



Travel Number (Admin)

Travel Freeze Exemption/ Exception Request

I hereby request authority for the In State travel described below and certify that such travel is necessary for the official work of this agency, that it will be performed in accordance with the travel regulations of the Office of Financial Management, and that funds are available for this travel.

PURPOSE

Name(s) of Traveler(s) Bianca Laxton

Board Member? No

Destination Hangar 51

Date(s) of Trip From 5/14/25 To 5/15/25

Personnel Day(s) during trip? No

Reason for Trip Board Meeting

If yes, date(s)

If "Other:", please explain

Estimated Cost of Trip

Conference/Registration Fee

Flight

Rental Car/Fleet

Hotel

Meal Per Diem

Other \$19.60

Estimated Total \$19.60

Itinerary/Mode of Travel

From Work Station Olympia Airp₊ Work Station Olympia Airp₊

To Olympia Airp₊ Work Station Olympia Airp₊ Work Station

Mode POV-Privately Owned Vehicle POV-Privately Owned Vehicle POV-Privately Owned Vehicle POV-Privately Owned Vehicle SR- Share Ride

Funding/Project Source WIOA Board Program/Perkins/State (50%/40%/10%)

Exemption

Does this travel meet the requirements for automatic exemption? ☒ YES ☐ NO

Budget and Urgency:

How does this travel align with current budget constraints? Why is it critical to fill this travel now rather than waiting until the freeze is lifted? Include any time-sensitive factors.

Due to the in-person Board retreat requested by our Board, support is required in the form of personnel travel to set up for the meeting, transportation of supplies and meeting materials, and return of those replies to the office.

Review of Alternatives:

What alternative solutions have been explored and why are they not a viable temporary solution?

At our March 20 Board meeting, different approaches to the Board retreat were offered for debate. Options recommended were a fully hybrid meeting, a regular Board meeting, and an in-person meeting but for one day instead of the usual two and half days. Our Labor partners recommended an in-person meeting only for one day and the Board agreed to that plan.

Agency Head Action



Approved-Request meets exemption or exception criteria



Denied- Request does not meet exemption or exception criteria and/or is not critical at this time

As Supervisor, I approve this travel:
Supervisor Signature



Date

5/19/25

As CFO, I confirm expenses for this request are approved:
CFO Signature

Date

Final Director Approval:
Director Signature

Date