



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 6, 2008

TO: State Elected Officials
Agency Directors
Presidents of Higher Education Institutions
State Boards and Commissions

FROM: Victor A. Moore
Director

A handwritten signature in black ink, appearing to read "V.A. Moore".

SUBJECT: CLARIFYING OUT-OF-STATE TRAVEL RESTRICTIONS IN THE GOVERNOR'S AUGUST 4 LETTER ON ENERGY AND EXPENDITURE REDUCTIONS

We have received questions regarding the out-of-state travel restrictions contained in the Governor's August 4 letter on energy and expenditure reductions. Many agencies have asked whether the restriction applies to travel paid for by outside organizations, including the federal or other state governments, professional organizations, and colleges and universities.

The answer is yes. Out-of-state travel is restricted regardless of the source of funding used to pay for the travel. This restriction will help minimize confusion and prevent misperceptions among employees that the travel ban is being applied unevenly.

Emergency travel is allowed, such as the need to escort prisoners to or from out-of-state institutions. Travel is also permitted if it is necessary to fulfill the terms of a signed contract or to secure revenue.

If you have any further questions about the travel provisions, please contact your OFM budget analyst.