Commonwealth of Massachusetts

Travel Authorization Form (TAF)

1. Date of Request	2. Travel Request #	3. Department/Division	4. DEPT/ORGN:	5. Appropriation #
03/13/26		Department of Revenue/CIB	0100	

6. Name of Traveler	7. Title	8. Dates of Travel
Matthew Maguire	Tax Fraud Investigator II	From: 05/03/26 To: 05/06/26

9. Travel Itinerary and Justification

On May 03, 2026, I will travel in my personal vehicle from my residence in Southbridge, MA to Burlington, VT to attend the 2026 Tobacco Northeast Regional Training Conference sponsored by the Federation of Tax Administrators (FTA). The conference features discussions on the latest regulatory trends, compliance strategies, and market dynamics directly impacting traditional tobacco products and emerging alternatives. On May 06, 2026, I will travel in my personal vehicle from the FTA Conference in Burlington, VT to my residence in Southbridge, MA. The total round trip mileage will be 446 miles.

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:		$ 278.75		
Lodging: Hotel Champlain Burlinton ($202 per night*3)		$ 606.00		
Meals: Meals Stipend (2 partial Days & 2 Full Days)		$ 162.00		
Other: (please list): ($525) FTA Registration/Parking ($16*4)		$ 589.00		
Subtotal	$ 0.00	$ 1,635.75	$ 0.00	$ 0.00

Grand Total: $ 1,635.75

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 03/13/2026

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

Signature of Agency CFO: Timothy Rooney Date 03/16/2026

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

Signature of Traveler's Appointing Authority: /s/ Marikae Toye Title: Deputy General Counsel Date 3/16/2026

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 4/8/2026

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)**

2026 FTA Northeastern Region Excise Tax Conferences

May 3, 2026 – May 6, 2026

This year, the FTA Region Meetings will feature concurrent discussions on the tobacco and motor fuel sections. Please plan accordingly.

If you are a government employee, you may request to pay your registration fee by invoice. Please send an email to events@taxadmin.org to request an invoice.

Registration Fees

Non-Member (Non-Government)	$575.00
Member Government or Federation of Tax Administration Member	$525.00

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2026 FTA Northeastern Region Excise Tax Conferences

May 3, 2026 – May 6, 2026

This year, the FTA Region Meetings will feature concurrent discussions on the tobacco and motor fuel sections. Please plan accordingly.

Hotel Booking Information

The meeting will be held at the Hotel Champlain Burlington, Curio Collection by Hilton, at 60 Battery Street, Burlington, Vermont, 05401, USA

The conference hotel room rate is $202/night plus applicable taxes.

Deadline to book your room at the conference rate is **April 17, 2026, at 5 pm.**

Hotel Champlain offers two convenient ways for attendees to reserve their overnight accommodations:

Book your group rate for Federation of Tax Administrators.

OR

Call our Central Reservations Office at **1-800-HILTONS (445-8667)** and mention your group

FTA Northeast Regional Meeting 2026 to get the special discounted rate.

Group name: **FTA Northeast Regional Meeting**

Group code: **FTA26**

If you have issues booking a sleeping room and need assistance, please contact Jami at fta@jamileighjohnson.com

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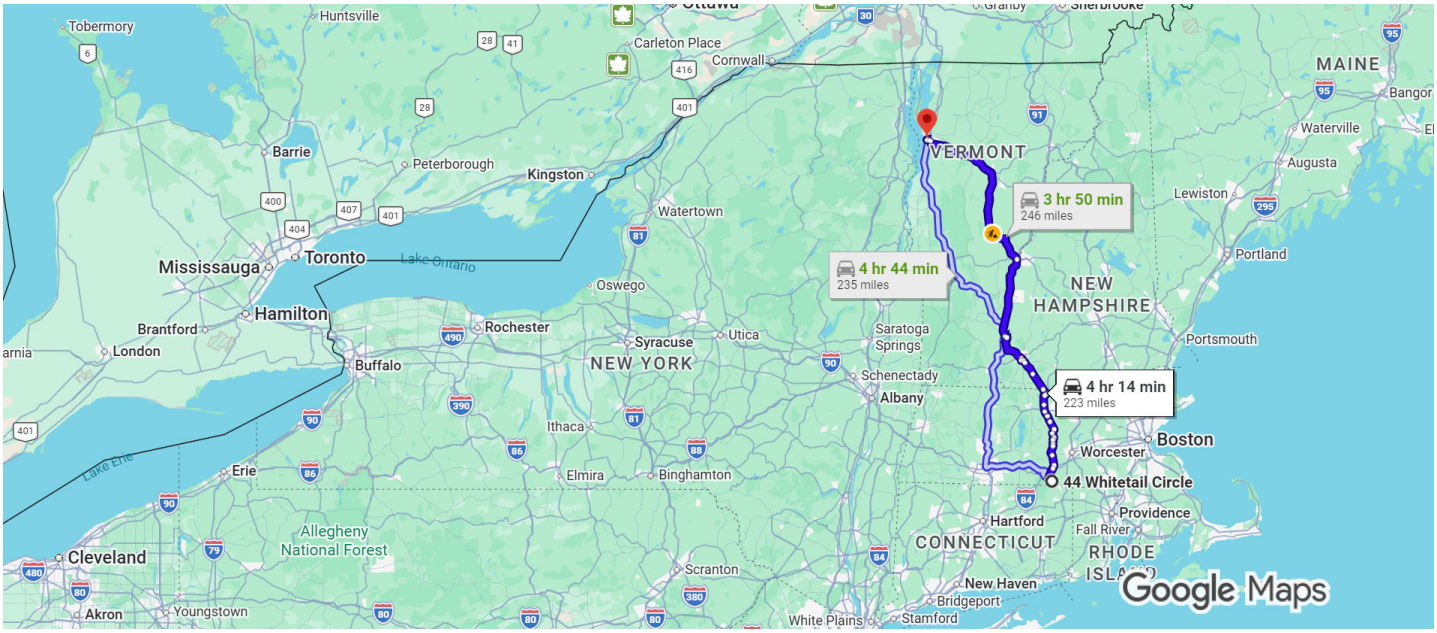
44 Whitetail Cir, Southbridge, MA 01550 Drive 223 miles, 4 hr 14 min to Hotel Champlain Burlington, Curio Collection by Hilton



Imagery ©2026 , Map data ©2026 Google 50 mi

44 Whitetail Cir
Southbridge, MA 01550

Get on I-91 N in Westminster from MA-169 N, MA-31 N, Charnock Hill Rd, Intervale Rd, ... and NH-12 N

2 hr 15 min (91.2 mi)

1. Head toward Red Fox Blvd

0.1 mi

2. Turn left onto Red Fox Blvd

0.3 mi

3. Turn left onto MA-131 W

2.0 mi

4. At the traffic circle, take the 1st exit onto Mechanic St

0.6 mi

5. Slight right onto MA-169 N/Worcester St

Continue to follow MA-169 N

4.7 mi

6. Turn right onto US-20 E

0.2 mi

7. Turn left onto Stafford St

472 ft

8. Continue straight to stay on Stafford St

0.1 mi

9. Turn left onto MA-31 N

Log Out

2026 FTA Northeastern Region Excise Tax Conferences

May 3, 2026 – May 6, 2026

This year, the FTA Region Meetings will feature concurrent discussions on the tobacco and motor fuel sections. Please plan accordingly.

Agenda

Here's what's scheduled for the event.

All Dates 5/3-5/6	Sunday 5/3	Monday 5/4	Tuesday 5/5	Wednesday 5/6

Search

May 3, 2026

1:30 PM ET

Motor Fuel Task Force Meeting (States Only)

1:30 PM-4:00 PM

2:00 PM ET

Registration

2:00 PM-5:00 PM

5:30 PM ET

Networking Reception

5:30 PM-7:00 PM

May 4, 2026

7:30 AM ET

Breakfast (Provided)

7:30 AM-9:00 AM

9:00 AM ET

Opening Remarks

9:00 AM-9:10 AM

9:10 AM ET

FTA Tech Tax Talk

9:10 AM-10:00 AM

10:00 AM ET

Topic TBD

10:00 AM-10:30 AM

10:30 AM ET

Morning Break

10:30 AM-11:00 AM

11:00 AM ET

Morning Break Sessions

11:00 AM-12:00 PM

Motor Fuel Welcome / Roll Call /Introductions

11:00 AM-12:00 PM

Tobacco Welcome / Roll Call / Introductions

11:00 AM-12:00 PM

1:30 PM ET

Afternoon Breakout Sessions

1:30 PM-5:00 PM

Feed Project

1:30 PM-2:20 PM

Lunch (Provided)

1:30 PM-1:30 PM

Tobacco Topic

1:30 PM-2:20 PM

2:20 PM ET

Illicit Products — Industry Topic

2:20 PM-3:10 PM

Topic TBD

2:20 PM-3:10 PM

3:10 PM ET

Afternoon Break

3:10 PM-3:30 PM

3:30 PM ET

MF Topic

3:30 PM-4:20 PM

Tobacco Topic

3:30 PM-4:20 PM

4:20 PM ET

MF Topic

4:20 PM-5:00 PM

Tobacco Topic

4:20 PM-5:00 PM

5:00 PM ET

Networking Reception

5:00 PM-7:00 PM

May 5, 2026

7:30 AM ET

Breakfast (Provided)

7:30 AM-9:00 AM

9:00 AM ET

Morning Breakout Sessions

9:00 AM-12:00 PM

Motor Fuels Roundtable

9:00 AM-10:00 AM

Tobacco Topic

9:00 AM-9:50 AM

9:50 AM ET

Illicit Products

9:50 AM-10:40 AM

10:00 AM ET

Federal Highway Administration Update

10:00 AM-10:40 AM

10:40 AM ET

Morning Break

10:40 AM-11:00 AM

Morning Break

10:40 AM-11:00 AM

11:00 AM ET

MF Topic

11:00 AM-12:00 PM

Tobacco Tax Roundtable

11:00 AM-12:00 PM

1:30 PM ET

Afternoon Breakout Sessions

1:30 PM-5:00 PM

Lunch (On Your Own)

1:30 PM-1:30 PM

MF Topic

1:30 PM-2:15 PM

MSA Update

1:30 PM-2:20 PM

2:20 PM ET

MF Topic

2:20 PM-3:05 PM

States Only Roundtable Discussion

2:20 PM-3:10 PM

3:05 PM ET

Afternoon Break

3:05 PM-3:25 PM

3:10 PM ET

Afternoon Break

3:10 PM-3:30 PM

3:25 PM ET

MF Topic

3:25 PM-4:15 PM

3:30 PM ET

Topic TBD

3:30 PM-4:15 PM

4:15 PM ET

Regional Business Meeting

4:15 PM-5:00 PM

Regional Business Meeting — States

4:15 PM-5:00 PM

May 6, 2026

8:00 AM ET

Breakfast (States Only)

8:00 AM-9:00 AM

9:00 AM ET

Motor Fuels States Only Meeting

9:00 AM-11:00 AM

State Only Meetings

9:00 AM-11:00 AM

Tobacco States Only Meeting

9:00 AM-11:00 AM