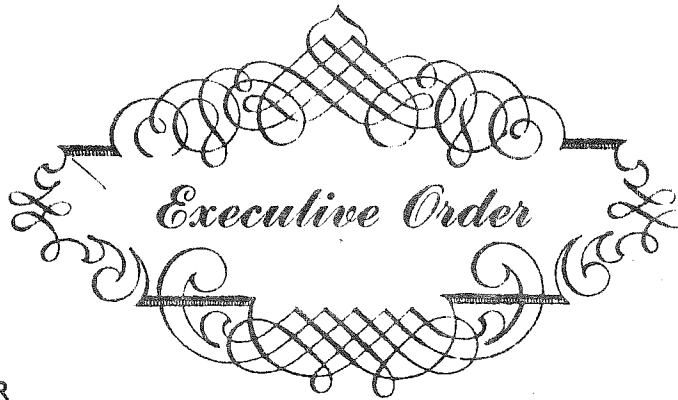


# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

OUT-OF-STATE TRAVEL REGULATIONS

NO. 8 FY 75-76  
DATE December 16, 1975

WHEREAS, out-of-State travel undertaken in the conduct of State business consumes taxpayer dollars and, therefore, should be carefully monitored, and;

WHEREAS, the intent of such trips is to benefit the present and future operation of State programs, and;

WHEREAS, in view of the above facts all future travel should continue to improve the efficiency of State programs and contribute to the effective delivery of services to Maine citizens,

NOW, THEREFORE, I, JAMES B. LONGLEY, Governor of the State of Maine, do hereby declare that:

1. Each department, commission, board or other agency of the State must submit all requests for out-of-State travel to the Travel Moratorium Committee, Bureau of the Budget, regardless of funding source and whether or not expenses are paid for by the State.

2. Requests for out-of-State travel must conform to the procedures, regulations and format as set forth in the Bureau of the Budget's inter-departmental memorandum dated September 15, 1975.

3. Reimbursement procedures for travel expenses must comply with the regulations established by Council Order Number 16 dated January 16, 1975, and Part III, Section 40 of the Manual of Financial Procedures. Out-of-State travel for which full or partial payment of expenses is expected from sources other than the State must be fully documented, including the nature and source of reimbursement, and submitted to the Travel Moratorium Committee, Bureau of the Budget.

4. One day trips which require persons to meet with Federal and/or State counterparts are exempt from the above rules providing the Federal State Coordinator appointed by the Governor provides written approval following a written request. Mandatory trips, required by statute, may also be granted an exemption by the Travel Moratorium Committee with the filing of an explanatory statement with that Committee.

FINALLY, THAT, the above rules are not intended to supercede existing legislation or statutory provisions.

  
JAMES B. LONGLEY  
Governor