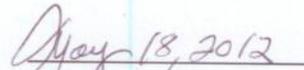
  
Approved for Release  
Mary C. Pleffner  
Director for Administrative Services

  
Date

DEPARTMENT OF COMMERCE (DOC)  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION  
OFFICE OF ADMINISTRATIVE SERVICES (OAS)

TRAVEL BULLETIN #13, FY12

**SUBJECT:** DOC Travel Card Handbook

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Effective until canceled or superseded

**PURPOSE:** The purpose of this bulletin is to announce the issuance of the new DOC Travel Card Handbook.

**BACKGROUND:** The DOC Travel Card Handbook contains policies and procedures for the management of DOC's travel card program as required by the Federal Travel Regulation (FTR) §301-51 and Office of Management and Budget (OMB) Circular A-123, Appendix B, Improving the Management of Government Charge Card Programs. It implements and supplements those portions of the FTR that pertain to the use of the travel card for the payment of temporary and permanent change of station travel expenses.

**POLICY:** The DOC Travel Card Handbook is the single authoritative reference for the management of DOC's travel card program. It outlines the policies and procedures governing the issuance and use of the government travel card and addresses the roles and responsibilities of employees, supervisors and bureau travel card coordinators in the management of the travel card program.

**Authority:** The authority for the issuance of the DOC Travel Card Handbook is Department Administrative Order (DAO) 200-0: Department of Commerce Handbooks and Manuals. The DOC Travel Card Handbook has the status and effect of a DAO.

**Publication:** The DOC Travel Card Handbook is published by the Office of Administrative Services and is available on the OAS website at:  
<http://www.osec.doc.gov/oas/Documents/OCS/Travel%20Card%20Handbook%20April%202012.pdf>

TRAVEL BULLETIN #13, FY12: DOC TRAVEL CARD HANDBOOK

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