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June 26, 2003

PERSL #1381

TO: Agency Heads

Cc: Deputy Commissioners
HR Directors/Designees

FROM: Cal R. Ludeman
Commissioner 

RE: **Travel Policy**

The current travel policy will remain in effect through the next biennium. Agency Heads will continue to have the authority to approve domestic out-of-state travel; international travel requests must be submitted to DOER for review after being approved at the agency level. The Administration urges you to continue using discretion in making these difficult decisions. Travel that is allowed should be that which provides measurable and clear benefits to an agency's mission and the state, regardless of funding source. A strong guide in making these decisions is to consider what the ramifications of the travel not occurring would mean to the agency and the state.

We appreciate your understanding that tight fiscal times and fewer employees to perform the work of the state as a result of agency downsizing make this continuance necessary.