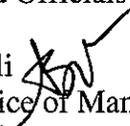




STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO: Cabinet Members  
Agency Heads  
Other Elected Officials

FROM: Ann S. Visalli   
Director, Office of Management and Budget

DATE: September 18, 2009

SUBJECT: Updated Travel Guidance

This memorandum provides updated guidance regarding travel procedures for state agencies. This guidance replaces earlier guidance issued by the Office of Management and Budget on February 18, 2009 and subsequently amended April 6, 2009.

**Effective immediately**, all travel must be approved at the discretion of the cabinet secretary or agency head and must fall within available budgetary resources. Agencies are reminded that statewide policies for travel contained in the Budget and Accounting Policy manual remain in effect and can be found online at <http://budget.delaware.gov/accounting-manual/chapter-xiii.pdf>.

Special attention should be made to Section D of that policy regarding limitations on per diem expenses for travel.

**ARRA Funded Travel**

In addition to the guidance provided above, additional considerations must be made when making arrangements for out-of-state travel using funds provided through the American Recovery and Reinvestment Act (ARRA) of 2009. Previous guidance has indicated that ARRA funds can be used for out-of-state travel through the use of State Purchasing Cards. **Effective immediately**, the Office of the Lieutenant Governor has requested all agencies using funds from ARRA grants for out-of-state travel submit a Travel Request Form prior to traveling for approval.



The Office of the Lieutenant Governor has established the attached form to ensure ARRA compliance and accountability. In an effort to ensure the appropriate use of ARRA funds, all travel requests must be submitted to the Office of the Lieutenant Governor for approval at least **two (2) weeks** prior to use of a State Purchasing Card for travel by any state agency or department. Out-of-state travel using ARRA funds is strongly discouraged and will be approved only in extraordinary circumstances or where attendance at national or regional meetings is a mandatory condition of the ARRA program.

When completing the out-of-state travel request form, be sure to fill in all fields and indicate which ARRA grant the funds are being requested from before receiving agency approval. Upon receiving the request for the travel form, the Office of the Lieutenant Governor will approve/decline the request within seven (7) days and notify the appropriate agency. **In addition to filing the ARRA Out-of-State Travel Request Form, agencies must continue to operate within the guidelines of normal departmental travel procedures, as well as the statewide travel policy, which can be found online at <http://budget.delaware.gov/accounting-manual/chapter-xiii.pdf>.**

A copy of the ARRA Out-of-State Travel Request Form can be found at <http://www.omb.delaware.gov> under ARRA Reporting & Guidance. The form can be submitted via mail, fax or scanned and emailed to the following:

ATTN: ARRA Out-of-State Travel Requests  
Office of the Lieutenant Governor  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801  
SLC Number: C1105  
Fax: 302.577.3019  
Email: [arra@state.de.us](mailto:arra@state.de.us)

Attachment