


Approved for Release
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Acting Director, Office of 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 # 001, FY07

SUBJECT: Change 1 to the Departmental Travel Handbook, dated March 1992

EFFECTIVE DATE: November 9, 2006

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: The current Travel Handbook limits the value of a residence on which the Department will pay the relocation service company fee to \$300,000. The handbook further states that any portion of a fee above \$300,000 is the responsibility of the employee. This may place an undo burden on an employee.

PURPOSE: This travel bulletin adds procedures for requesting a waiver to the \$300,000 limit for this service in areas of the United States where the average value of a home far exceeds the limit.

PROCEDURES:

1. If a bureau determines that an employee lives in an area where the average cost of a home is above the \$300,000 limit a waiver may be requested by the employee through their supervisory chain and the Chief Financial Officer (CFO) of the bureau to the Director of the Office of Administrative Services (OAS). The employee must request a waiver to section 302-12.2(b) of the Commerce Travel Management Handbook. The wavier request must identify an amount that is appropriate for the home.
2. Each supervisory level and the Chief Financial Officer for the Bureau must concur with the request. Upon receipt of the waiver the OAS will coordinate with the Office of General Counsel and the Office of Financial Management. If both offices concur and the wavier is in the best interest of both the employee and the Department the Director of OAS will approve the waiver and return to the Bureau CFO.

REFERENCES:

Department of Commerce, Travel Management Handbook, March 1995

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