



Preliminary Statement of Guidelines for Governors and IBB/BBG Senior Management and Staff Travel

The following is a preliminary statement of principles and guidelines for BBG Governors and IBB/BBG senior management and staff travel.

1. BBG Governor and IBB/BBG senior management and staff travel should be linked to the Agency's strategic plan and/or BBG needs in support of objectives that are clearly defined before the trip.
2. In consultation with Governors and entity directors, BBG management and staff will develop a priority list of travel targets consistent with the strategic plan. This list will be reviewed at subsequent Board meetings.
3. The full Board will be notified in advance of Governor(s)' travel and the IBB Director will be notified of IBB/BBG senior management and staff travel.
4. Governors and IBB/BBG senior management will report on completed travel, including purpose and outcomes where appropriate. BBG senior management and staff will report on upcoming staff travel as appropriate and judicious.
5. Entity heads and IBB/BBG senior management should be consulted regarding regional priorities and strategic perspectives that should be considered in planning of Governors' travel.