THE COMMONWEALTH OF MASSACHUSETTS
TRAVEL AUTHORIZATION FORM (Form TAF)

1. Date of Request:	2. Travel Request #:	3. Department/Division:	4. DEPT/ORGN:	5. Appropriation No.:
Resubmitting 7/15/22 original date 6/22/26	26-15	Operational Services Division	OSD	

6. Name of Traveler(s):	7. Title(s):	8. Dates of Travel:
Cheryl A Cushman	**Deputy Fleet Administrator**	**7/28/26 – 7/30/26**

9. Travel Itinerary and Justification

Attend the WEX North America Mobility Summit in Portland, ME on 7/28/26 – 7/30/26. WEX is the state-wide contract vendor that provides Fuel Card & EV Charging Management Services (VEH123). This conference brings together WEX's largest customers from the government sector as well as the private sector. This creates an opportunity to meet and learn from other WEX customers and share best practices. It will allow customers to provide WEX with feedback on current programs/services as well as learn what WEX is currently working on. OSD/OVM (Office of Vehicle Management) currently manages 3,447 active gas & EV cards among 101 separate WEX Accounts for 37 Agencies with 73,012 transactions for $2,779,599.94 in YTD spend in FY26.

Supporting documentation, i.e. Agendas or brochures. – Preliminary Agenda Attached

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) ☐ Rail ☐Bus ☐Airfare XCar: ☐ State XPersonal ☐Rental ☐Taxi ☐Other: Mileage (220 miles RT from work; shortest) at $0.70/mile = $154.00		$154.00	
Lodging: Westin Portland Harborview, 157 High Street, Portland, ME 04101		$1587.00	
Meals: 7/28 & 7/31 **Breakfast,** 7/28 **Lunch**, and 7/30 **Dinner** (per Diem amounts)		$67.00	
Other: (please list): Tolls RT = **$20.00** (Hampton, NH Toll, ME Turnpike & Tobin Bridge); Hotel Valet Parking @ $44/night = **$132**; Room Service gratuity = **$7;** Valet Parking gratuity **- $8.00**		$667.00	
Sub Total(s):		$2475.00	

GRAND TOTAL: _$2475.00

11. Certifications and Authorizations (See G.L. c. 30, §25B)

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.
Signature of Traveler: [signature] Date: 7/15/2026

I hereby certify that sufficient funds are available for the above described travel accommodations.
Signature of Agency CFO: Laurie Paskevich
Laurie Paskevich (Jul 15, 2026 15:09:04 EDT)
Date: 07/15/2026

I hereby authorize the anticipated travel described above and related expenses listed in this form.
Signature of Traveler's Appointing Authority: [signature]
Mark Fine (Jul 15, 2026 19:40:49 EDT)
Title: Assistant Secretary for Operational Services
Date: 07/15/2026

I hereby authorize the anticipated travel described above and related expenses listed in this form.
Signature of the Traveler's Cabinet Secretary Matthew J. Gorzkowicz
Date: 7/28/2026

12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:

Travel Funded By Private Funds: ☐Yes ☐No
If Yes: $___500.00_____ Source (Contact Information):__ WEX - Jason Hanley Vice President, New Business_____

TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: https://www.mass.gov/disclosure-forms

13: Upon final approval, the Cabinet Secretary shall ensure that a copy of this form is distributed to:
☐ A&F Budget Director & The Office of the Comptroller (please check once complete)

TRAVEL AUTHORIZATION FORM (Form TAF) - INSTRUCTIONS

1. Date of Request: Date the form is executed by traveler. Approval of this form is required in advance of travel, except in extraordinary circumstances.
2. Travel Request #: Departmental Fiscal Officer may insert internal control or sequence number for audit/tracking purposes.
3. Department/Division: Insert the name of your department and division.
4. DEPT/ORGN: Insert traveler's Departmental MMARS three-letter code and four-digit Organization Number.
5. Appropriation Number: Insert the appropriation number against which travel purchases are to be encumbered and expended.
6. Name(s) of Traveler(s): List names of traveler(s) traveling on the same itinerary.
7. Title(s): Position/Title of each traveler.
8. Dates of Travel: List the departure and return dates of travel.
9. Travel Itinerary and Justification: The traveler should provide the destination and a brief summary of the trip itinerary. State the sponsoring organization. Supporting documentation may be attached.
10. Expenses:
    a. Personal Funds: Indicate the amount of personal funds that are to be used and for which reimbursement will not be sought.
    b. MA State Funds: Indicate the total funds that will be expended by the Department on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
    c. Federal/Other State Funds: Indicate the total funds that will be expended by the federal government or another state on behalf of the state employee traveler, either in direct payment to a travel service vender, charge account vendor, or through employee reimbursements.
    d. Transportation: Include the total round-trip travel fare for a common carrier (air, rail bus, etc.). If using a personal vehicle, indicate the rate per mile that is reimbursable under the relevant provisions of current Collective Bargaining Agreements for union members or applicable Rules for non-union employees.
    e. Lodging: Include the total hotel room and tax expenditure. Use more than one line if more than one hotel property is used.
    f. Meals: Indicate the total reimbursable amount for meals. It is not necessary to break out the individual amounts for each meal. This will be accounted for in attached receipts and departmental internal control procedures.
    g. Other: State type and amount of any anticipated expenses not otherwise named, such as telephone calls.
    h. Sub Total: Total the dollar expenditure expected for each column.
    i. Grand Total: List the grand total for the trip. (The sum of the sub totals for Personal Funds, MA State Funds, and Federal/Other State Funds)
11. Certifications and Authorizations: In accordance with state law, the traveler must receive approval from the appointing authorities and officers listed in this form. Approval is required in advance of travel, except in extraordinary circumstances.
12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: A state employee may not accept an offer from a private entity or individual, foreign government entity, or federally recognized tribe subsidizing travel and related expenses worth $50 or more unless an exemption applies under the conflict of interest law, M.G.L. c. 268A, §§3, 23(b)(2) and 23(b)(3), and related regulation 930 CMR 5.05(2). An exemption may apply if the employee makes the proper disclosure and his or her appointing authority determines that the travel will serve a legitimate public purpose that is not outweighed by a private benefit. See 930 CMR 5.08 (2)(d)(1). Disclosure of private funding on the TAF alone will not meet the requirements of the state conflict of interest law. The State Ethics Commission has developed a form that should be used for both the disclosure and determination. Go to https://www.mass.gov/disclosure-forms.
13. Distribution to A&F and CTR: Per M.G.L. Chapter 30, Section 25B, approval shall be filed with the A&F Budget Director and the Office of the Comptroller. To ensure compliance, approving authorities can now send digital copies to TAF@mass.gov to ensure both offices receive approved TAFs. Copies can also be sent physically to both offices, if preferred.

DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE
OF TRAVEL EXPENSES SERVING A LEGITIMATE PUBLIC PURPOSE
AS REQUIRED BY 930 CMR 5.08(2)(d)1.

	NON-ELECTED PUBLIC EMPLOYEE INFORMATION
Name of **non-elected** public employee:	Cheryl A Cushman
Title/ Position	Deputy Fleet Administrator
Agency/ Department	Operational Services Division Office of Vehicle Management
Agency address:	1 Ashburton Place Room 1608 Boston, MA 02108
Office phone:	617-720-3195
Office e-mail:	Cheryl.cushman@mass.gov
Write an X to confirm each statement.	I am filing this disclosure because: _X__ I am going to engage in an activity that serves a legitimate public purpose, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality; and _X__ A non-public entity (but not a lobbyist) has offered to reimburse, waive or pay travel expenses and costs worth more than $50.
	ACTIVITY THAT SERVES A LEGITIMATE PUBLIC PURPOSE
Describe the activity which is the reason for traveling.	Attend the WEX North America Mobility Summit. WEX is a state-wide contract vendor that provides Fuel Card Management Services including EV Charging (VEH123). I attended this conference in 2025 and 2019. Some years it has been held in other locations which required air travel. I chose not to attend due to higher transportation costs. This is a 3-hour drive each way.
Describe your participation in the activity.	This conference brings together WEX customers from the government sector as well as the private sector. This conference creates an opportunity to meet and learn from other WEX customers and share best practices. It allows customers to provide WEX feedback on current programs/services as well as learn what WEX is currently working on.
Date, time and location of activity.	Tuesday, 7/28/26 5pm – Thursday, 7/30/26 5pm WEX Headquarters, 1 Hancock Street, Portland, ME 04101 Westin Portland Harborview, 157 High Street, Portland, ME 04101
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	OSD/OVM (Office of Vehicle Management) currently manages 3,447 active gas and EV charging cards among 101 separate WEX Accounts for 37 Agencies with 73,012 transactions for $2,779,599.94 in YTD spend in FY26. As a larger WEX account, attending this conference provides the Commonwealth with an opportunity to review our goals and objectives with key WEX personnel and to address any

	issues/concerns/needs we have. The ability to network with peers and seek out Best Practices will identify ways to make our current program more effective and efficient through providing better customer service to our users.
	TRAVEL EXPENSES
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	WEX Jason Hanley Vice President, New Business
Address of person or organization.	WEX 1 Hancock Street Portland, ME 04101
Provide information in as much detail as possible:	***Itemization and explanation of amounts offered:***
Transportation:	*Air, train, bus, and taxi fare and rental car hire, etc.* N/A
Lodging:	*Overnight accommodations.* N/A
Meals:	*Breakfast, lunch, dinner, special events.* See Other Below
Admission:	*Registration, admission, tickets, etc.* See Other Below
Other (please list):	*Refreshment, instruction, materials, entertainment, etc.* $500.00 Summit Registration fee for Customer Government Employee. This is complimentary for other WEX Customers. This would include all meals and activities.
Total:	$500.00
Write an X beside any statement that applies.	____ **I have attached the relevant itinerary.** _X___ **I have attached the relevant agenda.**
Employee signature:	Cheryl A Cushman
Date:	7/15/26

Attach additional pages if necessary.

Complete the disclosure and submit it to your appointing authority.

DETERMINATION BY APPOINTING AUTHORITY

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Mark Fine
Agency and Title/Position:	Assistant Secretary for Operational Services
Agency address:	One Ashburton Place, R.1608, Boston, MA 02108
Office phone:	617-720-3300
Employee who filed the disclosure:	
	DETERMINATION
To give approval, check <u>both</u> statements.	Upon consideration of the facts disclosed by the employee above, I find that: _x__ Acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND __x_ Such public purpose outweighs any special non-work related benefit to the employee or the person providing the reimbursement, waiver or payment.
Reason that the employee's travel or attendance will serve a legitimate public purpose:	OVM manages a large and complex statewide WEX program, and Cheryl Cushman's attendance at this conference would give the Commonwealth an important opportunity to meet with WEX leadership, discuss program goals and any operational concerns, and learn best practices from peers to improve efficiency, customer service, and overall program management.
Appointing Authority signature:	
Date:	7/16/26

Attach additional pages if necessary.

The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.

WEX North American Mobility Summit 2026

Agenda

Date: July 28, 2026
Location: WEX Rooftop, 1 Hancock St, Portland, ME 04101
Customer arrivals
5:00 - 8:00 pm - Welcome Dinner - WEX Rooftop

Date: July 29, 2026
Location: Westin Hotel - 157 High St, Portland, ME 04101
8:00 - 9:00 am - Breakfast & Registration, Westin - Eastland Grand Ballroom
9:00 - 10:30 am - Executive Welcome & Keynote - Westin - Eastland Grand Ballroom
11:00am - 12:00pm - Breakout sessions - Westin - Longfellow & Winslow Homer Rooms

- Products that integrate payments, data, and fleet operations to simplify and control fleet management
- Mobility Product Roadmap - What to expect in 2026

12:00pm - 1:00pm - Lunch - Westin - Eastland Grand Ballroom
1:00pm - 4:00pm - Breakout sessions - Westin - Longfellow & Winslow Homer Rooms

- Operational foundation - API's
- Next level spend control - SecureFuel
- Intelligence - Insights, Analytics, and Ai
- Financial savings - Discount Networks
- Future Point of Sale Experience - Cardless & Embedded Payments
- WEX EV Charging Experience

Date: July 30, 2026
Location: Westin Hotel
8:00 - 9:00 am - Breakfast, Westin - Eastland Grand Ballroom
9:00 - 11:00 am - WEX Relationship & Account Managers - Roundtables - Westin - Eastland Grand Ballroom

- Customer Business Reviews
- Customer Feedback - Challenges WEX can/should help solve
- Customer Feedback - Summer Meeting

11:00am - 12:00pm - Closing - Westin - Eastland Grand Ballroom
12:00pm - 1:00pm - Grab and Go Lunch - Westin - Eastland Grand Ballroom