



## 10.00

# Out-of-State Travel Restrictions

*On February 15, 2010, the Governor signed Engrossed Substitute House Bill 2921. This bill restricts out-of-state travel and training effective March 17, 2010 through June 30, 2011.*

### 10.00.05

March 17, 2010

## 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

March 17, 2010

## Out-of-state travel restricted

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

Agencies shall not make expenditures or reimbursement for out-of-state travel or training. Exceptions may be granted as set forth in Subsection 10.00.20.

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; or
- for agricultural commodity commissions and boards, and agricultural inspection programs operated by the Department of Agriculture.

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**10.00.20**

March 17, 2010

**Exceptions to restrictions**

Exceptions to the out-of-state travel and training restrictions may be granted for **critically necessary work** subject to the following approvals:

- For executive branch agencies, the Director of the Office of Financial Management or designee;
- For judicial branch agencies, the Chief Justice of the Supreme Court; and
- For legislative agencies, the Chief Clerk of the House of Representatives and/or the Secretary of the Senate.

Approved exceptions to the out-of-state travel and training restrictions take effect five business days following notification of the appropriate legislative committees, and shall be sent to the legislature for consideration every thirty days or earlier should volume or circumstances so necessitate.

Exceptions will be published electronically by the Office of Financial Management on the state fiscal website at: [www.fiscal.wa.gov](http://www.fiscal.wa.gov).