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GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE CABINET SECRETARY

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TOM SUSMAN
ACTING CABINET SECRETARY

OFFICE WEST VIRGINIA
SECRETARY OF STATE

September 23, 2003

Via Hand-Delivery

The Honorable Joe Manchin, III
Secretary of State
Building 1, Suite 157K
1900 Kanawha Boulevard, East
Charleston, WV 25305

**Re: Out-of State Travel, 148 CSR 17
Legislative Rules**

Dear Secretary Manchin,

On July 1, 2003, our office filed proposed rules regarding "Out-of State Travel" which outlined the procedures for travel by state employees. Counsel for the Legislative Rule-Making Review Committee recommended that the proposed rule be withdrawn and filed again later so that statute changes could be made. Therefore, the Department of Administration would like to withdraw the proposed rules. A copy of said rules are attached hereto for your review and file. By copy of this letter to the Legislative Rule-Making Review Committee I am also informing them of our decision to withdraw the proposed rules.

Thank you very much for your assistance. If you have any questions, or need any additional information, please do not hesitate to give me a call.

Sincerely,


Donna M. Lipscomb
Executive Coordinator

Enclosures

cc: Tom Susman, Acting Cabinet Secretary
David Tincher, Director of Purchasing
Debra Graham, Counsel for Legislative Rule-Making Review Committee
Dan Kimble, Counsel for the Judiciary Committee