



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

TRAVEL BULLETIN #01, FY10

SUBJECT: Amendment to *DOC Travel Handbook*

EFFECTIVE DATE: November 30, 2009

EXPIRATION DATE: Effective until change is made in DOC Travel Handbook.

BACKGROUND: Section C-301-11.2 of the DOC Travel Handbook provides guidance for Employees' attending conferences who receive per diem while in temporary duty status near their permanent duty station.

PROVISION: Section C-301-11.2 of the DOC Travel Handbook is hereby amended by adding at the end:

“Except that for conferences with heightened security concerns which require Secret Service coordination, the employee’s approving official may authorize per diem for official duty in excess of 12 hours which is at least 25 miles from the permanent duty station and 30 miles from the employee’s residence.”

Employees meeting this criteria may be authorized per diem subject to approval of appropriate management officials.

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