Commonwealth of Massachusetts

Travel Authorization Form (TAF)

1. Date of Request	2. Travel Request #	3. Department/Division	4. DEPT/ORGN:	5. Appropriation #
06/05/26		Department of Revenue/ CIB	0100	

6. Name of Traveler	7. Title	8. Dates of Travel
Matthew Maguire	Tax Fraud Investigator II	From: 08/16/26 To: 08/21/26

9. Travel Itinerary and Justification

On August 16, 2026, I will travel via Amtrak train to Washington, DC to attend the Federation of Tax Administrators (FTA) National Tobacco Training Conference, which features discussions on the latest regulatory trends, investigation strategies, and market dynamics directly impacting tobacco tax administration. On August 21, 2026, I will return to my residence via Amtrak train from Washington to Providence. See attached conference information.

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:		$ 265.00		
Lodging: Hotel Washington ($183 per night*5)		$1060.00		
Meals: Meals Stipend (1 Partial & 5 Full Days)		$ 258.00		
Other: (please list): FTA Registration Fee ($825)		$ 825.00		
Subtotal	$ 0.00	$ 2,408.00	$ 0.00	$ 0.00

Grand Total: $ 2,408.00

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: Matthew Maguire — Date: 06/05/2026

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

Signature of Agency CFO: Timothy Rooney — Date: 06/11/2026

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: June 11, 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: 6/22/2026

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)**

Registration Pricing

All registrations include access to the full conference and exhibit showcase, with the exception of government-only sessions noted on the agenda.

FTA member agencies receive 1 free registration for every 3 paid; if you register all 4 at the same time, the discount automatically applies. If you need assistance, contact darrell.reeves@taxadmin.org

Government Attendee

State and local agencies

$825

Register →

Industry Attendee

Industry and supporting agencies

$925

Register →

Guest

Guest of an attendee

$195

Add from your attendee portal →

Register yourself first, then add a guest from your attendee portal — the sign-in link is in your confirmation email.

Hotel Accommodations

If you have issues booking, please contact Jami at fta@jamileighjohnson.com for more information.

Book by **July 28, 2026** to receive the special conference rates below. Rooms are limited and may sell out before the booking deadline.

The Hotel Washington

$183

per night, plus applicable taxes and fees

Book Now →

AMTRAK
TRAIN STATUS
MY TRIP
PLAN
SCHEDULES
DEALS
Guest Rewards
English
Need Help?
1
PVD
Providence, RI
Amtrak/MBTA Station
WAS
Washington, DC
Union Station
Sun, Aug 16 | Fri, Aug 21
Revise Search
$265