



**DEPARTMENT OF GENERAL SERVICES  
STATEWIDE TRAVEL MANAGEMENT PROGRAM  
TRAVEL BULLETIN**

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**Travel Bulletin:** #16-06

**SUBJECT:** Restriction on Employee Travel to States with Discriminatory Laws

**REFERENCE:** Assembly Bill 1887 (Low, Chapter 687, Statutes of 2016) and Personnel Management Liaison Memo 2016-031

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**Purpose**

This Travel Bulletin is to alert all Travel Coordinators, Accounting Officers and Travelers, that the Department of Human Resources (CalHR) has released a Personnel Management Liaisons (PML) Memo to provide guidance on the provisions of [Assembly Bill \(AB\) 1887](#) (Low, Chapter 687, Statutes of 2016)

**Newly Issued Legislation and Travel Policy**

AB 1887 prohibits a state agency and the Legislature from requiring any of its employees, officers, or members to travel to, or approving a request for state-funded or state-sponsored travel to, any state that, after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, as specified, subject to certain exceptions.

In order to assist agencies with compliance, the Attorney General (AG) will develop, maintain, and post on his or her Internet [website](#) a current list of states that, after June 26, 2015, have enacted such a law. The bill makes it the responsibility of specified state entities to consult the list in order to comply with the travel and funding restrictions imposed by the bill. At this time, states that CalHR believes meet these criteria are Mississippi, North Carolina, and Tennessee.

AB 1887 allows for certain exceptions to its provisions and restrictions for travel which is considered to be “mission critical” to conduct state business.

PML 2016-031, recently issued by the California Department of Human Resources, reiterates and details these new travel restrictions and provides a full list of the acceptable exceptions for “mission critical” travel to restricted states.

For travel that will take place before December 31, 2016, agencies which have been given prior approval for out-of-state travel to states listed above may continue with their travel plans.

For trips that will take place on or after January 1, 2017, all previously approved mission critical and discretionary travel to those states listed on the AG’s website must be

cancelled. All mission critical travel to banned states must be resubmitted to Department Directors and Agency Secretaries (or their designees) before seeking final approval from the Governor's Office through the out-of-state travel process for individual trips.

Additionally, no discretionary out-of-state travel to listed states will be approved after January 1, 2017. This includes trips paid for by third parties..

### **Compliance and Notification Measures**

Per AB 1887, it is the responsibility of each specified state agency to ensure their employees adhere to these new travel restrictions.

To ensure traveler awareness of these new travel restrictions and to help the state comply with both AB 1887 and [PML 2016-031](#), the Department of General Services (DGS), Statewide Travel Program (STP) will be taking the following actions:

1. Notification of the new travel restrictions will be temporarily added to the state's authorized travel agency ([CalTravelStore](#)) website. This notification will be removed once travel notifications are programmed into each state agency's authorized online travel reservation system ([Concur](#)) site.
2. Verbal notification of the new travel policies will be given to all state employees making telephonic reservations, through CalTravelStore, for travel to restricted states.
3. Travel Policy Restriction notices will be programmed into all state agency Concur sites. These notices will inform state employees making travel reservations to restricted states of the new travel policies outlined in AB 1887 and PML 2016-031, but will not prevent the employee from completing the reservation.

### **Statewide Travel Program Contact Information**

If you have questions or need assistance with the information provided in the Travel Bulletin, please contact:

Statewide Travel Program

Phone: (916) 376-3974

Email: [statewidetravelprogram@dgs.ca.gov](mailto:statewidetravelprogram@dgs.ca.gov)

### **CalHR Contact Information**

If you have questions or need assistance with the information provided in the PML, please contact:

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