



# STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION  
State Travel Division  
402 West Washington Street, Room 468  
Indianapolis, Indiana 46204  
IDOATravel@idoa.IN.gov

**Instructions: Submitting SF823 via Email**  
**Authorization/Request for Out of State Travel**  
**Form Revised 09/20/16**

1. Complete State Form 823 (SF823) “Authorization for Out-of-State Travel”
  - a. Using the instructions found on the IDOA Travel Services webpage, “SF823 Guide/Instructions,” complete all sections of the SF823 necessary for travel.
  - b. Attach all required documentation for this travel, as outlined by State Travel Policy “FMC 2016-02,” Section 12.
2. Scan State Form 823 (SF823)
  - a. A SF823 should be fully completed and signed before being scanned.
  - b. Please included all documentation in one scanned PDF, with the SF823 being the first document in the scanned file.
  - c. Change the saved file name of the PDF to reflect the necessary details of the travel
    - i. Title should be as follows: Agency acronym, State Traveler’s first/last name, departure date.
    - ii. Title example: IDOA – John Smith – 6/28/16
3. Forward Finalized State Form 823 (SF823) for Travel Authorization via Email
  - a. All email submissions should be addressed to IDOATravel@idoa.IN.gov
  - b. Travel requests submitted in the standard timeframe (30 days before departure) which do not require immediate attention should be submitted by email with the subject line mirroring the title of the PDF.
    - i. Standard email submission subject line example: IDOA – John Smith – 6/28/16
  - c. Travel requests submitted within 30 days of the departure date, OR travel which requires immediate attention due to upcoming deadlines (e.g. early bird registration) should be emailed with the standard subject line, preceded by the word “RUSH” in all capital letters.
    - i. RUSH email submission subject line example: RUSH – IDOA – John Smith – 6/28/16
  - d. Travel requests involving State Business of safety and security requiring the response of the State Traveler to be immediate in nature should be emailed with the standard subject line, preceded by the word “EMERGENCY” in all capital letters. The email does not need to include an attached SF823, and need only outline the circumstances of the request, destination of the travel, and dates of the travel. An SF823 can be submitted by standard delivery once the emergency has passed.
    - i. EMERGENCY email submission subject line example: EMERGENCY - IDOA - John Smith - 6/28/16
4. Responses by IDOA Travel Services to Authorization/Requests for Out-of-State Travel
  - a. General Approval will be given to all SF823’s that meet all required criteria, and which do not involve the need for special codes associated with the purchase of airfare.
  - b. Authorization Code with Travel Approval will be given to all SF823’s that meet required criteria, and which required special codes associated with airfare. This 10-digit code will be tied specifically with the individual traveling to the specified destination and will be recorded by IDOA Travel Services.

- c. Requests for More Information may follow a travel request/SF823. IDOA Travel Services will pursue the best options available for the State and Traveler with the help of the agency's travel coordinator, and this may require further documentation and/or information associated with the completion of the SF823.
  - d. It should be noted that Verbal Travel Approval may be given at the discretion of IDOA Travel Services. This Verbal Approval implies that the traveler or travel coordinator may proceed with booking travel, but with the understanding that a specified action be completed before final travel approval is granted.
5. IDOA Returns Signed State Form 823 (SF823)
- a. After booking airfare, please forward the final ticketed itinerary (e-ticket) to IDOA Travel Services in order to receive the approved copy of the SF823. The email subject line should include the agency acronym, traveler name, and departure date.
  - b. Once a completed SF823 has been processed and recorded by IDOA Travel Services, IDOA will return an electronically signed SF823 to the agency's travel coordinator.