


Approved for Release
Mary Pleffner
Director for Administrative Services

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Date

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

TRAVEL BULLETIN #07, FY11

SUBJECT: Amendment to *DOC Travel Handbook* on Acceptance of Gift or Bequest Forms

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Effective until canceled or superseded.

BACKGROUND: Section C301-2.24 of the DOC Travel Handbook will be updated to reflect the current required form CD-210, Record of Gift or Bequest. Use of the form certifies that the provisions of Public Law 88-611 are met and that the terms of the gift and its acceptance are recommended and in accordance with policies stated in Department Administrative Order 203-9, Gifts and Bequests.

PROVISION: The current section C301-2.24 is replaced with this wording:

Form CD-210, Record of Gift or Bequest, or Form CD-342, Record of Gifts and Decorations from Foreign Government must be completed, if the donation is from a foreign government, to authorize acceptance of payment from a non-Federal source for travel expenses. Form SF 326, Semiannual Report of Payments from a Non-Federal Source, (or bureau approved form) must accompany the CD-210 whenever the payment exceeds \$250.

OFFICE OF COMMERCE SERVICES: Marilyn Stoll, Associate Director, Office of Commerce Services, MStoll@doc.gov, 202-482-3721.

PROGRAM MANAGER CONTACT INFORMATION: Trina Boyce, Acting Chief, Travel Management Division, TBoyce@doc.gov, 202-482-1818.