties of his or her position or;
2. Failure to approve such travel would clearly result in a loss of income to the State. The measure of loss of income to the State is to be a net loss of income after any State expenditures for travel, lodging, per diem or participating fee are considered or;
3. The requested travel authorization is demonstrably required by the terms of a contract or grant.

**NOTE:** All travel requests are to be processed through the Office of Vice President for Administration and are subject to final approval by the State of New York Division of the Budget.