Commonwealth of Massachusetts

Travel Authorization Form (TAF)

1. Date of Request	2. Travel Request #	3. Department/Division	4. DEPT/ORGN:	5. Appropriation #
06/08/26		Department of Revenue/CIB	0100	

6. Name of Traveler	7. Title	8. Dates of Travel
Michael Azevedo	Tax Fraud Investigator IV	From: 08/16/26 To: 08/21/26

9. Travel Itinerary and Justification

On 8/16/26, I will travel via taxi and airplane from Pawtucket, RI to Washington D.C., to attend the 2026 Tobacco Tax Annual Meeting sponsored by the Federation of Tax Administrators (FTA). The 100th Annual Meeting of FTA Tobacco Section brings together state tobacco tax administrators. industry leaders, and policy experts for an unprecedented opportunity to shape the future of tobacco taxation. The conference features essential general sessions covering emerging challenges, regulatory updates, uniform efforts, and strategic approaches to tobacco tax administration. On 8/21/26, I will be returning to my residence in RI via taxi and airplane.

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:		$ 653.59		
Lodging: Hotel Washington		$ 1,060.00		
Meals: Meals Stipend		$ 258.00		
Other: (please list): Training Tuition		$ 825.00		
Subtotal	$ 0.00	$ 2,796.59	$ 0.00	$ 0.00

Grand Total: $ 2,796.59

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: Michael Azevedo *Michael Azevedo* Date 06/08/2026

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)**

Register

2026 FTA Tobacco Tax Annual Meeting

Monday, August 17, 2026 – Friday, August 21, 2026

Hotel Washington — Washington, DC

Register Now

Overview Pricing Agenda Speakers Sponsors Hotel Venue

Centennial Milestone in Tobacco: 100 Years Strong

Join tax professionals from across the nation for a historic milestone, the 100th Annual Meeting of the FTA Tobacco Tax Section. This landmark gathering brings together state tobacco tax administrators, industry leaders, and policy experts for an unprecedented opportunity to shape the future of tobacco taxation.

This comprehensive forum features essential general sessions covering emerging challenges, regulatory updates, uniform efforts, and strategic approaches to tobacco tax administration.

Register

Who Should Attend: State tobacco tax administrators, excise tax professionals, Attorneys General, compliance officers, tax filing solutions, and industry stakeholders committed to advancing tobacco tax policy and administration.

Experience the power of shared knowledge as states exchange proven strategies, explore technological advances, and build the professional networks that strengthen tobacco tax administration nationwide.

This centennial gathering features exclusive access to FTA's annual awards presentation, specialized breakout sessions, and strategic discussions that shape the future of tax administration nationwide.

WHEN
Monday, August 17, 2026 – Friday, August 21, 2026
Eastern Daylight Time (EDT)

WHERE
Hotel Washington
Washington, DC 20004

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	Industry Attendee	Guest
	Industry and supporting agencies	Guest of an attendee

Register

Register

Register

Register

Preliminary Conference Agenda

Explore the full schedule of sessions and activities. The final schedule will be released closer to the start of the event.

All times shown in **Eastern Daylight Time (EDT)**

Mon, Aug 17 | Tue, Aug 18 | Wed, Aug 19 | Thu, Aug 20 | Fri, Aug 21

8:30 AM – 9:00 AM
Welcome / Introductions / Uniformity 101
Workshop Grand Ballroom

9:00 AM – 10:20 AM
Compliance Committee
Breakout Grand Ballroom

10:20 AM – 10:40 AM
Morning Break
Break Grand Ballroom

10:40 AM – 12:00 PM
Compliance Committee
Workshop Grand Ballroom

12:00 PM – 1:30 PM
Lunch (On Your Own)
Meal Grand Ballroom

1:30 PM – 3:00 PM
Communication & Legislation Committee
Workshop Grand Ballroom

Register

Industry Roundtable

Workshop Freedom

Gov't Roundtable Discussion

Workshop Grand Ballroom

Confirmed Speakers

Learn from leading experts in tax administration

KH

Kimberly Hensley

MR

Marci Rosencutter

Cigarette & Tobacco Supervisor
Kansas Department of Revenue



Marcia Rosencutter

National Chair, FTA Tobacco Tax Section
Kansas

Our Sponsors

We thank our sponsors for making this event possible.

PLATINUM SPONSORS

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Register

Register

Register

Register

Preliminary Conference Agenda

Explore the full schedule of sessions and activities. The final schedule will be released closer to the start of the event.

All times shown in **Eastern Daylight Time (EDT)**

Mon, Aug 17 | Tue, Aug 18 | Wed, Aug 19 | Thu, Aug 20 | Fri, Aug 21

8:30 AM – 10:00 AM
Forms and Technology
Workshop Grand Ballroom

10:00 AM – 10:20 AM
Morning Break
Break Grand Ballroom

10:20 AM – 11:30 AM
Cannabis Committee
Breakout Grand Ballroom

11:30 AM – 12:00 PM
Uniformity Chairs Meeting
Breakout Grand Ballroom

12:00 PM – 1:30 PM
Lunch (On Your Own)
Meal Grand Ballroom

1:00 PM – 5:00 PM
Regsitration
Registration Grand Ballroom Prefunction

Register

Central Region Meeting
Breakout Grand Ballroom

Western Region
Breakout Freedom

3:00 PM – 4:00 PM (2 concurrent sessions)

3:00 PM – 4:00 PM
Southern Region Meeting
Breakout Grand Ballroom

3:00 PM – 4:00 PM
Northeastern Region
Breakout Freedom

4:00 PM
5:00 PM
New Member Orientation
Kimberly Hensley
Breakout Grand Ballroom

5:30 PM
7:30 PM
100th Annual Welcome Reception
Networking Offsite
Show details

Confirmed Speakers

Learn from leading experts in tax administration

KH

Kimberly Hensley

MR

Marci Rosencutter
Cigarette & Tobacco Supervisor
Kansas Department of Revenue



Marcia Rosencutter
National Chair, FTA Tobacco Tax Section
Kansas

Register

Register

Register

Register

Preliminary Conference Agenda

Explore the full schedule of sessions and activities. The final schedule will be released closer to the start of the event.

All times shown in **Eastern Daylight Time (EDT)**

Mon, Aug 17 Tue, Aug 18 Wed, Aug 19 Thu, Aug 20 Fri, Aug 21

7:30 AM
5:00 PM

Registration

Registration Grand Ballroom Prefunction

7:30 AM
9:00 AM

Breakfast (Provided)

Meal Freedom

9:00 AM
9:30 AM

Welcome / Pledge of Allegiance/ National Anthem / Roll Call

Marcia Rosencutter

General Session Grand Ballroom

9:30 AM
10:10 AM

General Session

Details available soon

10:10 AM
10:20 AM

General Session

Details available soon

10:20 AM
10:40 AM

Break

Details available soon

Register

11:00 AM
12:00 PM

Tobacco Tax Section Awards Presentation
Marci Rosencutter, Kimberly Hensley
General Session Grand Ballroom

12:00 PM
1:30 PM

Lunch (On Your Own)
Meal Grand Ballroom

1:30 PM
2:20 PM

Illicit Trade Prevention (Panel Discussion)
General Session Grand Ballroom

2:20 PM
3:10 PM

State Presentation (Panel Discussion)
General Session Grand Ballroom

3:10 PM
3:30 PM

Afternoon Break
Break Grand Ballroom

3:30 PM
4:30 PM

The Fellowship of the Stamp
General Session Grand Ballroom

Confirmed Speakers

Learn from leading experts in tax administration

Register

Register

Register

Register

Preliminary Conference Agenda

Explore the full schedule of sessions and activities. The final schedule will be released closer to the start of the event.

All times shown in **Eastern Daylight Time (EDT)**

Mon, Aug 17 | Tue, Aug 18 | Wed, Aug 19 | Thu, Aug 20 | Fri, Aug 21

7:00 AM – 9:00 AM (2 concurrent sessions)

7:00 AM – 9:00 AM
Late Registration
Registration Grand Ballroom Prefunction

7:00 AM – 8:30 AM
Breakfast (Provided)
Meal Freedom

9:50 AM – 10:40 AM
Vape Directory Update (Panel Discussion)
General Session Grand Ballroom

10:40 AM – 11:00 AM
Morning Break
Break Grand Ballroom

11:00 AM – 12:00 PM
Illicit Trade Topic
General Session Grand Ballroom

2:20 PM – 3:10 PM
PACT Act Enforcement
General Session Grand Ballroom

Register

4:30 PM
5:00 PM

Breakout

Details available soon

6:00 PM
8:00 PM

Networking Reception and Closing Banquet

Networking Grand Ballroom

Confirmed Speakers

Learn from leading experts in tax administration

KH

Kimberly Hensley

MR

Marci Rosencutter
Cigarette & Tobacco Supervisor
Kansas Department of Revenue



Marcia Rosencutter
National Chair, FTA Tobacco Tax Section
Kansas

Our Sponsors

We thank our sponsors for making this event possible.

PLATINUM SPONSORS

Register

Register

Register

Register

Preliminary Conference Agenda

Explore the full schedule of sessions and activities. The final schedule will be released closer to the start of the event.

All times shown in **Eastern Daylight Time (EDT)**

Mon, Aug 17 | Tue, Aug 18 | Wed, Aug 19 | Thu, Aug 20 | Fri, Aug 21

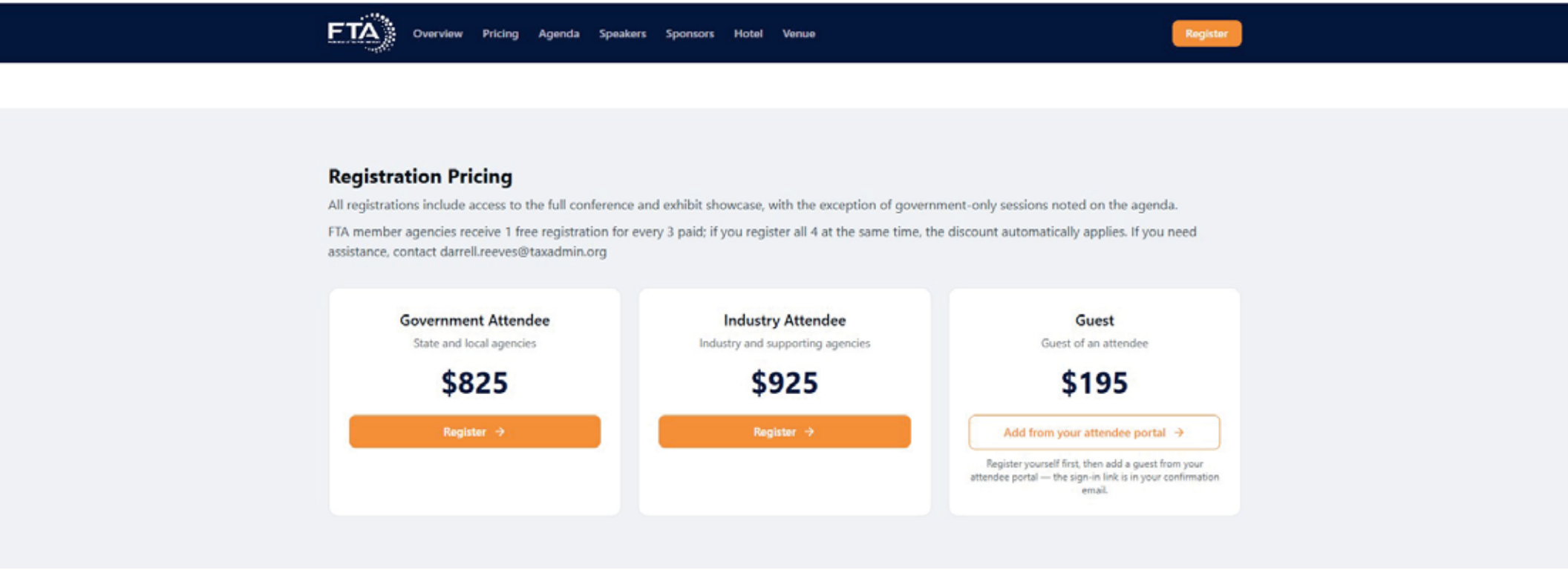
7:30 AM – 9:00 AM
Breakfast (Provided)- Government Only
Meal · Freedom

9:00 AM – 9:50 AM
MSA Update- Government Only
General Session · Grand Ballroom

9:50 AM – 10:40 AM
Nevada Presentation- Government Only
General Session · Grand Ballroom

10:40 AM – 11:00 AM
Morning Break- Government Only
Break · Grand Ballroom

11:00 AM – 11:50 AM
General Session
Details available soon


FTA
Overview
Pricing
Agenda
Speakers
Sponsors
Hotel
Venue
Register
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.

You're registered

CONFIRMATION

IH-_TXO9AOQ5W

Thanks for registering for 2026 FTA Tobacco Tax Annual Meeting. A confirmation email is on its way to azevedom@dor.state.ma.us with your details and (if a balance is due) an invoice with payment instructions.

Back to event page

Hotel Accommodations

Our hotel block is selling out fast; if you have issues booking, we have additional rooms at a nearby (walking distance) hotel. 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

Review your trip

Providence to Washington

9:35am - 11:05am (1h 30m, nonstop)

Southwest Airlines • Sun, Aug 16

Flight details Change flight

Washington to Providence

5:25pm - 7:00pm (1h 35m, nonstop)

Southwest Airlines • Fri, Aug 21

Flight details Change flight

Your trip combines 2 one-way flights on the same airline

Each flight is subject to its own rules, restrictions and fees. Changes or cancellations apply to each ticket individually.
More information

Providence to Washington
Southwest Airlines

Your fare: Choice

- Seat choice included
- Carry-on bag included
- 1st checked bag for a fee: $45
- Non-refundable (transferable flight credit if you cancel)
- Changes included, only pay fare difference
- Free change for same-day flight if available (original airports)

Washington to Providence
Southwest Airlines

Your fare: Basic

- Seat choice for a fee
- Carry-on bag included
- 1st checked bag for a fee: $45
- Non-refundable (flight credit if you cancel)
- Changes not allowed

Get more with Choice Preferred

- Refundable

See all fares

Upgrade now

+$50
PVD to DCA per traveler

Get more with Choice

- Seat choice included
- Changes included, only pay fare difference
- Free change for same-day flight if available (original airports)

See all fares

Upgrade now

+$35
DCA to PVD per traveler

Bags

Providence to Washington

- Carry-on bag included
- 1st checked bag for a fee

Purchase bags for this flight through Southwest Airlines after booking.

Washington to Providence

- Carry-on bag included
- 1st checked bag for a fee

Purchase bags for this flight through Southwest Airlines after booking.

Bundle & Save

Price details

Traveler 1: Adult	**$453.80**
Flight	$393.49
Taxes, fees, and charges	$60.31

Trip total $453.80

Rates are shown in US dollars

Next: Seats

Skip to Checkout

Free cancellation
There's no fee to cancel within 24 hours of booking.

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Vacation packages in United States of America

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Privacy

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Vrbo terms and conditions

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Your privacy choices

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International travel documents

Your rights as a flights traveler

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Checked Bag Fee Update Effective April 9

Published April 7, 2026

As part of an ongoing analysis of the business and against the evolving global backdrop, Southwest Airlines is increasing its fees on first and second checked bags by $10, effective on all reservations ticketed or voluntarily changed on or after April 9, 2026. A-List Preferred and Choice Extra Customers will continue to get two free bags. A List and Rapid Rewards Credit Cardmembers will continue to get their first checked bag free (weight and size limits apply). There are no changes to active-duty military checked bag benefits.

The details of the change are as follows:

- First checked bag going from $35 to $45
- Second checked bag going from $45 to $55
- These changes apply to new bookings made on or after April 9; existing bookings will not be affected unless they are voluntarily changed.

HOTEL washington

Rooms About My Bookings USD 1

← CHECKOUT

CONTACT INFO

* Required

First Name *

Last Name *

Email Address *

This is the email we will send your confirmation to.

RESERVATION DETAILS

Special Requests

PRICE DETAILS

Classic Rooms, Classic Queen $915
100th FTA Tobacco Annual 2026

7969682 applied

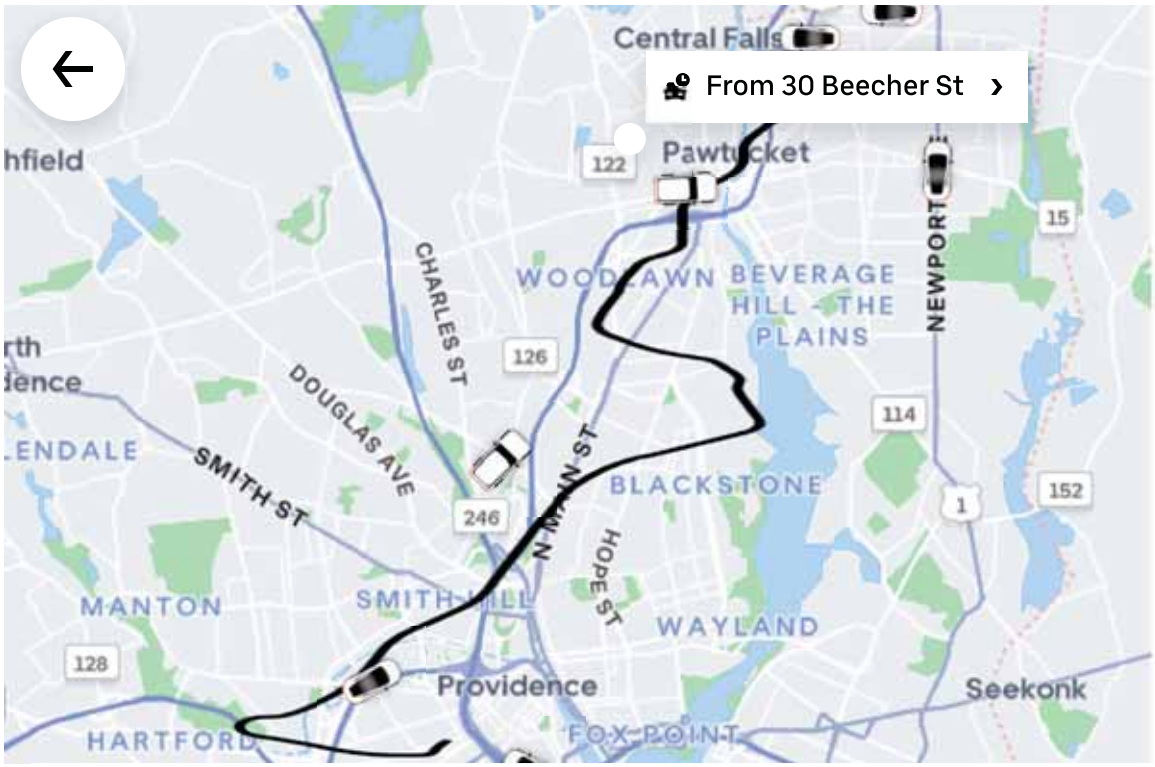
5 Nights stay

Taxes and fees $145

Sun, Aug 16, 2026 - Fri, Aug 21, 2026
1 Adult

Total **$1,060**
Including taxes and fees

ADD A ROOM

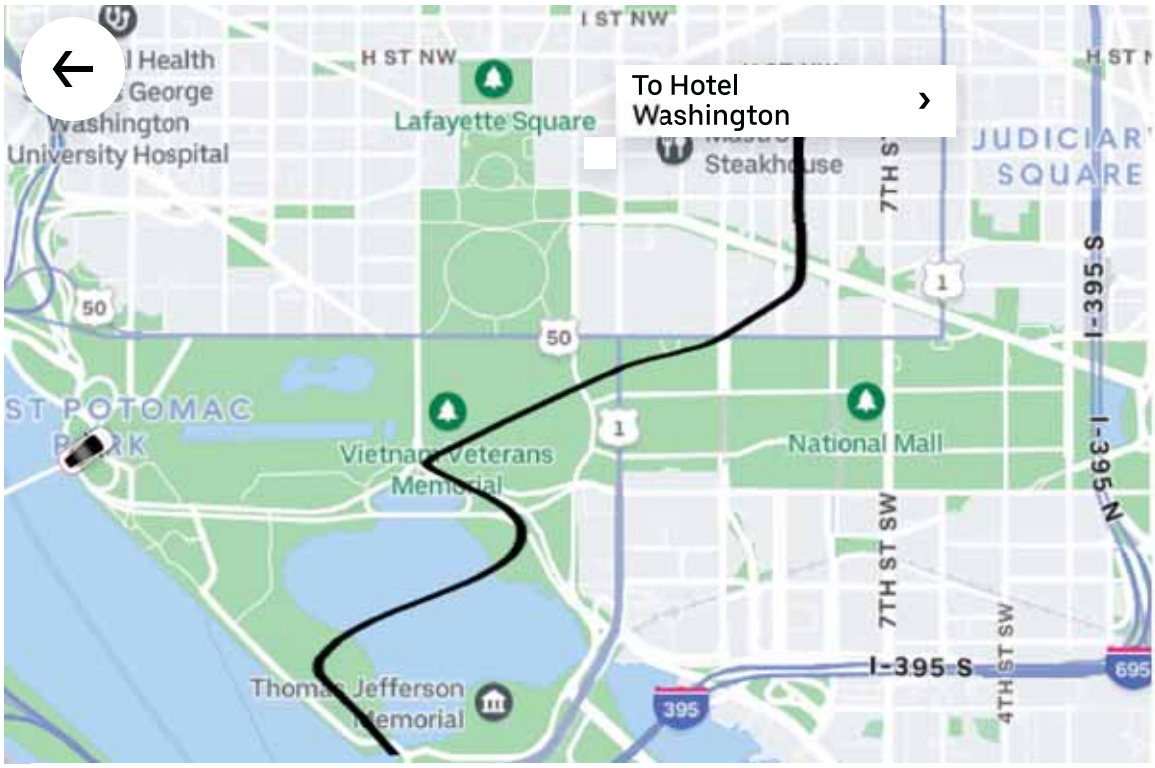


Choose a ride

Pickup: Aug 16, 6:30 AM For me

	**UberX** 4 Recommended	$30.95
	**UberXL** 6 Affordable rides for groups up to 6	$40.97
	**Comfort** 4 Newer cars with extra legroom	$33.99
	**UberXXL** 6 Rides for 6 with room for extra luggage	$44.97

+ Add payment method ›



Choose a ride

Pickup now For me

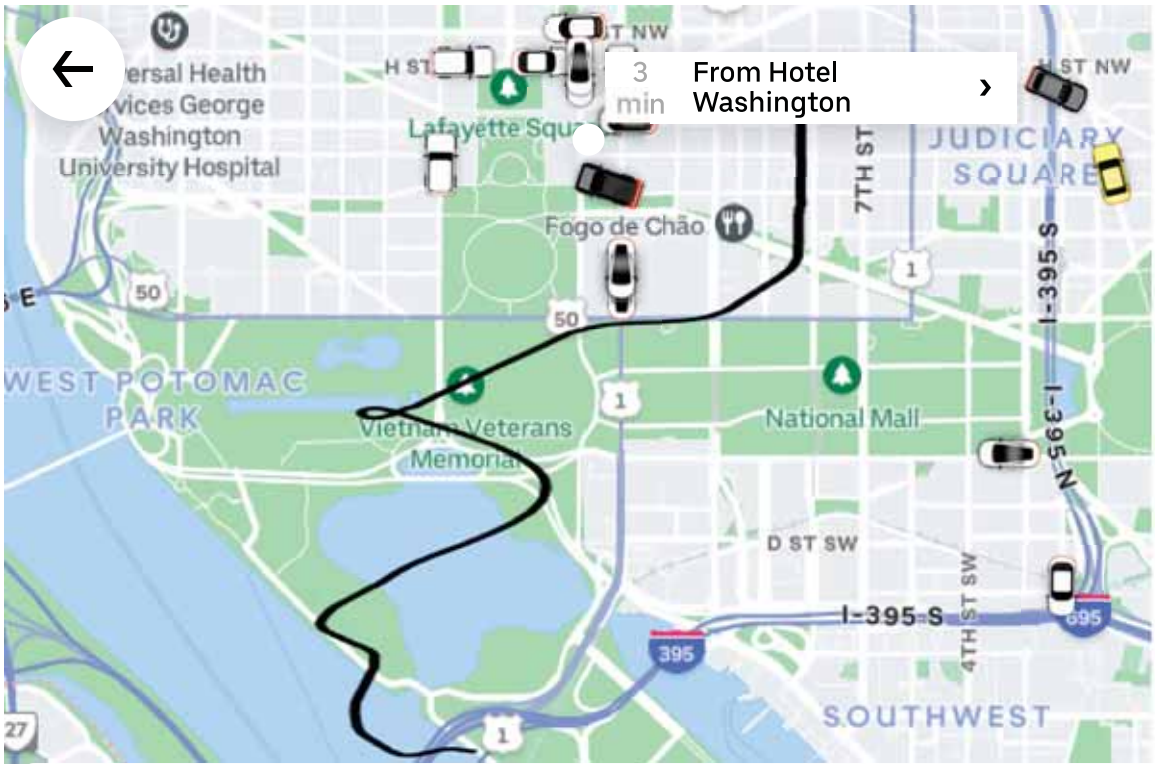
UberXL 6
4 mins away • 9:11 AM
Faster
$23.97

UberX 4
4 mins away • 9:10 AM
Affordable rides all to yourself
$22.94

Share 1
4 mins away • 9:08 AM
One seat only
$17.90

Black 4
4 mins away • 9:09 AM
Good deal
$26.97

+ Add payment method



Choose a ride

Pickup now For me

UberX 4
3 mins away • 9:17 AM
Cheaper
$23.94

UberXL 6
3 mins away • 9:17 AM
Affordable rides for groups up to 6
$33.98

UberXXL 6
4 mins away • 9:19 AM
Rides for 6 with room for extra luggage
$38.99

Comfort 4
3 mins away • 9:17 AM
Newer cars with extra legroom
$32.98

+ Add payment method



Choose a ride

Pickup now For me

UberX 4
4 mins away • 9:20 AM
Affordable rides all to yourself
$31.96

UberXL 6
2 mins away • 9:17 AM
Faster
$44.98

Comfort 4
4 mins away • 9:20 AM
Good deal
$35.99

UberXXL 6
8 mins away • 9:23 AM
Rides for 6 with room for extra luggage
$51.98

+ Add payment method ›

From: Rehm, Christina M. (DOR)
To: Azevedo, Michael (DOR); Dibella, Kristen R. (DOR)
Cc: Hayes, John (DOR)
Subject: RE: FTA NE regional concur report
Date: Tuesday, June 17, 2025 9:54:13 AM
Attachments: image002.png
image003.png
image004.png

So yes, what you used is for instate travel, Did you travel out of state? If you traveled out of state you are entitled to:

Bfast-12.00
Lunch 15.00
Dinner 22.00

From: Azevedo, Michael (DOR) <azevedom@dor.state.ma.us>
Sent: Tuesday, June 17, 2025 9:31 AM
To: Rehm, Christina M. (DOR) <rehmc@dor.state.ma.us>; Dibella, Kristen R. (DOR) <dibellak@dor.state.ma.us>
Cc: Hayes, John (DOR) <hayesjo@dor.state.ma.us>
Subject: RE: FTA NE regional concur report

Maybe I'm not looking at the correct thing but Section 11.2 (pg. 40) in the attached CBA indicates the meals reimbursement rates and Section 11.3 (pg. 41) indicates the overtime meals reimbursement rates. I am happy to put in for the higher reimbursement rates if allowed. But I don't see those rates in the attached CBA. Please advise what I should be requesting for Day's 1 through 3 and I will make the revisions to the expense report. Thanks.

Section 11.2

A. Effective the first full pay period of January 2025, an employee who is assigned to duty that requires him/her to be absent from his/her home for more than twenty-four hours shall be reimbursed for reasonable charges for lodging including reasonable tips and for meal expenses, including tips, not to exceed the following amounts:

Meals	Maximum Allowance	Applicable Period
Breakfast	$7.50	3:01 to 9:00 A.M.
Lunch	$13.00	9:01 to 3:00 P.M.
Supper	$19.00	3:01 to 9:00 P.M.

Section 11.3
Effective the first full pay period of January 2025, Employees who work three (3) or more hours of authorized overtime, exclusive of meal times, in addition to their regular hours of employment, or employees who work three (3) or more hours, exclusive of meal times, on a day other than their regular work day, shall be reimbursed for expenses incurred for authorized meals, including tips, not to exceed the following amounts and in accordance with the following time periods:

Breakfast	3:01 a.m. to 9:00 a.m.	$5.50
Lunch	9:01 a.m. to 3:00 p.m.	$7.50
Dinner	3:01 p.m. to 9:00 p.m.	$11.50
Midnight Snack	9:01 p.m. to 3:00 a.m.	$5.50

From: Rehm, Christina M. (DOR) <rehmc@dor.state.ma.us>
Sent: Tuesday, June 17, 2025 9:20 AM
To: Azevedo, Michael (DOR) <azevedom@dor.state.ma.us>; Dibella, Kristen R. (DOR) <dibellak@dor.state.ma.us>
Cc: Hayes, John (DOR) <hayesjo@dor.state.ma.us>
Subject: RE: FTA NE regional concur report

Hi,

Chiming in here. What you listed are overtime meals reimbursement rates. Not the travel meals rates.

From: Azevedo, Michael (DOR) <azevedom@dor.state.ma.us>
Sent: Tuesday, June 17, 2025 9:07 AM
To: Dibella, Kristen R. (DOR) <dibellak@dor.state.ma.us>
Cc: Hayes, John (DOR) <hayesjo@dor.state.ma.us>; Rehm, Christina M. (DOR) <rehmc@dor.state.ma.us>
Subject: RE: FTA NE regional concur report

Hello Kristen:

Based on the Unit 6 NAGE 2024 – 2027 CBA, the below is what I see as the meals reimbursement rates. Therefore, I requested reimbursement of $19 just for supper on Day 1. Breakfast was provided the following 2 days, which is why I requested reimbursement of just $32 (lunch and supper, only). On the first day, I left my house around 2pm and arrived at the hotel around 4pm. On the last day, I arrived home around 7pm. Please advise on what I should be requesting because I am confused by the discrepancy in the meals reimbursement rates and I am not sure what to do about the prorated issue. Thanks.

Meals	**Maximum Allowance**	**Applicable Period**
Breakfast	$7.50	3:01 to 9:00 A.M.
Lunch	$13.00	9:01 to 3:00 P.M.
Supper	$19.00	3:01 to 9:00 P.M.