



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander 
Director Finance Office/Comptroller

SUBJECT: Travel Advisory 13-1
Group Travel

DATE: November 16, 2012

Our current policy for obtaining approval for groups of ten or more employees on domestic travel and five or more employees on foreign travel traveling to the same location or event and funded by NOAA has changed to the following:

Approval for groups of **twenty** (20) or more employees on domestic travel and **ten** (10) or more employees on foreign travel, including invitational travelers, **regardless of whether or not NOAA is funding the travel**, traveling to the same location or event, is to be submitted to the Deputy Under Secretary for Operations (DUS/O) for review.

Requests for group travel must be submitted on a "NOAA Group Travel Request" by the Line/Staff Office, Chief of Staff (or equivalent point of contact) to the Executive Director to the DUS/O via email. Each request will be reviewed, and possibly approved, by the DUS/O.

Please note that the "NOAA Group Travel Request" form has been updated:

<http://www.corporateservices.noaa.gov/~finance/documents/NOAAGroupTravelRequestTemplate.11.13.2012.docx> as well as the flowchart that outlines the group travel/conference approval process:

<http://www.corporateservices.noaa.gov/~finance/documents/ConferenceandGroupTravelFlowChart.11.13.2012.pptx>. For more information regarding group travel and/or conferences, please visit our website: <http://www.corporateservices.noaa.gov/~finance/GROUP.html>

Please direct any questions regarding this advisory to Joseph.A.Pica@noaa.gov/(202) 482-3565.