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**BUREAU OF BUDGET AND MANAGEMENT RESEARCH**

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**STANDARD OPERATING PROCEDURES**

**SUBJECT:** Travel Request and Authorization (TA)

**EFFECTIVE DATE:** November 8, 2019

- **PURPOSE:** To facilitate travel for the conduct of important government business for the following (ref. E.O. 2012-01 & Budget Law in effect):
  - Training/Personnel Certification/Staff Development or Educational Programs
    - Government agencies must promote, host, or sponsor a person, business, institution, or qualified entity to conduct educational and training programs on island
    - Must maximize the number of employee participants who can benefit from available educational and training opportunities on island
    - Must eliminate redundant travel request by employees who are repeat participants in certain educational and training opportunities which do not provide optimal cost benefit return to departments/agencies
    - Must consolidate costs of travel by one or more government entities to fund local training opportunities that foster greater employee participation and benefits
    - Must allow department and agency heads to afford greater scrutiny of travel requests and recommend to BBMR where greater cost benefit impacts can be attained
  - Accommodating patients/inmates to off island institutions
  - Travel will result in additional revenues for the Government of Guam and achieve current or future cost savings for government operations and programs
  - Relates to agency's priorities, work programs, or activities
  - Travel paid by a federal grant
  - Travel is required pursuant to existing contracts, public law, rule or federal program
  - Travel to attend conferences, courses, forums with national and regional government officials or national and regional organizations of which the entity is an official member

- **15 WORKING DAY REQUIREMENT:**
  - TA must be submitted at least fifteen (15) working days prior to the commencement date of travel (ref. E.O. 2012-01)
  - A waiver from the Director of BBMR is required for TA submissions that are less than 15 working days
  
- **OUTSTANDING TRAVEL RECEIVABLES:**
  - DOA and BBMR joint memorandum dated January 2008 prohibits travel if individual has outstanding travel receivables
  
- **FUNDING:**
  - AS400 Account Number(s) and Object Category (220) Travel:
    - Ensure account numbers are accurate, unexpired and funds are sufficient (ref. Ch.14, 4GCA – Certifying Officers)
  - Funding Source:
    - Is the source of funding local or federal?
      - If federal, is travel authorized in the respective grant award?
    - Note: greater restrictions apply to locally funded TA's in accordance with Executive Order 2012-01 and other governing directives (i.e., Gov. Circular 2003-0015, Budget Law, etc.)
  - Airfare:
    - For official government business only
    - Must be at the lowest possible cost per E.O. 2012-01
    - Based on "Restricted" price quoted on travel itinerary
  - Per Diem:
    - Number of official days based on travel itinerary
    - Authorized based on the number of actual conference/training days plus 1 day prior to commencement or registration of the conference/training
    - Rates are based on the current Joint Travel Regulation published by the Federal Government (ref. Ch.23, 5GCA)
    - 130% of the basic per diem rate if the employee is the Governor, Lieutenant Governor, a member of the Legislature, a Judge, or a Mayor or Vice-Mayor
      - 5GCA, Chapter 23, Section 23104
    - 125% of the basic per diem rate if the employee is an Executive Assistant, or member of the board of directors or commission of any autonomous agency, authority, line agency (including the Council of the Arts and Humanities), or public corporation
      - 5GCA, Chapter 23, Section 23104
  - Ground Transportation:
    - Costs for taxi, bus, shuttle, train, etc. are to be covered by the advanced per diem provided, and actual receipts must be retained for reimbursement purposes

- Car Rental – Government of Guam Travel and Transportation Manual requires the Governor’s explicit approval for car rental expense prior to commencement of travel. This is usually in a form of a memorandum from the requesting department head to the Governor for approval.
- **OTHER:**
  - Cabinet-level travel:
    - TA must be accompanied with an approved Memo for the Governor’s signature designating a person to serve in an Acting Capacity during the Director’s absence and Administrative Leave Application
  - Multiple Travelers:
    - Written justification must be provided for multiple travelers in accordance with E.O. 2012-02
  - “No Cost” Travel Authorizations
    - Requires BBMR review with all supporting documents including confirmation of sponsoring entity of cost-coverage, travel itinerary, conference/meeting agenda, schedule of events, etc.
    - Affidavit is required to waive the government of all travel expenses related to particular travel
- **AMENDMENTS:**
  - Must reference a prior approved TA
  - All supporting documentation must be included to substantiate adjustments
- **REIMBURSEMENT:**
  - Department/agency submits Memo to BBMR which includes signature block for the Bureau’s approval
    - Funds must be certified
    - All receipts for costs incurred for lodging, meals & incidentals, etc. must be submitted (Ch.23, 5GCA)
- **BBMR TRAVEL REQUEST & AUTHORIZATION CHECKLIST (BBMR-T-1) FORM MUST BE COMPLETED AND ATTACHED TO TA FORM**
- **Executive Order No. 2012-01 (Requirements):**
  - Authorization to Release Funds
    - The Director of BBMR will make appropriation releases to Government of Guam entities only upon compliance with Executive order requirements
  - Monitoring of Non-General Fund Sourced Entities
    - All Executive branch agencies must submit a quarterly financial statement and quarterly staffing pattern to BBMR

- Such agencies, departments, bureaus, and other instrumentalities must submit copies of their current fiscal year's budget and other fiscal information as requested to BBMR
- Non-Compliance
  - Any non-compliance with the requirements through this executive order, inclusive of deadlines, shall result in the immediate return/disapproval of such requests
  - All departments/agencies are liable and responsible for the accuracy and compliance with all rules/regulations and policies governing the respective requests/expenditures

The Travel Request and Authorization Checklist (BBMR-T-1) form and a copy of Executive Order No. 2012-01 can be found on BBMR's Website: <http://bbmr.guam.gov>

**NOTE: This SOP is subject to change by the Bureau of Budget & Management Research**