State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DEPUTY DIRECTORS
DISTRICT DIRECTORS
DIVISION CHIEFS
PROGRAM MANAGER

Date: March 24, 2003

From: TONY V. HARRIS
Chief Deputy Director

Subject: Out-of-State Travel Reduction

The Governor recently directed State departments and agencies to implement specific measures to save State expenditures. This directive includes a 75 percent reduction in State-funded out-of-state travel for the current fiscal year.

While the Department has already expended more than 25 percent of out-of-state travel State budget authority, the Department will strive to come as close as possible to a 75 percent reduction in State expenditures. Effective immediately, all districts and divisions are directed to implement the following actions:

- All State-funded travel that has not been previously approved has been suspended. A complete listing of previously approved travel by deputy director and district is attached. This listing identifies approved travel March – June 2003. The only exception to this may be unforeseen travel deemed essential by executive management and travel funded by others. These exceptions will require approval by the appropriate deputy director or district director and then must be approved by the Chief Deputy Director.

- Travel funded by others should be deemed essential, program or project related, **and** clearly provide benefit to the Department.

- Out-of-country travel funded by others will only be considered for the following business essential situations:

  1. Inspection of materials used on specific projects.
  2. Meetings regarding the security of Californians and infrastructures.
  3. Bordering states issues (Mexico/Canada).

As unforeseen State-funded critical travel arises, please review this listing for your functional area to find a similar purpose State-funded trip of lower priority that can be used as a substitute for the critical travel.

Please be reminded that any travel, regardless of the funding source, to resort areas (Reno or Las Vegas, Nevada; Orlando, Florida) and Washington, D.C. will require approval by the Business, Transportation and Housing Agency. Out-of-country travel (including travel to Hawaii and Alaska) will require further approvals through the Department of Finance and Governor's Office. These travel requests must be submitted at least ten weeks in advance of the proposed travel.

We are each responsible for requesting only essential out-of-state travel regardless of the funding source. If you have any questions, please contact Marisela Montes, Deputy Director for Administration, at (916) 227-2646/8-498-2646 or Kelly Brooks, Chief, Office of Resource Management, at (916) 445-1222/8-485-1222.

Attachment

c: Marisela Montes
Kelly Brooks

OUT-OF-STATE TRAVEL
PENDING TRIPS BY DEPUTY DIRECTOR
March 7 - June 30, 2003

District	Name	Location	Start Date of Travel	End Date of Travel	Funding Source			Purpose of Travel	Approval Status	
					State	Other	Source		Agency/Dept. Approved	Agency Pending
TONY HARRIS										
4- Oakland	To Be Determined	Various US Cities	10/01/02	06/30/03	$ -	$ 14,400	Project Contract	Steel Inspections	8	
4- Oakland	To Be Determined	Japan	12/01/02	06/30/03	$ -	$ 56,000	Project Contract	Steel Inspections	8	
4- Oakland	To Be Determined	England	10/01/02	06/30/03	$ -	$ 19,500	Project Contract	Steel Inspections	3	
8 - San Bernardino	Picket , Nathaniel	Parker, AZ	07/01/02	06/03/03	$ 134	$ -	State Highway Account	Public Hearings for the Colorado Bridge Replacement Project	X	
8 - San Bernardino	Green, Victoria	Parker, AZ	07/01/02	06/03/03	$ 134	$ -	State Highway Account	Public Hearings for the Colorado Bridge Replacement Project	X	
11 - San Diego	Pallares, Sergio	Tijuana, Mexico	03/11/03	03/13/03	$ -	$ -		Assessment of Otay Mesa Compound at the Otay Mesa Port of Entry, for Traffic Congestion Problems	X	
12 - Santa Ana	Gharavi ,Abdol	Raleigh, NC	03/24/03	03/28/03	$ 1,925		State Highway Account	Uninterruptible Power Source Training	X	
TOTAL					***$ 2,193***	***$ 89,900***			***23***	***0***
RANDY IWASAKI										
32 - Equipment	Griffen, Steve	Tualitin, OR	07/01/02	06/30/03	$ -	$ 585	Vendor	Field Inspect/Review Drug Testing	X	
32 - Equipment	Belltawn, Case	Tualitin, OR	07/01/02	06/30/03	$ -	$ 513	Vendor	Field Inspect/Review Drug Testing	X	
51 - Traffic Operations	Avis, Joseph	Salt Lake City, UT	03/12/03	03/13/03	$ -	$ 640	FHWA	Attend and Participate in Archived ITS Data Quaterly Issues	X	
51 - Traffic Operations	Minh Tran, Tee	Houston, TX	03/30/03	04/03/03		$ 1,488	AASHTO	ATC Controller & Cabinet Working Group.	X	
51 - Traffic Operations	Styer, Martha	Minneapolis, MN	05/21/03	05/22/03		$ 970	AASHTO	Joint ITE/NEMA AASHTO Steering Committee Advanced Transportation Controller	X	
65 - Research and Innovation	Hoover, Thomas P.	Olympia, WA	05/06/03	05/09/03	$ -	$ 1,040	Washington State	NTCIP Working Group Meeting	X	
65 - Research and Innovation	Hoover, Thomas P.	Washington, DC	03/16/03	03/19/03	$ -	$ 2,000	NCHRP	NCHRP Panel 9-22		X

OUT-OF-STATE TRAVEL
PENDING TRIPS BY DEPUTY DIRECTOR
March 7 - June 30, 2003

District	Name	Location	Start Date of Travel	End Date of Travel	Funding Source: State	Funding Source: Other	Funding Source: Source	Purpose of Travel	Approval Status: Agency/Dept. Approved	Approval Status: Agency Pending
65 - Research and Innovation	Chapman, Bruce	Washington, DC	03/09/03	03/19/03	$ -	$ 1,600	TCRP	TCRP Research Panel A-26	X	
65 - Research and Innovation	Lum, Wesley	Washington, DC	02/19/03	06/30/03	$ -	$ 1,110	AASHTO	AASHTO Highway Safety Strategic Plan	X	
65 - Research and Innovation	Hoover, Thomas P.	Charlotte, NC	04/28/03	05/01/03	$ -	$ 2,110	FHWA	Attend SPR - (203) Pooled Fund Study	X	
TOTAL					***$ -***	***$ 12,056***			***9***	***1***

BRUCE BEHRENS

42 - Legal	Beals, Ronald	Dallas, TX	03/10/03	03/11/03	$ 1,950	$ -	State Highway Account	Depositions	X	
TOTAL					***$ 1,950***	***$ -***			***1***	***0***

BRENT FELKER

44 - Project Management	Felker, Brent	Washington, DC	03/10/03	03/18/03	$ -	$ 2,805	TRB	Concrete Pavement Research TRB Committee	X	
59 - Engineering	Chavez, Frank	Seattle, WA	12/23/02	06/30/03	$ -	$ 1,050	Project Contract	Calibrate Post Tensioning Jacks	X	
59 - Engineering	To Be Determined - 70 Trips	Various US Cities	02/24/03	06/30/03	$ -	$ 245,000	Project Contract	Inspection of Materials used on State of California Projects	70	
59 - Engineering	To Be Dertermined - 72 Trips	Japan, Brazil, China	02/24/03	06/30/02	$ -	$ 252,900	Project Contract	Inspection of Materials used on State of California Projects	72	
59 - Engineering	To Be Determined - 18 Trips	Various US Cities	02/24/03	06/30/02	$ -	$ 27,000	Project Contract	Source Inspections -Quality Control Methods used by vendor will be inspected	18	
59 - Engineering	To Be Dertermined - 5 Trips	Reno, NV	02/24/03	06/01/03	$ -	$2,550	Project Contract	Calibration of Falling Weight Dellectometers	5	
TOTAL					***$ -***	***$ 531,305***			***167***	***0***

BRIAN SMITH

63 - Aeronautics	Wiswell, Robert	Washington, DC	03/08/03	03/13/03	$ 1,935	$ -	Aeronautics Account	NASAO Legislative Conference	X	
72 - Transp. System Information	Perzinski, Diane	Colorado Springs, CO	03/16/03	03/20/03	$ -	$ 950	AASHTO GIS-T Task Force	Attend Annual GIS-T Task Force Meeting	X	

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District	Name	Location	Start Date of Travel	End Date of Travel	Funding Source			Purpose of Travel	Approval Status	
					State	Other	Source		Agency/Dept. Approved	Agency Pending
75 - Rail	VanRooyan, Bob	Boise, ID	03/17/03	03/28/03	$ 4,020	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Favila, Fabian	Boise, ID	03/03/03	03/07/03	$ 1,750	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Fretwell, Steven	Boise, ID	04/07/03	04/22/03	$ 3,145	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Fretwell, Steven	Boise, ID	03/10/03	03/25/03	$ 3,145	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Fretwell, Steven	Boise, ID	05/06/03	05/21/03	$ 3,145	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Hilliard, Michael	Boise, ID	04/21/03	05/06/03	$ 3,145	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Hunter, Stanton	Boise, ID	03/24/03	04/08/03	$ 3,145	$ -	Public Transportation Account	Rail Car Inspection	X	
75 - Rail	Weber, Warren	Washington, DC	03/16/03	03/31/03		$ 1,580	Capitol Corridor JPA Contract	AASHTO SCORT meeting		X
75 - Rail	Weber, Warren	Chicago, IL	04/13/03	04/16/03	$ 1,760	$ -	To Be Determined	American Public Transportation Assoc. Commuter Rail Conference		X
TOTAL					***$ 25,190***	***$ 2,530***			***9***	***2***

BOB GARCIA

82 - Budgets	Hariri, Mark	Washington, DC	03/12/03	03/14/03	$ -	$ 1,390	State Highway Account	Negotiation of FHWA-TIFIA Loan		X
TOTAL					***$ -***	***$ 1,390***			***0***	***1***
GRAND TOTAL					***$ 29,333***	***$ 637,181***			***209***	***5***