

**STATE OF MARYLAND**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**FLEET AND TRAVEL MANAGEMENT SERVICES**

**MEMORANDUM #2023-04**

**TO:** Agency Travel Managers/Coordinators

**FROM:** Joseph Consoli, Director, Fleet and Travel Management Services

**DATE:** August 29, 2023

**SUBJECT:** Out of Country Travel Requests Requirements/Policy

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**Purpose:** To clearly delineate agency requirements when submitting an out of country travel request for all agencies within the Executive branch of state government in accordance with State Finance and Procurement, § 10-203, Annotated Code of Maryland (Travel Regulation).

**Policy:**

1. All out of country travel requests should be received by DBM's Travel Management Services Unit at least 30 days in advance of the travel date.
2. All out of country travel requests must be submitted using GAD Form X-3A located on DBM's website.
3. Written justification in support of the travel must clearly outline its purpose, as well as the benefit of the travel to the State and should be submitted with the GAD Form X-3A.
4. Cost estimations provided on the GAD Form X-3A relating to air/rail fare, lodging and car rental should be obtained from Globetrotter Travel Management with copies submitted to the Travel Unit.
5. All requests and attachments should be emailed to **joseph.consoli@maryland.gov**

Should you have any questions, feel free to contact myself or Alicia Sweeney, [alicia.sweeney1@maryland.gov](mailto:alicia.sweeney1@maryland.gov).