



**STATE OF WYOMING
EXECUTIVE DEPARTMENT
EXECUTIVE ORDER**

**Order 2024-01
(supersedes and replaces Executive Order 2007-2)**

FOREIGN TRAVEL APPROVAL

WHEREAS, on January 5, 2007, Governor Freudenthal signed Executive Order 2007-2, Foreign Travel;

WHEREAS, advances in technology, as well as the interconnectedness of modern society, necessitate updating the state's foreign travel policies;

WHEREAS, state employees may, on occasion, be required to travel outside the United States for official business of the state ("Foreign Travel");

WHEREAS, Foreign Travel may involve additional risks not normally associated with domestic travel including, but not limited to, increased risks to physical safety and cybersecurity;

WHEREAS, strengthened administrative safeguards will help address these additional risks, fostering accountability and safety;

NOW, THEREFORE, pursuant to the authority vested in me by the Constitution and laws of the State of Wyoming, I, Governor Mark Gordon, do hereby order and direct to the fullest extent of my authority:

1. Any executive branch employee engaging in Foreign Travel must ensure compliance with applicable regulations and policies promulgated by the Department of Enterprise Technology Services/Chief Information Officer.
2. All requirements for Foreign Travel as outlined and described in this Executive Order shall also apply to travel to the U. S. possessions and territories.
3. In addition to the approval required by Wyo. Stat. Ann. § 9-3-102, the heads of all state agencies, departments, boards and commissions, or other entities under the authority of

the Governor shall submit a request for approval of Foreign Travel on a form established by A&I, along with supporting documentation, at least 30 days prior to travel, preferably 45 days, to the Governor's Office for approval before allowing state employees to commence any Foreign Travel. No executive branch employee may engage in any Foreign Travel not explicitly approved by the Governor's Office.

4. Employees must register with the U.S. State Department Smart Traveler Enrollment Program, commonly referred to as STEP, before commencing Foreign Travel.
5. Employees are required to do both a pre and post briefing with the Wyoming Office of Homeland Security (WOHS) for all Foreign Travel unless waived in writing by WOHS.
6. Executive Order 2007-2 is rescinded and hereby replaced.

This Executive Order is effective January 11, 2024. It shall remain in effect until such time as it is rescinded.

Given under my hand and the Executive Seal of the State of Wyoming this 11th day of January, 2024.



Mark Gordon
Governor