



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA FINANCE AND ADMINISTRATION

May 18, 2007

MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 07-1
SATO Reservation Changes/Foreign Travel Updates

SATO Reservation Changes: Effective immediately, SATO will no longer accept faxed travel authorizations prior to reservations being made. Once the travel reservation has been made, a travel itinerary will be e-mailed to the traveler/travel arranger. The traveler/travel arranger will need to include the 6-digit Record Locator Number from the itinerary at the top of the travel authorization and fax it to their servicing SATO office. Travelers will receive an invoice after they've been ticketed. Lack of an invoice could mean lack of a ticket. Therefore, it is imperative that travelers have a copy of the invoice prior to arrival at the airport.

Foreign Travel Update: A reminder from the Department of State, employees **must** travel on the passport which represents the true nature of their business, i.e., employees traveling on official business must travel on their official passport and employees traveling on personal business must travel on their personal passport. Traveling on a passport that does not represent the true nature of one's business is considered to be a misrepresentation that could not only cause a serious and adverse effect on our reciprocal relations with foreign countries, but could also result in the passport being confiscated and/or the employee being detained.

If you have any questions about this advisory, please contact Rachael Wivell on (301) 444-2136.