



Michael L. Parson
Governor

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102-0809
Phone: (573) 751-1851
Fax: (573) 751-1212
www.oa.mo.gov

Sarah Steelman
Commissioner

To: Department Directors and Deputy Directors
From: Sarah Steelman
Date: March 12, 2020
Re: State Employee Travel Guidance Related to COVID-19

Consistent with our current practices:

- With the exception of state employees for whom travel outside of Missouri is part of their routine job duties, no state employee shall travel outside Missouri on state business unless such travel is approved by the state employee's Department Director or the Director's designee, weighing the travel's costs against its benefits.
- Travel within Missouri should be minimized to the extent practical with the delivery of important state services.
- Each Department Director may consider delaying or canceling any conference or meeting to be hosted by or on behalf of their respective Departments.
- During this time, when COVID-19 cases are on the increase, consider the potential impact of the virus as an additional cost of all travel.