



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF FINANCIAL OFFICER

October 4, 2011

MEMORANDUM FOR: Assistant Administrators
Staff Office Directors

FROM: Maureen E. Wylie
Chief Financial Officer

SUBJECT: Travel Record Retention Policy Compliance

The Office of the Chief Financial Officer (OCFO), in conjunction with the Office of the Chief Administrative Office (OCAO), is implementing the attached policy for the retention of travel records as part of the Integrated Travel Manager (ITM) Post As Approved (PAA) project. The objectives of the PAA project are to provide quicker payments to travelers, reduce administrative costs related to mailing travel records to the NOAA Finance Office, and provide administrative operational efficiencies.

The attached Travel Record Retention Policy defines the requirements necessary in order to ensure travel records continue to be retained in accordance with both the NOAA Travel Regulations (NTR) 301-52 and Function Number 400 Maintenance and Disposition of Finance and Fiscal Functional Files of NOAA's record control schedules.

Effective October 24, 2011, Line and Staff Offices are responsible for complying with the attached Travel Record Retention Policy which places the responsibility to retain a copy of the complete travel package on the following three individuals:

1. Traveler
2. Voucher Preparer
3. Approving Official

The Finance Office will consider these individuals the POC's for obtaining a copy of the complete travel package when documents are requested as outlined in the policy.

Line/Staff Offices must confirm to me in writing their intent to implement the policy as written by Friday October 17th. However, Line/Staff Offices may deviate from requiring all three individuals listed above to retain a copy of the complete travel package. If you plan to deviate from the attached policy, you must submit a written plan to me indicating:

1. The variation of the policy as to the individual(s) (one or more of the three noted above) within your respective Line/Staff Office who will be responsible for retaining travel records – keeping in mind someone is responsible in the office for retaining the original.



2. The procedures you will implement to be in compliance with the policy.
3. Your plan for communicating the policy (which is effective 10/24/2011) within your Office.
4. Your plan for measuring/ensuring your approach is in compliance with the overall Travel Record Retention Policy.

Requests to deviate from the policy as written must also be submitted to my office for approval no later than Friday, October 17th.

All Line/Staff Offices are expected to follow the attached Travel Record Retention Policy unless specific approval to deviate from the policy as written is granted.

Attachment