



# STATE CONTROLLER'S BULLETIN

Edward Karass  
State Controller

Rebecca M. Wyke, Commissioner  
Administrative & Financial Services

Bulletin #05-10

**SUBJECT: Amendment to Chapter 10, Section 10.10, Travel Management Requirements**

**DATE:** March 28, 2005  
**TO:** All Departments and Agencies  
**FROM:** Edward A. Karass, State Controller

During our budget deliberations with the Joint Standing Committee over Appropriations and Financial Affairs, the Budget Office, the Office of the State Controller, and the Office of Program and Fiscal Review undertook an examination of the Preamble to the Part I Biennial Budget to determine how best to update it as well as remove sections that were duplicative, already spoken to in statute, or contained in administrative policy. As a part of the review, we have all agreed that Section 11, Travel Limitations, of the Preamble be removed and incorporated in the Statewide Administrative and Accounting Manual as an expression of legislative intent. To comply with the wishes of the Legislature and as the working committee has agreed, Section 11 of the Preamble is incorporated in to Chapter 10, Section 10.10, Travel Management Requirements as paragraph 10.10.10c Travel Limitations.

**10.10.10c Travel Limitations.** It is the intent of the Legislature that out – of – state travel by state employees be limited. Any state employee who travels out of state on state business, such as law enforcement, collecting, bidding, industrial development or loans, may continue to do so. The Legislature directs that department heads limit travel, allowing it only when it is absolutely needed. A state employee may not be reimbursed for noon meals, unless the expense is incurred while the employee is traveling on state business and lodging is required. Any state employee who attends a seminar or other program that includes the cost of a noon meal as part of the tuition or registration fee is not required to reimburse the state for the meal.

This change to the Statewide Administrative and Accounting Manual is effective on July 1, 2005.

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