

National Oceanic and Atmospheric Administration	NOAA Administrative Order <u>204-1</u>	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE	EFFECTIVE DATE SEP 18 2009
SUBJECT NOAA TRAVEL REGULATIONS		
<p><u>SECTION 1. PURPOSE.</u></p> <p>.01 This Order authorizes the development, maintenance, and issuance of the National Oceanic and Atmospheric Administration (NOAA) Travel Regulations (NTR) to provide guidelines for the administration of NOAA policies and procedures concerning official domestic and foreign travel.</p> <p>.02 The instructions and regulations in the NTR do not apply to NOAA commissioned personnel. Travel by NOAA commissioned personnel is authorized under the current provisions of the Joint Federal Travel Regulations.</p> <p>.03 This is a complete revision and update to NAO 204-1, Official Travel. Significant changes in this Order include: renaming the Order from Official Travel to NOAA Travel Regulations and authorizing the development, maintenance, and issuance of the NTR.</p> <p><u>SECTION 2. SCOPE.</u></p> <p>.01 The NTR provides a reference on travel subjects to NOAA management and activities.</p> <p>.02 The NTR applies to all NOAA elements and shall have the same force, effect, and authority as this Order.</p> <p>.03 All information in the NTR conforms with applicable Federal laws, regulations, and guidance issued by agencies of the Federal Government.</p> <p><u>SECTION 3. RESPONSIBILITIES.</u></p> <p>.01 The NOAA Finance Office, Financial Policy and Compliance Division, shall be responsible for the development, maintenance, and issuance of the NTR.</p> <p>.02 The NTR shall be reviewed and revised as necessary in order to maintain conformance with applicable Federal laws, regulations, and guidance.</p>		

SECTION 4. REFERENCES.

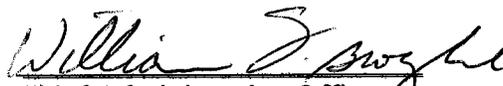
The following reference sources are listed in descending order of hierarchy.

- a. NAO 204-1, NOAA Travel Regulations
- b. DOC Travel Regulations
- c. Federal Travel Regulations

SECTION 5. EFFECT ON OTHER ISSUANCES.

This Order supersedes NOAA Administrative Order (NAO) 204-1, issued October 29, 1992, in its entirety.

An electronic copy of this Order will be posted in place of the superseded Order on the NOAA Office of the Chief Administrative Office's website under the NOAA Administrative Issuances Section. <http://www.corporateservices.noaa.gov/~ocao/index.html>


Chief Administrative Officer

Office of Primary Interest:
Finance Office
Financial Policy and Compliance Division