

1.2 METHOD OF TRAVEL: FLY OR DRIVE

* Traveler should choose appropriate mode of travel based on overall aspects such as time, destination & cost related to state business only.

1. Drive: 0-4 Hours
2. Drive or Fly: 4-8 Hours
3. Fly: 8+ Hours

**** MANUAL REQUIRED:**

- * If driving to destination more than 8 hours requires additional documentation.
- * Exceptions made for carpooling with 2+ employees to drive over 8 hours.