


Approved for Release
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10/29/2010
Date

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

TRAVEL BULLETIN #05, FY11

SUBJECT: Amendment to the Travel Handbook to Provide Justification for Authorized Miscellaneous Expenses

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: In accordance with the Department's policy and procedures, travelers must have written or electronic authorization prior to incurring any travel expenses. DOC Travel Handbook C301-12.100 is revised to reflect policy guidance for authorization required for the reimbursement of miscellaneous expenses. Examples include fees assessed by airlines for baggage; office services (i.e. faxes, copies, overnight delivery/postage); currency conversion fees; laundry/dry cleaning, etc.

Section C301-12.100 is amended as follows:

The approving officer must determine what expenses are directly related to the employee's travel; and, provide written justification as to the necessity of claims for any additional expense(s) not authorized on the travel order to include the circumstances for incurring such expenses. The authorizing official is responsible for reviewing such claims and making the final determination as to whether or not the amounts claimed are reasonable and appropriate.

Unauthorized Miscellaneous Expenses

Unauthorized miscellaneous expenses are incurred while on official travel but have not been previously approved on the travel order/authorization. If these expenses are determined to be mission essential, they must be properly recorded on the travel voucher/expense report. The authorizing official's signature on the voucher certifies that the expenses were necessary and approved.

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