Commonwealth of Massachusetts

Travel Authorization Form (TAF)

1. Date of Request	2. Travel Request #	3. Department/Division	4. DEPT/ORGN:	5. Appropriation #
05/19/26		DOR/CSS		

6. Name of Traveler	7. Title	8. Dates of Travel
Joan Fahey	Tax Counsel	From: 07/26/26 To: 08/02/26

9. Travel Itinerary and Justification

NCCSD Conference, Skamania WA. Agenda is attached.
Arriving Sunday, 7/26/26 and attending three day conference, 7/26 7/29/26. I will stay at the conference hotel for three nights 7/26 7/29/26. I plan to travel on my own after the conference, from 7/29 8/2/26. Return flight to Boston scheduled for 8/2/26 (screen shot of flights 7/26 to 7/29 and 7/26 to 8/2 are attached). Rental car expense is prorated between days at conference and personal days.

Attached supporting documentation (conference agendas, brochures, etc.)

10. Expenses

	Personal Funds	MA State Funds	Federal Funds	Other (describe in #12)
Transportation: (check all that apply) ☐ Rail ☐ Bus ☑ Airfare ☑ Car: ☐ State ☐ Personal ☐ Rental ☐ Taxi ☐ Other:		$ 1,155.00		
Lodging: $249 plus taxes and fees 3 nights (conference		$ 908.37		
Meals:		$ 74.00		
Other: (please list): Conference Fee		$ 500.00		
Subtotal	$ 0.00	$ 2,637.37	$ 0.00	$ 0.00

Grand Total: $ 2,637.37

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: Joan M. Fahey — Date: 5/15/2026

I hereby certify that sufficient funds are available for the above described travel accommodations.

Signature of Agency CFO — Date

I hereby authorize the anticipated travel described above and related expenses listed in this form.

Signature of Traveler's Appointing Authority: Michele Cristello — Title: Deputy Commissioner — Date: 5/20/2026

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: 5/27/2026

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

Travel Funded By Private Funds: ☐Yes ☐No

If Yes: $_____ Source (Contact Information):_____

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

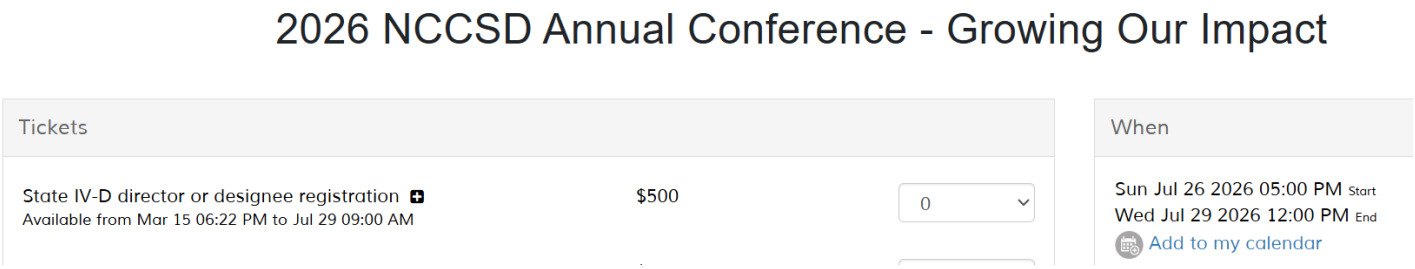
13: Upon final approval, the Cabinet Secretary shall ensure that a copy of this form is distributed to:

☐ **A&F Budget Director & The Office of the Comptroller (please check once complete)**

CSS: NCCSD Conference July 26-July 29, 2026

Skamania, Washington State

Registration Fee: $500



Hotel: $249 ++

- **Location:** 1131 SW Skamania Lodge Way, Skamania, WA
- **Room Rate:** $249 per night
- **Reservation Code:** 1Z22DO
- **Additional Fees:** Occupancy tax, resort fee and sales tax apply

NCCSD 2026 Conference Planning Agenda
Skamania Lodge Washington

July 26 - 29, 2026

Sunday, July 26	Event
10:00 AM to Noon	Council Annual Business Meeting
Noon to 12:45 PM	Working Lunch
12:45 PM to 1:00 PM	Directors Group Photo
1:00 to 2:30 PM	Council Annual Business Meeting
2:30 to 5:00 PM	Closed-Door Meeting with OCSE
4:00 to 7:00 PM	Registration
5:00 to 7:00 PM	President's Reception

Monday, July 27	Event
7:30 AM to 4:30 PM	Registration
7:30 to 8:30 AM	Breakfast Provided
8:30 to 9:00 AM	Welcome & Opening Remarks
9:00 to 10:15 AM	**Session 1**
10:15 to 10:30 AM	Break
10:30 AM to Noon	**Session 2**
Noon to 1:30 PM	Lunch Provided
1:30 to 2:15 PM	**Session 3**
2:15 to 3:15 PM	**Session 4**
3:15 to 3:30 PM	Break
3:30 to 5:00 PM	**Session 5**

Tuesday, July 28	Event
7:30 AM to 4:30 PM	Registration
7:30 to 8:30 AM	Breakfast Provided
8:30 to 8:45 AM	Day 2 Welcome
8:45 to 10:15 AM	**Session 6**
10:15 to 10:30 AM	Break
10:30 to Noon	**Session 7**
Noon to 1:30 PM	Lunch Provided
1:30 to 2:30 PM	**Session 8**
2:30 to 3:30 PM	**Session 9**
3:30 to 3:45 PM	Break
3:45 to 5:00 PM	**Session 10**
6:00 PM	**Dinner – Columbia Gorge Museum**

Wednesday, July 29	Event
7:30 to 8:30 AM	Breakfast Provided
8:30 to 10 AM	**Session 11**
10:00 to 10:15 AM	Break
10:15 to Noon	**Session 12 / Closing**

Shopping Cart

Non-refundable Roundtrip, 1 Adult Remove

Boston, MA (BOS) to Portland, OR (PDX)

Jul 26 2026

Nonstop 6h 9m

9:55am - - -

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