



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

September 30, 2015

MEMORANDUM FOR: ALL NOAA/BIS/EDA Employees
FROM: Kim A. Darling *Kim A Darling*
Director, Finance Office/Comptroller
SUBJECT: Clarification to Travel Advisory 15-6

Employees will only be able to make reservations with ADTRAV up until COB today, September 30, 2015. Employees are authorized to ticket travel occurring between today and November 30, 2015, but strongly encouraged to ticket travel occurring between today and October 9, 2015 by submitting their approved travel authorizations (TA) to ADTRAV today.

Please visit the NOAA Travel Office web-site for more information about this transition:
<http://www.corporateservices.noaa.gov/finance/RESERV.Airfare.html>. If you have any questions, please call (301) 444-2136 or e-mail Rachael Wivell (Rachael.S.Wivell@noaa.gov).