



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

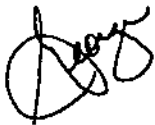
LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

June 29, 1998

MEMORANDUM NO: 23-(98-99)

TO: State Agency Purchasing Directors

FROM:  George C. Banks, CPPO, Director
State Purchasing

SUBJECT: State Airline Travel Between
Tallahassee and Other Florida Cities

Enclosed are guidelines for State employee airline travel between Tallahassee and other Florida cities. They were developed by this office in coordination with the Office of the Comptroller and the Office of Program Policy Analysis and Government Accountability (OPPAGA).

Please see that the attached guidelines are provided to Directors of Administration and others for distribution to all State employees who may require airline transportation between Tallahassee and other Florida cities.

If additional information is required, please contact Wanda Beasley at Suncom 278-1086, (850) 488-1086.

GCB/hpb