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**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

SUBJECT

TRAVEL

SUB-TOPIC

TRAVEL TO WASHINGTON D.C.

The General Appropriations Act, 76th Texas Legislature (Article IX, Section 9-6.31) requires state agencies with personnel traveling to Washington, D.C., to notify the Office of State-Federal Relations (OSFR) in advance of such travel.

The guidance outlined below clarifies travel purposes that are subject to the notification requirement.

Travel Requiring Notice: Only travel where the traveler will confer on legislative or appropriations issues with Congress, the Federal Government, their staff or officials requires prior notification to OSFR.

Accounts Payable will not process travel vouchers for trips to Washington, D.C., without the prior notification. Complete the on-line notification form (Exhibit B17) prior to travel to Washington, D.C. Print a copy of the electronic confirmation and attach the copy to the traveler's Travel Voucher to document that this requirement was met.