

**PART 302-2 - EMPLOYEE ELIGIBILITY REQUIREMENTS**

**Subpart B Agency Responsibilities**

Sec.

- 302-2.102(a) Who is responsible for providing employees relocation counseling?
- 302-2.102(b) Who has the authority to approve **relocation travel and all entitlements**, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?
- 302-2.102(c) What paperwork must I submit in order to be approved relocation travel?
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- 302-2.102(g) Who has the authority to approve an amended travel order for **exceptions to driving less than the average minimum distance of 300 miles per day**?
- 302-2.102(h) Who has the authority to approve the **shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)**?
- 302-2.102(i) Who has the authority to approve **return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement**?
- 302-2.102(j) Who has the authority to approve **overseas tour renewal travel**?
- 302-2.102(k) Who has the authority to approve **transportation of a POV to a post of duty**?
- 302-2.102(l) Who has the authority to approve an amended travel order for the **shipment of a POV subsequent to the time of assignment at a post of duty**?
- 302-2.102(m) Who has the authority to approve an amended travel order for the **emergency storage of a POV**?
- 302-2.102(n) Who has the authority to approve **weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty**?
- 302-2.102(o) Who has the authority to approve **short-distance transfers**?

- 302-2.102(p) Who has the authority to **designate areas as isolated official stations?**
- 302-2.102(q) Who has the authority to **waive the \$700,000 maximum home value for which NOAA will pay for homesale services?**
- 302-2.102(r) Who has the authority to approve a **waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**

**Subpart C Travel Order Exhibits**

- Exhibit 302-2A - Summary of Relocation Reimbursable Expenses
- Exhibit 302-2B - Sample of Relocation Travel Order for Government Employee Transferring
- Exhibit 302-2C - Sample of Relocation Travel Order for New Appointee

**Subpart B Agency Responsibilities**

**302-2.102(a) Who is responsible for providing employees relocation counseling?**

Prior to your reporting date at your new duty station, your servicing Relocation Specialist, who is provided to you by your servicing WFMO, is responsible for providing you relocation counseling. NOAA's relocation program is serviced by the Western Operations Branch (WOB), NOAA Finance Office, in Seattle, Washington. Employees interested in NOAA's home sale/home purchase program will receive counseling specific to the program by NOAA's Relocation Services Company (RSC). Please visit the NOAA Travel Website for information regarding your servicing Relocation Specialist and RSC:

<http://www.corporateservices.noaa.gov/~finance/RELO.html>.

**Note:** The Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.

**302-2.102(b) Who has the authority to approve relocation travel and all entitlements, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?**

Relocations within CONUS and overseas assignments must be authorized and approved by the appropriate NOAA official as listed in NOAA Travel Regulation (*NTR*), *Chapter 301-1.20*. Officials authorized to approve travel orders have the responsibility to make sure that all travel orders are prepared properly in accordance with applicable Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and *NTR*.

**302-2.102(c) What paperwork must I submit in order to be approved relocation travel?**

You **must** provide your Relocation Specialist a completed and signed CD-150, "Request for Authorization of Travel/Moving Expense", a completed "Relocation Expense Worksheet", and an approved travel order **before** you incur any relocation expenses. Employees must use the "NOAA Relocation Travel Form" (<http://www.corporateservices.noaa.gov/~finance/RELO.NOAA%20Relocation%20Forms%20revised%2003-29-2011.xls>) which includes the following forms:

- CD-150,
- Relocation Worksheet,
- CD-29, Travel Order,
- CD-370, Travel Voucher,
- CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station, and
- CD-372, Expense Record for Temporary Quarters.

**302-2.102(d) Who has the authority to approve an amended CD-29, Travel Order, for the extension of temporary quarters over 60 days up to the maximum of 120 days?**

On a case by case basis, approval for the extension of temporary quarters over 60 days up to the maximum of 120 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time. The justification should describe circumstances which occurred during the initial period and which are beyond the transferee's control.

*(See FTR, Chapter 302-6)*

**302-2.102(e) Who has the authority to approve an amended travel order for the extension of temporary storage for CONUS shipments over 60 days up to the maximum of 150 days?**

On a case by case basis, approval for the extension of temporary storage for CONUS shipments over 60 days up to the maximum of 150 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain the date temporary storage initially began, along with a justification explaining the compelling reason(s) requiring the additional time.

*(See FTR, Chapter 302-7)*

**302-2.102(f) Who has the authority to approve an amended travel order for the extension of the one-year time limitation for completion of the sale and purchase of a residence or lease termination transaction?**

On a case by case basis, approval to extend the one-year time limitation for completion of the sale and purchase of a residence or lease termination transaction may be authorized one level higher than the authorizing official of the travel order for an additional one-year period, not to exceed two years. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time.

*(See FTR, Chapter 302-11)*

**302-2.102(g) Who has the authority to approve an amended travel order for exceptions to driving less than the average minimum distance of 300 miles per day?**

On a case by case basis, exceptions to driving less than the average minimum distance of 300 miles per day, may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification explaining why an exception to the 300 mile rule was granted.  
(See *FTR, Chapter 302-4*)

**302-2.102(h) Who has the authority to approve the shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)?**

On a case by case basis, approval for the shipment of a POV within CONUS, may be authorized one level higher than the authorizing official of the travel order when it is considered advantageous and cost effective to the government and as long as the total number of miles between the old and new duty stations exceed 600 miles. The travel order must contain a justification, and include an approved cost comparison worksheet, as provided in *NTR, Chapter 302-9A*, which can be found at the following web-site:

<http://www.corporateservices.noaa.gov/~finance/TR.302-9.pdf>

(See *FTR, Chapter 302-9*)

**302-2.102(i) Who has the authority to approve return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement?**

On a case by case basis, return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement, may be authorized one level higher than the authorizing official of the travel order, provided the employee is returned for compassionate reasons or for circumstances beyond the employees control, e.g., physical or mental health, death of a member of the immediate family, or obligations imposed by authority or circumstances over which the employee has no control. The travel order must show the move date, the origin and destination location of the move, and contain a justification for moving prior to the completion of the service agreement.

(See *FTR, Chapter 302-3*)

**Note:** Accepting private employment at the termination location is not an acceptable reason to authorize return travel.

**302-2.102(j) Who has the authority to approve overseas tour renewal travel?**

On a case by case basis, requests to approve overseas tour renewal travel must be submitted by the authorizing official of the travel order to the servicing Workforce Management Office (WFMO) for approval.

**302-2.102(k) Who has the authority to approve transportation of a POV to a post of duty?**

On a case by case basis, transportation of a POV to a post of duty may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification for such approval.

*(See FTR, Chapter 302-9)*

**302-2.102(l) Who has the authority to approve an amended travel order for the shipment of a POV subsequent to the time of assignment at a post of duty?**

On a case by case basis, approval for the shipment of POV subsequent to the time of assignment at a post of duty, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification which shows the use of a POV at the post of duty as being advantageous, cost-effective, and in the Government's interest.

*(See FTR, Chapter 302-9)*

**Note:** NOAA organizations are advised to limit shipments under this authority to only those post of duty stations considered remote stations without reasonable access to automobile dealerships. POVs under this part will not be transported for employees with less than one year of service left on their service agreement.

**302-2.102(m) Who has the authority to approve an amended travel order for the emergency storage of a POV?**

On a case by case basis, approval for the emergency storage of a POV, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining why emergency storage was necessary, and will include the storage location site.

*(See FTR, Chapter 302-9)*

**302-2.102(n) Who has the authority to approve weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty?**

In unusual cases when circumstances warrant, weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty may be authorized one level higher than the authorizing official of the travel order. NOTE: Extended storage at Government expense may be allowed for the difference between the amount of household goods transported and the amount of household goods stored. (See NTR, Chapter 302-7)

**302-2.102(o) Who has the authority to approve short-distance transfers?**

Both preliminary and final determinations for short-distance transfers must be submitted through your Line Office Chief Financial Officer (CFO) to the Director, Finance Office/Comptroller for approval using the "Short Distance Transfer Worksheet" of the Short Distance Transfer Guidelines which can be found at the following web-site:

<http://www.corporateservices.noaa.gov/~finance/RELO.SDT.docx>

(See FTR, Chapter 302-2)

**Note:** Preliminary determinations for a short-distance transfer must be submitted in advance of the transfer, but not more than 90 days prior to the projected transfer.

**302-2.102(p) Who has the authority to designate areas as isolated official stations?**

Requests to approve the designation of an area as an isolated official station must be submitted through your Line Office CFO to the Director, Finance Office/Comptroller for approval.

(See FTR, Chapter 302-8)

**Note:** No item of furniture may be shipped to an isolated area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order. (See FTR, Chapter 302-8).

**302-2.102(q) Who has the authority to waive the \$700,000 maximum home value for which NOAA will pay for homesale services?**

Requests to waive the \$700,000 maximum home value, for which NOAA will pay for homesale services, must be submitted through your Line Office CFO, through the NOAA CFO, and to the DOC Director, Administrative Services for approval. A copy of the travel order and listing agreement must accompany all requests.  
(See *FTR, Chapter 302-12*)

**302-2.102(r) Who has the authority to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**

Requests to approve a waiver to repay relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement may be approved by the Department's Assistant General Counsel for Finance and Litigation. Please check with your servicing finance office for more information.

**Subpart C Travel Order Exhibits**

**SUMMARY OF RELOCATION REIMBURSABLE EXPENSES**

The chart on the next page summarizes authorized reimbursable expenses for civilian employees in the following categories:

- New appointees
- Government Employees Transferring
- Short-Distance Transfers
- Non-Foreign Overseas Assignments

The summary chart does not cover all reimbursable expenses in all cases, nor does it mean that all items mentioned will be authorized in all cases. The specific provisions of the travel order written in accordance with Federal, DOC, and NOAA travel regulations, will determine the specific reimbursement authorized.

Use this chart as a quick guide for requesting travel, or for authorizing travel, but check the detailed provisions, as appropriate within the NTR Chapter 302, for actual regulations governing reimbursements.

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2A**

SUMMARY OF RELOCATION REIMBURSABLE EXPENSES

\*IN LIMITED CIRCUMSTANCES

\*\*ALSO NON-TEMPORARY STORAGE

\*\*\*MAY INCLUDE AUTO

RELOCATION CATEGORIES	NEW APPOINTEES		GOVERNMENT EMPLOYEES TRANSFERRING	SHORT DISTANCE TRANSFER	NON-FOREIGN OVERSEAS ASSIGNMENTS	
	APPROVED POSITIONS, SES LAST MOVE HOME, STORAGE CATEGORY, STUDENT TRAINEE, CERTAIN PRESIDENTIAL APPOINTEES	OTHERS			NEW EMPL	TRANSFEREE
BASIC ENTITLEMENTS						
COMMERCIAL TRANSPORTATION OR MILEAGE ALLOWANCE FOR: .....EMPLOYEE	YES	NO	YES	YES	YES	YES
.....IMMEDIATE FAMILY	YES	NO	YES	YES	YES	YES
PER DIEM EN ROUTE .....EMPLOYEE	YES	NO	YES	NO	YES	YES
.....IMMEDIATE FAMILY	NO	NO	YES	NO	NO	YES
TRANSPORTATION OF HOUSEHOLD GOODS	YES	NO	YES	YES	*** YES	*** YES
TEMPORARY STORAGE OF HOUSEHOLD GOODS	YES	NO	YES	NO	** YES	** YES
TRANSPORTATION OF MOBILE HOME	YES	NO	YES	YES	*	*
HOUSEHUNT	NO	NO	YES	NO	NO	NO
TEMPORARY QUARTERS	NO	NO	YES	NO	NO	YES
REAL ESTATE EXPENSES (INCL 3 <sup>RD</sup> PARTY RELOCATION)	NO	NO	YES	YES	NO	*
RELOCATION INCOME TAX ALLOWANCE (RITA)	NO	NO	YES	YES	NO	YES
MISCELLANEOUS EXPENSES	NO	NO	YES	YES	NO	YES

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2B**

FORM CD-29 (REV. 4-93) LF DAO 204-1		U.S. DEPARTMENT OF COMMERCE		1. TYPE OF AUTHORIZATION <input type="checkbox"/> TEMPORARY DUTY <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO. 4XXX0001	
<b>TRAVEL ORDER</b>							
3A. BUREAU NAME/ORGANIZATIONAL UNIT NOAA, NMFS, Fish Ecology Division				3B. PRESENT OFFICIAL STATION Bohemia, NY			
4A. TRAVELER'S NAME Charlie L. Brown/Transfer		4B. TRAVELER'S TITLE Director, Fish Office		4C. SOCIAL SECURITY NO. 923-45-6789			
5. PURPOSE AND JUSTIFICATION STATEMENT Relocation; Service Agreement and Relocation Worksheet signed 11/07/03 Family: Spouse - Lucy P. Child - Linus B - Date of Birth - 7/4/95 Child - Peppermint Patty - Date of Birth - 4/1/90				6A. TYPE OF TRAVEL CODE 3 6 4		6B. PURPOSE OF TRIP CODE 6	
				6C. BUREAU CODE NO. 14			
7. ITINERARY Bohemia, NY, to Seattle, WA Contact: Shirley Shark (206)526-XXXX							
8. PERIOD OF TRAVEL		8A. BEGIN ON OR ABOUT 1/10/04		8B. END ON OR ABOUT 1/10/04		9. ACCOUNTING CLASSIFICATION CODE	
10. MODE OF TRANSPORTATION <input checked="" type="checkbox"/> COMMON CARRIER <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> EXTRA FARE (Justify in Item 14) <input checked="" type="checkbox"/> AIR-COACH <input type="checkbox"/> AIR-EXTRA FARE (Attach CD-334) <input type="checkbox"/> PRIVATELY-OWNED VEHICLE <input type="checkbox"/> AUTO <input type="checkbox"/> PLANE <input type="checkbox"/> RATE PER MILE ..... CENTS (See FTR 301-4 or FTR 302-2.3) <input type="checkbox"/> DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> FOR CONVENIENCE OF TRAVELER (See FTR 301-4.3 and 301-4.4) <input checked="" type="checkbox"/> RENTED MOTOR VEHICLE (See FTR 301-2.2(2) and 301-3.2) <input type="checkbox"/> OTHER MEANS (Specify) (Househunt only)				11. ESTIMATED COST 2211 \$ 12,467.44 A. TRANSPORTATION 2528 \$ 4,467.72 (Billed directly to Government) B. OTHER TRANSPORTATION 2140 \$ 300.00 INCLUDING POV MILEAGE SUBSISTENCE EXPENSE 2140 \$ 3,333.75 (Per Diem/Actual) OTHER EXPENSES (Item 13) 2140 \$ 1,225.00 TEMPORARY QUARTERS SUBSISTENCE EXPENSE 1209 \$ 13,287.00 RELOCATION EXPENSES, (Other than listed above) 214 \$ 63,960.00 SUB-TOTAL B \$ 82,105.75 TOTAL A & B \$ 99,040.91			
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.				ACCOUNTING OFFICE ADDRESS: WASC 7600 Sand Point Way, N.E. Seattle, WA 98115			
TRAVELER'S POTENTIAL LIABILITY NOTICE—Travelers are accountable for all transportation tickets, Government Transportation Requests (GTRs), or other transportation procurement documents received by them in connection with their official travel. If tickets are cancelled or travelers changed after tickets (or GTRs) are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.							
12. SUBSISTENCE EXPENSE In accordance with the DOC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-7.3 and 301-8.1c.				RATES AUTHORIZED: Locality per diem rate authorized for Househunt.			
13. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> MEETING REGISTRATION FEES <input checked="" type="checkbox"/> HIRE OF TAXI BETWEEN LODGING AND/OR PLACE(S) OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in Item 14) (See CTR 301-4.2) <input type="checkbox"/> CASH <input type="checkbox"/> GEBAT <input type="checkbox"/> OTHER (Specify and Justify in Item 14)				14. SPECIAL PROVISIONS/REMARKS The following expenses are authorized in accordance with FTR 302: Contractor Relocation Services; House-hunting trip for Employee and spouse via air, not to exceed 10 days; Shipment of one POV via CBL; Shipment of household goods via CBL estimated at 10,000 lbs. with load date 1/12/04; Storage of household goods via CBL not to exceed 90 days; Temporary quarters not to exceed 60 days.			
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.							
15. SIGNATURE OF REQUESTING/PROVING OFFICIAL Joseph Littlecheese				TITLE Deputy Director, NE Fisheries Sci. Ctr.		DATE 11/21/03	
16. SIGNATURE OF AUTHORIZING OFFICER Richard Bigcheese				TITLE Director, NE Fisheries Science Center.		DATE 11/21/03	
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a). Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, and E.O. 14176 of March 27, 1962. The Social Security Number (SSN) on the CD-29 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.				CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.			

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**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2C**

FORM CD-28 (REV. 4-95) LF DAG 204-1		U.S. DEPARTMENT OF COMMERCE		1. TYPE OF AUTHORIZATION <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO. 4XXXP002	
<b>TRAVEL ORDER</b>							
3A. BUREAU NAME/ORGANIZATIONAL UNIT NOAA, NWS, Meteorological Services Division				3B. PRESENT OFFICIAL STATION San Antonio, TX			
4A. TRAVELER'S NAME Joseph I. Traveler / First Duty			4B. TRAVELER'S TITLE Chief, Meteorological Svc. Div.(MSD)			4C. SOCIAL SECURITY NO. 987-65-4321	
5. PURPOSE AND JUSTIFICATION STATEMENT Relocation; Service Agreement and Relocation Worksheet signed 2/5/04.  Family: Spouse - Suzy Q. Child - Joseph Jr. - Date of Birth 9/9/99						6A. TYPE OF TRAVEL CODE 4	
						6B. PURPOSE OF TRIP CODE 6	
						6C. BUREAU CODE NO. 14	
7. ITINERARY San Antonio, TX, to Kansas City, MO  Contact: Mary Sunshine (816) 891-XXXX							
8. PERIOD OF TRAVEL		8A. BEGIN ON OR ABOUT 4/1/04		8B. END ON OR ABOUT 4/2/04		9. ACCOUNTING CLASSIFICATION CODE	
10. MODE OF TRANSPORTATION <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> EXTRA FARE (Justify in Item 14) <input type="checkbox"/> AIR-COACH <input type="checkbox"/> AIR-EXTRA FARE (Attach CD-334) <input checked="" type="checkbox"/> PRIVATELY-OWNED VEHICLE <input checked="" type="checkbox"/> AUTO <input type="checkbox"/> PLANE <input checked="" type="checkbox"/> RATE PER MILE 19 CENTS (See FTR 301-4 or FTR 302-2.3) <input type="checkbox"/> DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> FOR CONVENIENCE OF TRAVELER (See FTR 301-4.3 and 301-4.4) <input type="checkbox"/> RENTED MOTOR VEHICLE (See FTR 301-2.2a(2) and 301-3.2) <input type="checkbox"/> OTHER MEANS (Specify)						11. ESTIMATED COST 2211 \$ 5,461.58 A. TRANSPORTATION 2528 \$ 2,703.49 B. OTHER TRANSPORTATION INCLUDING POV MILEAGE 2149 \$ 165.00 SUBSISTENCE EXPENSE 2140 \$ 102.00 (Per Diem/Actual) OTHER EXPENSES (Item 13) \$ -0- TEMPORARY QUARTERS SUBSISTENCE EXPENSE \$ -0- RELOCATION EXPENSES (Other than listed above) \$ -0- SUB-TOTAL B \$ 267.00 TOTAL A & B \$ 8,452.07	
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.		ACCOUNTING OFFICE ADDRESS: CASC 601 East 12th Street Kansas City, MO 64106					
TRAVELER'S POTENTIAL LIABILITY NOTICE—Travelers are accountable for all transportation tickets, Government Transportation Requests (GTRs), or other transportation procurement documents required by them in connection with their official travel. If they are cancelled or otherwise changed after tickets for GTRs are issued to the traveler, the traveler is liable for the value of the tickets issued until all expenses have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.							
12. SUBSISTENCE EXPENSE In accordance with the DOC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-7.3 and 301-8.1c.				RATES AUTHORIZED: \$55 lodging/\$31 M&IE - employee only			
13. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> MEETING REGISTRATION FEES <input type="checkbox"/> HIRE OF TAXIS BETWEEN LOADING AND/OR PLACES OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in Item 14) (See CTR 301-4.3) <input type="checkbox"/> CASH <input type="checkbox"/> CEBAT <input type="checkbox"/> OTHER (Specify and Justify in Item 14)				14. SPECIAL PROVISIONS/REMARKS The following expenses are authorized in accordance with Federal Travel Regulation 302; Shipment of Household Goods via CBL estimated @ 10,000 lbs. with load date of 3/30/04; Storage of Household Goods via CBL not to exceed 90 days.			
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.							
15. SIGNATURE OF REQUESTING/APPROVING OFFICIAL Sky B. Blue				TITLE Deputy Director, MSD		DATE 2/15/04	
16. SIGNATURE OF AUTHORIZING OFFICER Rough R. Oceans				TITLE Director, MSD		DATE 2/15/04	
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a): Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, and E.O. 11612 of March 27, 1962. The Social Security Number (SSN) on the CD-28 is mandatory and will be used as an employee identifier. The SSN serves as a primary verification for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.				CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.			

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