

	LOM 1.12 Travel by Personnel	
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1.12 Travel by Personnel

1.12.1

Travel by personnel is subject to Official Order 1, Section 4.3 (Absence from duty and Official State of Michigan Travel Guide).

1.12.2

Travel involving any overtime or overnight stay requires approval of the Laboratory Director or FSD.

1.12.3

All out-state travel shall be requested in advance on the ADM-49. Whenever possible, this should allow for proper rescheduling of hours within the biweekly pay period.

For travel related to training, see LOM - 5.3 Professional Meetings and Training Events