



**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET**

MEMORANDUM

TO: Cabinet Members
Other Elected Officials
Agency Heads

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

DATE: April 6, 2009

SUBJECT: Out-of-State Travel Moratorium

On February 18, 2009, my office released a memorandum that placed a moratorium on non-essential, out-of-state travel for all state agencies excluding the Legislature, Judiciary, Higher Education and local school districts and charter schools. This moratorium also applies to members of state boards and commissions.

In an effort to provide additional clarification, please consider the following criteria in determining what constitutes essential travel. Regardless of fund source, travel should be:

- Required to maintain professional accreditation unavailable within the State; or
- Mandated by the federal government and/or will jeopardize future federal funds, including travel related to the American Recovery and Reinvestment Act (ARRA).

Some consideration, only after careful scrutiny by the agency head, will be given to travel within driving distance and/or funded with non-state funds. Please feel free to contact me should you have questions or require additional information. Thank you in advance for your continued cooperation as we work through these challenging times.

cc: Thomas P. McGonigle, Office of the Governor
Russell Larson, Controller General
Mike Jackson, Director, Budget Development, Planning and Administration
Brian Maxwell, Senior Policy Advisor, Office of Management and Budget
Meaghan Brennan, Deputy Director, Budget Development, Planning and Administration
Fiscal and Policy Analysts

