



10.00

Out-of-State Travel Restrictions

On February 18, 2009, the Governor signed Engrossed Substitute Senate Bill 5460. This bill immediately restricts out-of-state travel and training through June 30, 2009. On April 30, 2009, the Governor signed House Bill 2328 modifying the out-of-state travel and training restrictions.

10.00.05

February 18, 2009

Who must comply with these travel restrictions?

All executive, legislative, or judicial branch agencies must comply with the policies in this section.

10.00.10

April 30, 2009

Out-of-state travel restricted

Agencies shall not make expenditures or reimbursement for out-of-state travel or training, unless it meets one of the exceptions in Subsection 10.00.20.

Out-of-state travel is any travel outside the boundaries of Washington.

The out-of-state travel restriction does not apply to travel:

- related to an emergency or other catastrophic event that requires government action to protect life or public safety;
- related to direct service delivery (e.g. movement of prisoners);
- funded exclusively from private or federal grants;
- related to tax and fee collection, revenue generation, and audit activities;
- necessary to receive or maintain federal funds by the state;
- for institutions of higher education, not funded from state funds or tuition;
- for the unemployment insurance program of the Employment Security Department;
- related to carrying out a court order;
- by air into Washington state from any airport located in a contiguous state of which the largest city is part of a metropolitan statistical area with a city located in Washington state; or
- related to motor vehicle and parking costs for single day travel to a contiguous state or British Columbia, Canada.

10.00.20

April 30, 2009

Exceptions to restrictions

Exceptions to the out-of-state travel and training restrictions may be granted for **critically necessary work** subject to the approval of the Director of the Office of Financial Management for executive branch agencies, the Chief Justice of the Supreme Court for judicial branch agencies, the Chief Clerk of the House of Representatives and/or the Secretary of the Senate for legislative agencies. Approved exceptions to the out-of-state travel restrictions shall be sent to the legislature for consideration every five days, or earlier should volume or circumstances so necessitate.