

**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 <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO. 4XXXX0001	
<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 & 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 1/16/04		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 301-4.3 and 301-4.3) <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 (Based 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 Request (GTR), or other transportation procurement documents received by them in connection with their official travel. If tips are cancelled or itineraries changed after tickets (or GTR) 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 LOADING AND/OR PLACE(S) OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in item 14) (See CTR 301-4.3) <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/APPROVING 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 (51 CFR 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-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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