UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

DATE: September 16, 2013

MEMORANDUM FOR: Administrative Officers
Travel Contacts

FROM: Marilyn R. Stoll
Associate Director
Office of Commerce Services

SUBJECT: Travel Guidance for the Current and New Fiscal Year

In order to secure travel and transportation services prior to receiving funding for the new fiscal year, each organization must establish adequate procedures for ensuring that all year-end obligations for travel for FY 2013 and obligations for FY 2014 are made in accordance with the provisions of Title 31 of the United States Code and U.S. Government Accountability Office guidelines. Specifically, 31 U.S.C. 1341 prohibits an officer or employee of the U.S. Government to make or authorize an expenditure of obligation exceeding an amount available in an appropriation or fund, or to involve the Government in a contract or obligation for the payment of money before an appropriation is made.

Accordingly, employees are advised to check with their budget or finance office to determine the availability of funds before scheduling travel for FY 2014.

Each organization may have a unique funding appropriation; however, the following guidance is provided, as appropriate:

- Organizations using multi-year funding beyond FY 2013 may continue to authorize travel from these funds provided there is a fund balance sufficient to cover the travel performed. The authorized travel should be for the purpose for which the funds were appropriated; and, those bureaus are advised to state on the travel order "approved to purchase ticket for FY 2014 with FY 2013 funds due to multi-year funding/no-year funding."

- Organizations using single-year funding are encouraged not to arrange or plan travel which will require tickets to be issued on or after October 1, 2013, unless statutory authorizations (i.e. charges to multi-year funding) allow otherwise. This procedure will be in effect until a continuing resolution of appropriation providing funding for the new year has been signed by the President of the United States.

Travel Orders

All travel orders prepared in FY 2013 for travel beginning or ending in FY 2014 should be annotated to reflect the following statement:

> **"Approval of travel scheduled to be accomplished on or after October 1, 2013, is contingent upon the availability of FY 2014 funds."**

This statement shall be reflected on all travel orders until a budget is finalized and approved. Travelers are prohibited from providing the travel management service provider (ADTRAV) with any signed travel orders unless funding is available.

Purchase of Transportation Tickets

Roundtrip transportation tickets for travel beginning in FY 2013 and ending in FY 2014 will be charged to the current appropriation, whether obtained using a JP Morgan Chase centrally-billed travel account or individually-billed travel card. However, if the return portion of the ticket cannot be used and a separate return ticket for travel on or after October 1, 2013 must be purchased, the FY 2014 appropriation will be charged. FY 2013 funds will not be used to purchase transportation that begins and ends in FY 2014.

Please note that ADTRAV cannot guarantee fares or flights for any FY 2014 booking if the airline has not provided the fares or identified the contract carrier for the new fiscal year.

Temporary Duty Per Diem, Mileage and Other Expenses

Charges for per diem, mileage and other expenses are charged to the fiscal year in which the expenses are actually incurred (e.g., per diem expense are incurred daily). Travel vouchers filed for travel that span the two fiscal years should allocate the expenses accordingly and indicate the appropriate fiscal year accounting classification codes charged as shown on the travel order. FY 2013 funds will not be used to pay for any travel expense incurred on or after October 1, 2013. For example:

> All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred in September 2013 will be charged to the FY 2013 appropriation.
>
> All per diem, mileage costs, ground transportation, and other travel related costs that are incurred on or after October 1, 2013, will be charged to the FY 2014 appropriation.

Permanent Change of Station Moves

All organizations will obligate the estimated amount of all travel and transportation expenses of a transferred employee to the employee's current appropriation at the time he/she is issued a valid travel order (See 64 CG 45).

Local Travel

Local travel charged to one-year funding occurring during the end of September 2013 may be claimed in FY 2014 using FY 2013 funds.

In the event FY 2014 funding is not available and an employee is in a travel status at midnight on September 30, 2013, DOC will advise those organizations if it is necessary to have the employee return to his/her permanent duty station.

Please ensure that your employees prepare travel orders and travel vouchers in accordance with these guidelines.

If you or members of your staff have questions on this subject, please contact Lisa Singletary at (202) 482-1818.

cc: ADTRAV