



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

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SUBJECT: Section 10, Travel Management Requirements

DATE: June 11, 2004
TO: All Departments and Agencies
FROM: Edward Karass, State Controller

The Office of the State Controller (OSC) is releasing Section 10, Travel Management Requirements, of the new Finance Manual. Questions related to travel issues comprise a high percentage of the inquiries that come into the OSC from agencies. Most travel related questions that agencies pose to us surround clarification of Section 40 of the Finance Manual, currently in effect. Section 10, Travel Management Requirements, does not attempt to rewrite or edit Section 40. We have, within the context of contractual agreements in effect with employee bargaining agents, taken a fresh approach by providing agencies with clear guidance for travel management. What has not changed are the reimbursement rates for travel, meals, lodging, and incidentals. The OSC will continue to rely upon the per-diem rates published by General Services Administration. Whereas the OSC is not proposing to change the reimbursement rates, the OSC is not required to go through the rule-making process before implementing the new travel management requirements.

The Bureau of Human Resources has reviewed Section 10, made recommendations to us, and we have incorporated their recommendations. The Bureau of Employee Relations has reviewed the Travel Management Policy and has also discussed the Section 10 with each employee bargaining agent. The employee unions have also provided feedback to the Bureau of Employee Relations. The OSC understands that employee unions did not have objections or concerns with the new policy.

We are providing agencies with a transition period to ensure that each agency has ample opportunity to meet with their staff to discuss the changes, and post the new policy as required by the collective bargaining agreements. Section 10 will be in full force and effect on July 1, 2004.