Commonwealth of Massachusetts

Travel Authorization Form (TAF)

1. Date of Request	2. Travel Request #	3. Department/Division	4. DEPT/ORGN:	5. Appropriation #
04/06/26		Mass Dept of Revenue	6700	1201-0100

6. Name of Traveler	7. Title	8. Dates of Travel
Shawndy L. Bush	Misc.Excise Tax Auditor	From: 05/03/26 To: 05/06/26

9. Travel Itinerary and Justification

FTA Northeast Regional Motor Fuels Conference to be held in Burlington, VT. As discussed, I would like to attend the FTA Northeast Regional Motor Fuel Tax Conference that is scheduled to be held May 3, 2026 – May 6, 2026 in Burlington, VT. The conference would be beneficial to attend as they relate to the continuing updates to Miscellaneous Excise Taxes posed on Motor Fuels and Alternative Fuel. Thank you for your consideration in this matter, and I look forward to hearing from you.

Note: There is a funding source for Fuel Conferences that was used last year for similar expenses- (Federal Highway Administration

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:		$ 262.50		
Lodging: Hotel Champlain Burlington ($233.35*3)		$ 700.04		
Meals: 5/3 - 5/6/26 ($19+$39.50*2+$7.50)		$ 105.50		
Other: (please list): FTA- Registration		$ 525.00		
Subtotal	$ 0.00	$ 1,593.04	$ 0.00	$ 0.00

Grand Total: $ 1,593.04

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: Shawndy Bush — Date: 04/06/2026

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

Signature of Agency CFO: Timothy Rooney — Date: 04/14/2026

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

Signature of Traveler's Appointing Authority: Amie Acevedo — Title: Director, Miscellaneous Excise — Date: 4/10/26

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: 5/29/2026

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)**

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.

S. Bush FTA Motor Fuels May3-7, 2026 Burlington VT.

Registration $525



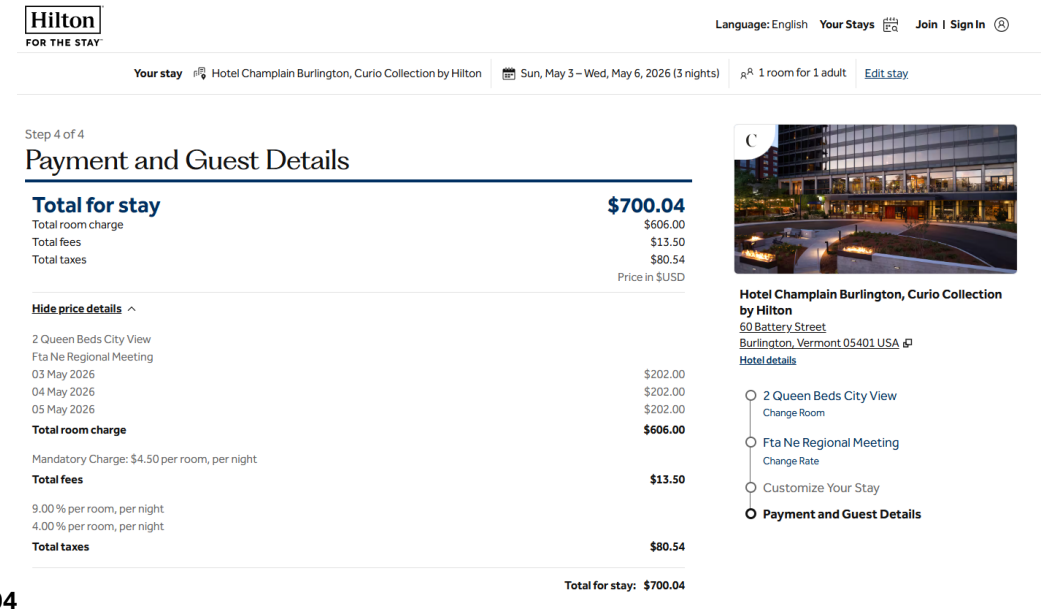
If you are a government employee, you may request to pay your registration fee by invoice. Please send an email to events@taxadmin.org to request an invoice.

If you are a government employee, there is a buy 3 registrations, get 1 free registration.

Please reach out to events@taxadmin.org for more information.

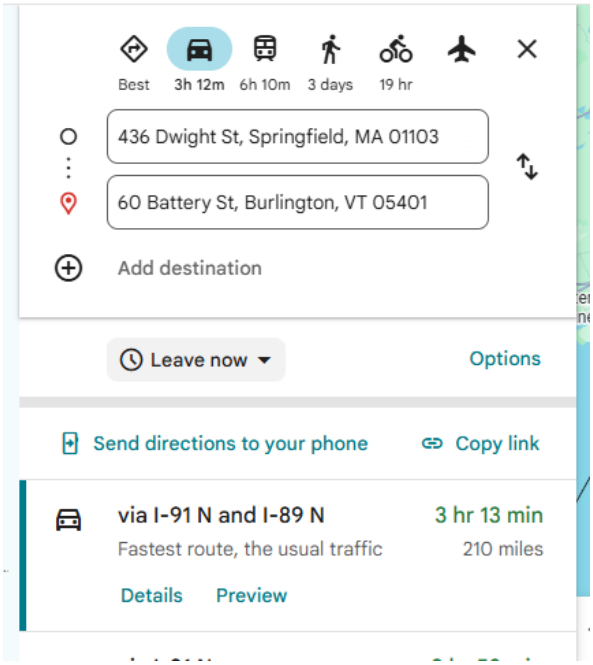
Registration Fees

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



Hotel $700.04

Mileage



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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.

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

Filters

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

Motor Fuel Welcome / Roll Call /Introductions

11:00 AM-12:00 PM

Tobacco Welcome / Roll Call / Introductions

11:00 AM-12:00 PM

12:00 PM ET

Lunch (Provided)

12:00 PM-1:30 PM

1:30 PM ET

Feed Project

1:30 PM-2:20 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

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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

11:00 AM ET

MF Topic

11:00 AM-12:00 PM

Tobacco Tax Roundtable

11:00 AM-12:00 PM

12:00 PM ET

Lunch (On Your Own)

12:00 PM-1:30 PM

1:30 PM ET

MF Topic

1:30 PM-2:20 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

3:10 PM ET

Afternoon Break

3:10 PM-3:30 PM

3:30 PM ET

MF Topic

3:30 PM-4:15 PM

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

Tobacco States Only Meeting

9:00 AM-11:00 AM

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MF Topic

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MSA Update

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MF Topic

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