




## Office Memorandum

**Date:** April 6, 2016

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

**From:** Myron Frans, Commissioner 

**Subject:** Nonessential state employee travel to Mississippi prohibited until further notice

Governor Dayton has directed all state employees to stop all nonessential travel to Mississippi for state business until further notice. Nonessential state employee travel to North Carolina was prohibited on April 2. Attached is a copy of the Governor's letter on April 2 regarding North Carolina travel restrictions.

For essential travel, employees should direct their travel requests to their agency human resources office. Factors that agencies should consider in determining whether travel is essential include:

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

For nonessential travel that was arranged prior to the travel restriction, 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