



Approved for Release
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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 #08, FY11

SUBJECT: Travel Orders Require Validation by a Certifying Financial Official

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: Effective immediately, all Travel Orders, Form CD-29 and alternate versions, are required to provide a signature block for the certifying financial official to validate that the availability of funds exists at the time of certification.

PURPOSE: To ensure that all travel orders, Form CD-29, and alternate versions contain a signature block for the certifying financial official.

PROVISION: The revised version of Form CD-29 (Rev 01/10) will now include the following:

A section for the Block 10B, Printed Name, Title, Organizational Unit & Signature of Certifying Financial Official.

The certifying financial official's signature will serve as validation that funds are available in the account at the time the certification is made. Furthermore, the Travel Order will obligate those funds, for that purpose only, when recorded in the accounting system.

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