

## **2.5 DRIVING (4-8 Hours)**

\* 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 after 5PM.

\* 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 8AM.

## **2.5 DRIVING (0-4 Hours)**

\* If business participation **begins ON or AFTER 2PM,**  
standard arrival is the same day.

\* If business participation **begins BEFORE 2PM,**  
standard arrival is the same day.

OR

the previous day with arrival after 5PM.

\* If business participation **ends ON or BEFORE 5PM,**  
standard departure is the same day.

\* If business participation **ends AFTER 5PM,**  
standard departure is the same day.

OR

the following day departing by 8AM.

**\* 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.**