
October 6, 2003

WEST VIRGINIA BULLETIN NO. WV250-4-1

SUBJECT: Travel Reminders

Purpose. To inform employees of travel requirements.

Expiration Date. When superceded.

This is a reminder to all employees that coverage by a limited open authorization does not preclude the need for obtaining trip-by-trip approvals. Travelers may not authorize their own travel. Until further notice all in-state travel is to be approved by your supervisor **prior** to travel dates. All out-of-state travel is to be approved by the State Conservationist **prior** to travel dates.

Employees are also reminded that during the continuing appropriations resolution, temporary duty travel is to be kept to a minimum.

For additional information please contact the Financial Management Staff.

Lillian V. Woods
State Conservationist

Dist: E