

  
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 # 002, FY07

**SUBJECT:** New CD Form 334 (Rev. 9-06)

**EFFECTIVE DATE:** November 9, 2006

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** The old CD Form 334 did not have a location for the First Line Official Recommending Approval in block 13 and the Authorizing Official in block 14 (a) to print their name. This led to some confusion when trying to figure out who signed the form to ensure they were authorized.

**PURPOSE:** This travel bulletin presents the new CD Form 334 which adds a location in both block 13 and 14 (a) for the officials to print their name.

**PROCEDURES:**

1. The new form is approved and located on the Department Forms website at <http://www.osec.doc.gov/forms/direct.htm#CD-307>. The use of this form is required effective the date of this bulletin.
2. Employees are encouraged to recycle other version of this form and use only the new version.
3. Bureau travel coordinators are encouraged to changed older versions of this form on bureau web sites to this new current version.
4. Versions prior to the 9/06 version will not be accepted for processing travel requests after December 31, 2006. A copy of the new form is attached.

**REFERENCES:**

Department of Commerce, Travel Management Handbook, March 1995

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