



**THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I. 00802
340-774-0001**

EXECUTIVE ORDER NO. 524-2022

**BY THE GOVERNOR
OF THE UNITED STATES VIRGIN ISLANDS**

TO UPDATE EXECUTIVE BRANCH TRAVEL POLICIES

WHEREAS, from time to time it is necessary and appropriate to update the travel policies of the Executive Branch; and

WHEREAS, the most recent executive travel policy was established by Executive Order No. 439 in the year 2008; and

WHEREAS, the cost of travel has significantly increased since the most recent executive travel policy was established; and

WHEREAS, Executive Branch employees who reside on the island of St. John and are stationed on the island of St. Thomas for their work assignments incur additional transportation costs in order to report to work; and

WHEREAS, it is necessary for the orderly function of government that the executive travel policies facilitate the travel of executive branch employees to and from their work obligations.

NOW THEREFORE, I, Albert Bryan Jr., Governor of the United States Virgin Islands, by virtue of the authority vested in me by the Revised Organic Act of 1954, as amended, do hereby **ORDER**:

SECTION 1. Travelers on official business which requires an overnight stay shall be reimbursed the actual cost of a hotel room, including taxes, not to exceed \$350 per night for hotels within the U.S. Virgin Islands, and not to exceed \$400 per night for hotels outside of the U.S. Virgin Islands.

SECTION 2. Hotel rooms shall be procured at a government discount rate whenever possible. Should the available rate at the time of booking be less than the government discount rate, the room shall be booked at the best available rate.

SECTION 3. Executive Branch employees who reside on the island of St. John and are stationed on the island of St. Thomas shall be reimbursed for reasonable ferry transportation costs. Such ferry reimbursements shall be facilitated using a procedure developed by and acceptable to the Department of Finance. Ferry reimbursements shall be paid no later than 30 days after appropriate documentation is submitted to the Department of Finance.

SECTION 4. Provisions of Executive Order No. 439-2008, including section VIII relating to hotel costs, and any previously established policies which are in conflict with this Order are repealed and replaced with the updated provisions herein. All other provisions of Executive Order No. 439-2008 remain in effect.

IN WITNESS WHEREOF, I have hereunto executed this Executive Order by setting my hand and causing the Seal of the Government of the United States Virgin Islands to be affixed at Christiansted, St. Croix, Virgin Islands, this ~~20~~ day of September, A.D., 2022.




Albert Bryan Jr.
Governor

ATTEST:

Tregenza A. Roach, Esq.
Lt. Governor