UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

June 1, 2016

MEMORANDUM FOR: All NOAA & BIS Employees

FROM: Kim Darling
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 31

The purpose of this transmittal is to update NOAA's group travel policy to align with Department of Commerce's (DOC's) current policy.

Effective June 1, 2016, NOAA requires approval for groups of **fifteen** (15) or more employees on domestic travel and **eight** (8) or more employees on foreign travel, including invitational travelers, **regardless of whether or not NOAA is funding the travel**, traveling to the same location or event, is to be submitted to the Deputy Under Secretary for Operations (DUS/O) for review.

Requests for group travel must be submitted on a "NOAA Group Travel Request" by the Line/Staff Office, Chief of Staff (or equivalent point of contact) to the Executive Director to the DUS/O via email. Each request will be reviewed, and possibly approved, by the DUS/O.

Please note that the "NOAA Group Travel Request" form has been updated: http://www.corporateservices.noaa.gov/finance/documents/GROUP.TravelRequestTemplate.6-1-16.docx as well as the flowchart that outlines the group travel/conference approval process: http://www.corporateservices.noaa.gov/finance/documents/ConferenceandGroupTravelFlowChart.6.1.2016.pptx. For more information regarding group travel and/or conferences, please visit our website: http://www.corporateservices.noaa.gov/~finance/GROUP.html

This Transmittal has been posted on the NOAA Travel Office (NTO) web page at: http://www.corporateservices.noaa.gov/finance/TR.transmittal.html. Please visit our web page to view and/or update your NTR.

Please direct any questions regarding this advisory to Capt. James Crocker: James.M.Crocker@noaa.gov/(202) 482-3565.

NTR Transmittal 31
Attachment

June 1, 2016

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This check sheet is to be used to verify the accuracy of the NTR.

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301-1.27 Who has the authority to authorize air, train, and/or ship, premium-class travel accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?

Officials listed in NTR, Chapter 301-1.20 are authorized to approve travel authorizations where premium class travel accommodations are being requested. Once the travel authorization is approved, a CD-334, "Request for Approval for Other than Coach-Class Accommodations" along with a copy of the approved travel authorization must be submitted to NOAA's Deputy UnderSecretary for review and possible approval. Premium class travel requests will be processed in accordance with FTR, DOC & NTR, Chapter 301-10. See NOAA Travel Website for more information on premium class travel accommodations: http://www.corporateservices.noaa.gov/~finance/Premium%20Travel.html.

301-1.28 Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of fifteen or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of eight or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.
See NOAA Travel Website:
http://www.corporateservices.noaa.gov/~finance/GROUP.html