



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

June 03, 2016

MEMORANDUM FOR: All NOAA/BIS/EDA Employees
FROM: Kim A. Darling, 
Director Finance Office/Comptroller
SUBJECT: Clarification to Travel Advisory 16-2

The purpose of this advisory is to provide further clarification on Travel Transmittal 31 regarding group travel:
<http://www.corporateservices.noaa.gov/finance/documents/TR.trans31.pdf>.

Travel Transmittal 31 announced that effective June 1, 2016, NOAA has changed the group travel approval numbers from

- Twenty (20) or more employees to fifteen (15) or more employees traveling on *domestic travel*; and
- Ten (10) or more employees to eight or more employees traveling on *foreign travel*.

A *domestic area* is defined as the Continental United States (CONUS) which makes up the lower forty eight adjoining States on the continent of North America.

A *foreign area* is defined as any area outside CONUS (OCONUS), and includes Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States.

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. 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 Capt. James Crocker:
James.M.Crocker@noaa.gov/ (202) 482-3565.