

EXECUTIVE ORDER 93-05

Controlling State Travel Expenditures

WHEREAS, travel is often an integral part of the delivery of state services and helps accomplish desired objectives such as improving client contact, staff training, and coordination of government services; and

WHEREAS, it is important to guarantee that all state funds are spent in the most economical and fiscally responsible manner;

NOW, THEREFORE, I, Mike Lowry, Governor of the State of Washington, by virtue of the power vested in me, do hereby order the following standards for travel expenditures in state agencies:

I. State agency directors shall take primary responsibility for ensuring that any travel by agency employees is directly work-related, obtained at the most economical price, and is both critical and necessary for state business. To this end, all out-of-state travel by agency employees must have prior approval by the head of the agency, or other top-level management staff specifically designated by the agency head.

II. All travel outside the contiguous United States, Alaska, or British Columbia engaged in by agency heads must have prior approval from my office.

III. Agencies must maintain internal records documenting the reason for all out-of-state travel, and for any in-state travel exceeding 24 hours in duration. At a minimum, this documentation must contain the following information: the purpose of the trip and how it relates to the employee's work assignment; a description of expected benefits; and a statement of whether an alternative approach could have achieved the same result.

IV. Agencies are directed to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- teleconferencing, video conferencing;
- video recordings, published reports;
- making transportation arrangements through state-qualified travel agents and using centrally contracted air carriers;
- car-pooling and greater use of public transportation;
- reduced frequency of regularly scheduled out-of-town meetings;
- restrictions on the number of staff traveling to the same destination; and
- coordinating between agencies for joint travel arrangements when more than one agency is involved.

V. When meetings or conferences are necessary, first preference must be given to locations at state or other public (e.g. local government) facilities.

VI. The Office of Financial Management is directed to develop a policy for use of "frequent flyer" mileage credits earned by agency employees on state business, and to communicate that policy to all state agencies.

VII. This executive order shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Washington to be affixed at Olympia this 30th day of April A.D., Nineteen hundred and ninety-three.

Mike Lowry
Governor of Washington

BY THE GOVERNOR:

Assistant Secretary of State
