



Governor Kim Reynolds  
Lt. Governor Adam Gregg

Paul Trombino III, Interim Director

## **MEMORANDUM**

**TO:** The Legislature

**FR:** Iowa Department of Administrative Services

**RE:** Advance Travel Approval

The goal is to eliminate the requirement for agency heads to approve advance out-of-state travel documents in the State's accounting system. This improves efficiency. By adding an "agency head designee" to this section, department directors will not be required to log into the I/3 system and approve travel documents, but rather, can designate an alternate approval process.