



DEPARTMENT OF MANAGEMENT  
**SERVICES**

4050 Esplanade Way • Tallahassee, Florida 32399-0950

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LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

November 30, 1995

Suite 315

MEMORANDUM NO.: 9 (95-96)

TO: State Agency Purchasing Directors, Directors of  
Administration and Directors of Finance and Accounting

FROM:  George C. Banks, CPPO  
Director, Division of Purchasing

SUBJECT: Travel by Volunteers & Contractors

USAIR has asked us to remind agencies the terms and conditions of State Contract #991-840-95-1 specifically exclude cost reimbursable contractors. Voluntary appointees to citizens commissions must have either a copy of the letter appointing them to a commission or a letter from the sponsoring agency on letterhead indicating they are qualified to utilize contract air travel. We recommend copies of these letters be given to travel agencies for their files. We further recommend that all travelers carry State identification, copies of travel authorizations, or a letter on agency letterhead.

Should you have any questions regarding this, please contact Wanda Beasley at (904)488-1086 or Suncom 278-1086.

GCB/jdb

Attachment