January 20, 2006

FISCAL MEMORANDUM 06-04

TO: TTI Employees

SUBJECT: Revised Washington, D.C. Travel Notification Procedures

As in previous biennia, the current General Appropriations Act mandates that state agency personnel traveling to the Washington, D.C. area (including destinations to the Reagan National, Baltimore/Washington International, or Dulles International Airports) must notify the Office of State-Federal Relations (OSFR) in advance of their travel plans. However, a change was made on what activities have to be reported. Only travel to confer on legislative or appropriations issues with the staff or officials of the U.S. Congress or Federal Government is required to be reported.

TTI Business Office Form TRAVREQ-B (Report of State Agency Travel to Washington D.C.) has been updated on TTINet to reflect the changes. If the purpose of the trip is to provide testimony to a Congressional Committee of Agency Rule-Making Authority, OSFR will need an advance copy of the testimony.

The notification form and testimony, if applicable, should be paper clipped behind the approved Travel and Advance (T&A) Request form (TRAVREQ-A) and forwarded to the TTI Business Office. We would appreciate receiving the T&A and the notification form (with testimony attached, if applicable) at least ten days before departure if at all possible.

If you have any questions, please contact Marie Ethridge at 845-9595.

Don Bugh
Executive Associate Director