THE COMMONWEALTH OF MASSACHUSETTS
TRAVEL AUTHORIZATION FORM (Form TAF)

1. Date of Request:	2. Travel Request #:	3. Department/Division:	4. DEPT/ORGN:	5. Appropriation No.:
3/18/2026	26-04	Operational Services Division		

6. Name of Traveler(s):	7. Title(s):	8. Dates of Travel:
Vincent Micozzi	**Director of Fleet Policy & Admin.**	**4/12/2026 – 4/16/2026**

9. Travel Itinerary and Justification

Itinerary:

Fights: Departing flight - Sun, Apr 12, 2026 - Returning flight - Thu, Apr 16, 2026
Lodging: Hyatt Regency Cleveland - Dates Sun, Apr 12, 2026 - Thu, Apr 16, 2026
Uber : Sun, Apr 12, 2026 - Thu, Apr 16, 2026
NAFA Institute & Expo: Mon, Apr 13, 2026 – Wed Apr 15

Justification:

Attendance at the NAFA Institute & Expo (I&E) from April 13–15 in Ohio provides a high-value opportunity to strengthen the Commonwealth's fleet strategy through targeted education, peer benchmarking, and direct engagement with industry leaders. The conference delivers focused sessions on EV deployment, asset management, safety, and emerging technologies, along with access to leading vendors and solutions that can inform near- and long-term operational decisions.

Participation ensures Massachusetts remains aligned with best practices, supports ongoing sustainability and efficiency initiatives, and reinforces data-driven fleet management across the Commonwealth. In addition, the event presents an opportunity for the Office of Vehicle Management to be recognized as one of NAFA's Top 100 Fleets in the Americas, highlighting the Commonwealth's leadership and elevating its national standing in public sector fleet management.

Attendance is expected to deliver actionable insights, strengthen external partnerships, and further position the Commonwealth as a leader in innovative and sustainable fleet operations.

NAFA I&E Agenda : https://www.nafainstitute.org/program-schedule/schedule/

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) ☐ Rail ☐Bus ☑Airfare ☐Taxi ☐Car: ☐ State ☐Personal ☐Rental ☐Other:		$836.80	
Lodging: Hyatt Regency Cleveland		$1,475.80	
Meals: Managers: B $13 L $15 D $26 - $59/day x 4 days		$236.00	
Other: (please list): Uber Airport to Hotel, Hotel to Airport 40.98 x2 NAFA I&E Registration $1075		$1156.96	
Sub Total(s):			

GRAND TOTAL: $3,705.56

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: Date: 03/23/2026

I hereby certify that sufficient funds are available for the above described travel accommodations.
Signature of Agency CFO: Laurie Paskevich
Laurie Paskevich (Mar 23, 2026 13:35:50 EDT)
Date:

I hereby authorize the anticipated travel described above and related expenses listed in this form.
Signature of Traveler's Appointing Authority: Title: Assistant Secretary for Operational Services Date: 03/19/2026

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: 04.08.2026

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

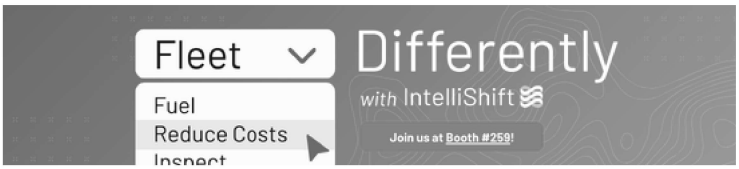
Travel Funded By Private Funds: ☐Yes x No
If Yes: $_____ Source (Contact Information):_____

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.



SCHEDULE AT A GLANCE

***Schedule is subject to change.**
***All events held in the Huntington Convention Center of Cleveland unless otherwise noted below.**
All times in EDT.

Please see **CAFM Live** and **Technician Training** webpages for their corresponding event schedules.

Sunday, April 12	
8:00 a.m. – 5:00 p.m.	Registration Open
1:00 – 4:00 p.m.	Supplier-Hosted User Group Meetings (*by invitation only)* -BlackVue User Group Meeting -Fleetio User Group Meeting -Geotab User Group Meeting
1:00 – 5:00 p.m.	**Pre-Conference Workshops** (*additional fees apply*)
5:00 – 6:00 p.m.	**First Timer Orientation**
6:00 – 7:00 p.m.	**Welcome to Cleveland Happy Hour & Regions Meet-Up** *Sponsored by RTA: The Fleet Success Company*
7:00 – 8:00 p.m.	Leadership Appreciation Reception *(by invitation only)*
Monday, April 13	
7:00 a.m. – 5:00 p.m.	Registration Open
7:30 – 8:15 a.m.	*FLEETSolutions* Live Breakfast *Sponsored by Inspiration Fleet*
8:30 – 10:15 a.m.	Opening General Session **Keynote: Life on the X – Learn How to Meet Any Challenge with Courage, Confidence, and Readiness!** *Sponsored by Holman*
10:00 a.m. – 5:00 p.m.	CAFM Lounge (CAFM Designees Only) *Sponsored by RTA: The Fleet Success Company*
10:15 a.m. – 4:30 p.m.	Coffee Lounge Open *Sponsored by Wheels*
10:30 – 11:30 a.m.	**Education Sessions**
11:30 a.m. – 12:00 p.m.	Networking Break in the Coffee Lounge *Sponsored by Wheels*

Have Questions? Chat with AXL!

	Ride & Drive Powered by Automotive Fleet *Ride & Drive Lounge Sponsored by Inspiration Fleet*
3:00 – 4:00 p.m.	**Education Sessions**
3:00 – 5:15 p.m.	**OEM Law Enforcement Showcase Panel and Roundtable**
4:00 – 4:30 p.m.	Networking Break in the Coffee Lounge *Sponsored by Wheels*
4:00 – 5:00 p.m.	Exhibitor Reception (exhibitors only)
4:15 – 5:15 p.m.	**Education Sessions**
5:30 – 6:30 p.m.	Public Sector Reception, in partnership with Sourcewell (*by invitation only*)
6:30 – 9:00 p.m.	**NAFA Rev It Up Reception** *Sponsored by Stellantis Pro One*
Tuesday, April 14	
7:00 a.m. – 5:00 p.m.	Registration
7:30 – 8:15 a.m.	*FLEETSolutions* Live Breakfast **Fleet Forecast: Navigating Today's Top 5 Fleet Challenges** *Sponsored by Holman*
8:30 – 10:00 a.m.	General Session Keynote: **An Industry Update** and the **OEM Panel Discussion**
10:00 a.m. – 2:00 p.m.	**Exhibit Hall Open**
10:00 a.m. – 4:30 p.m.	CAFM Lounge (CAFM Designees Only) *Sponsored by RTA: The Fleet Success Company*
11:00 a.m. – 12:00 p.m.	Innovations Showcase Presentations
11:30 a.m. – 1:00 p.m.	Lunch in Exhibit Hall *Sponsored by American Honda Motor Co., Inc.*
1:30 – 2:00 p.m.	Ice Cream Social Break in the Expo Hall *Sponsored by Merchants Fleet*
2:00 – 4:00 p.m.	Coffee Lounge Open *Sponsored by Wheels*
2:15 – 3:15 p.m.	**Education Sessions**
3:00 – 3:30 p.m.	Networking Break in the Coffee Lounge *Sponsored by Wheels*
3:30 – 4:30 p.m.	**Education Sessions**
3:30 – 4:30 p.m.	**The FleetGap Initiative: Closing the Fleet Technician Gap (Information Session)**
4:30 – 6:00 p.m.	**Refuel Happy Hour in Expo Hall** *Sponsored by Voyager Mastercard*

7:30 – 8:15 a.m.	*FLEETSolutions* Live Breakfast *Sponsored by Enterprise Fleet Management*
8:30 – 10:00 a.m.	General Session **Keynote: Leading Teams Through Change To See New Perspectives and New Possibilities**
10:00 a.m. – 1:30 p.m.	**Exhibit Hall Open**
10:00 a.m. – 2:00 p.m.	CAFM Lounge (CAFM Designees Only) *Sponsored by RTA: The Fleet Success Company*
11:00 a.m. – 12:00 p.m.	Innovations Showcase Presentations
11:30 a.m. – 1:00 p.m.	Lunch in Exhibit Hall *Sponsored by Hyundai Motor America*
1:00 – 1:30 p.m.	Popcorn Break in the Expo Hall
1:30 – 4:00 p.m.	Coffee Lounge Open *Sponsored by Wheels*
1:30 – 2:00 p.m.	Networking Break in the Coffee Lounge *Sponsored by Wheels*
1:45 – 2:45 p.m.	**Education Sessions**
3:00 – 5:00 p.m.	**NAFA Gives Back Activity**
5:00 – 7:00 p.m.	**Conference of Automotive Remarketing** Awards Reception *(NAFA I&E attendees are welcome to attend)*