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Approved for Release
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Director for Administrative Services

DEPARTMENT OF COMMERCE
CHIEF FINANCIAL OFFICER AND
ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #02, FY09

SUBJECT: Handwritten Changes on Travel Orders Will Not Be Accepted by the Travel Management Center (TMC)

EFFECTIVE DATE: October 29, 2008

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: This is a reminder that handwritten changes may not be made to a travel order once it has been signed by the approving official. Amendments or post approvals are the only acceptable vehicles for documenting changes to a travel order once it has been approved and the only forms of documentation that will be accepted by the TMC. The exceptions to this rule are the travel order number and Defensive Travel Security Briefing information, which may be handwritten on the order.

PROCEDURES: Changes to an approved travel order for which travel has not taken place must be submitted on an amended travel order. Amendments should be issued to include increased expenses that materially affect the amount (in excess of $250) of anticipated expenses, or require specific approval, (e.g., destination, rental car, etc.); or, when travel is delayed by more than 30 days. After travel, expenses that were not authorized on the travel order must be post-approved in the remarks section of the voucher using the following statement: "Reimbursement of the (specific expense(s)) as stated on the voucher (was/were) necessary and (is/are) post-approved." The authorizing official's signature and date is required next to the statement.

REFERENCES: N/A

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