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Date: 9/1/2005 9:48:49 AM

Subject: BCB Asks Agencies to Curtail Non-Essential Travel

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Dear Agency Director:

Because of the recent disruptions in the gasoline supply, Governor Sanford has asked that I contact all state agencies and request that they curtail non-essential travel for the immediate future. We are hopeful that gasoline supplies will stabilize in the next few days. Until then, it is important that all agencies do their part to conserve supplies so that public safety and law enforcement vehicles have the fuel they need to operate.

We ask that you instruct your employees not to make any work-related trips unless it is absolutely essential. This would apply both to the use of official state vehicles and personal cars for trips subject to reimbursement. The Columbia and Charleston motor pools operated by State Fleet Management will not rent vehicles on a daily basis unless the employee has a letter from their agency head certifying that the trip is essential.

While this may cause some inconvenience for the workforce and the customers they serve, it is important that state government set the example and conserve fuel. Please also ask your employees to conserve fuel personally by carpooling and avoiding unnecessary travel. The Budget and Control Board's State Fleet Management section will closely track the situation in the fuel market and we will inform you as soon as the situation has stabilized and normal operations may resume.

Thank you for your cooperation.

Sincerely,

Frank W. Fusco