



Office Memorandum

Date: August 23, 2016

To: Agency Heads, Agency Chief Financial Officers, and Agency Human Resources Directors

From: Myron Frans, Commissioner

Subject: Employee Travel Restrictions to Mississippi and North Carolina Until Further Notice

This memo clarifies the travel restrictions issued on April 2 and April 6.

Until further notice, Governor Dayton has directed state employees to stop travel to Mississippi and North Carolina for state business unless the travel request meets one of the three conditions listed below. If travel requests do not meet one of the following three conditions, the travel request should be denied:

- Is travel required for the enforcement of Minnesota law?
- Is travel required to meet the state's contractual or other legal obligations?
- Is travel required for the protection of public health, welfare, and/or safety?

For travel that was approved prior to the travel restrictions, agencies may allow the travel if the state will incur significant costs or penalties if the travel is cancelled.

If you would like assistance in evaluating travel requests, please contact Deputy Commissioner Edwin Hudson at 651-201-8061.

cc: Edwin Hudson, Deputy Commissioner, MMB