

2.4 FLYING

* If business participation **begins ON or AFTER 5PM,**
standard arrival is the same day.

* If business participation **begins BEFORE 5PM,**
standard arrival is the same day.

OR

the previous day with arrival within 24 hours.

* If business participation ends ON or BEFORE 2PM,
standard departure is the same day.

* If business participation ends AFTER 2PM,
standard departure is the same day

OR

the following day departing by 2PM.

*** Travelers are to arrive and depart their destination cities in an appropriate time to attend state business functions ONLY.**

*** The above PARAMETERS are such to provide flexibility for variety of airline schedules and are NOT listed as permission to overstay extra hours in destination city with no purpose of state business.**

**** MANUAL REQUIRED:**

*** If travel is outside these parameters flight quotes, valid documentation and 1-month advance notice required.**