



August 28, 2007

MEMORANDUM FOR      Administrative Officers  
                                 Travel Contacts

FROM:                      Tamara Peyton *Tamara Peyton*  
                                 Chief, Travel Management Division  
                                 Office of Administrative Operations  
                                 Office of Administrative Services

SUBJECT:                      Travel at the End of the Current Fiscal Year  
                                 and the Beginning of the New Fiscal Year

The purpose of this memorandum is to provide guidance on procurement of travel and transportation services prior to receiving funding for the new fiscal year. Bureaus and operating units should institute appropriate procedures for ensuring that all year-end obligations for travel for FY 2007 and obligations for FY 2008 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 does not allow an officer or employee of the U.S. Government to make or authorize an expenditure or 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. Employees should be advised to check with their budget or finance office to determine the availability of funds before scheduling travel for FY 2008.

Bureaus with multi-year funding beyond FY 2007 (2 year or no-year funding) may continue to authorize travel from these funds as long as there is a fund balance sufficient to cover the travel being performed. The authorized travel should be for the purpose for which the funds were appropriated. Bureaus and Offices that do not have multi-year funding should not arrange or plan travel which will require tickets to be issued on or after October 1, 2007, until a continuing resolution of appropriation providing funding for the new year has been signed by the President.

The following rules apply to travel at the end of the current fiscal year and the beginning of the new fiscal year, unless statutory authorizations (i.e. charges to multi-year funding) allow otherwise:

### Travel Orders

Travel orders prepared in FY 2007 for travel beginning or ending in FY 2008 should be annotated with the following statement:

"Approval of travel scheduled to be accomplished on or after October 1, 2007, is contingent upon the availability of FY 2008 funds."

Travelers should not provide the Travel Management service provider (SATO) with a signed travel order unless funding is available.

### Purchase of Transportation Tickets

Roundtrip transportation tickets for travel beginning in FY 2007 and ending in FY 2008 will be charged to the current appropriation, whether procured using a Citibank centrally-billed travel account or individually-billed travel charge card. However, if the return portion of the ticket cannot be used and a separate return ticket for travel on or after October 1, 2007 must be purchased, the FY 2008 appropriation will be charged. FY 2007 funds **cannot** be used to purchase transportation that begins and ends in FY 2008.

### 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 expenses are incurred daily. Travel vouchers filed for travel spanning 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 2007 funds **cannot** be used to pay for any travel expenses incurred on or after October 1, 2007. For example:

All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred in September 2007 will be charged to the FY 2007 appropriation.

All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred on or after October 1, 2007, will be charged to the FY 2008 appropriation.

### Permanent Change of Station Moves

Operating units shall 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 (SF-1164)

Local travel charged to one-year funding occurring during the end of September 2007, may be claimed in FY 2008 using FY 2007 funds.

In the event next year funding is not available and an employee is in a travel status at midnight on September 30, 2007, DOC will advise bureaus and offices 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 call me on (202) 482-1818.

cc: SATO