

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
Denver, Colorado 80225-0047

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Instruction Memorandum No. BC-97-014
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To: All Washington Office and Field Officials

From: Liaison, National Business Center

Subject: Change in the Requirements for Travel Expense Receipts and Review of Travel Claims

Federal Travel Regulation (FTR) Amendment 50 (41 CFR Part 301-3, 305-5, 301-6, 301-8, 301-10 and 310-11) amends the FTR to streamline the review of travel vouchers and to eliminate requirements for expenses of less than \$75. A traveler may be reimbursed for travel expenses claimed without requirement for a supporting receipt up to \$75. However, a receipt is still required, regardless of amount, for all reimbursable lodging expenses.

Amendment 50 to the FTR will allow agencies to shift responsibility for thorough review of travel reimbursement claims from the voucher examiner to the travel authorizing/approving official or his/her designee (e.g., supervisor), as appropriate, so that the individual responsible for the travel budget also is responsible for ensuring that directed travel dollars are spent wisely and properly. Such individual is closer to the employee both in proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

If there are any questions on this subject, please call the National Business Center Travel Team: Russ Todaro, (303) 236-6589; Vickie Smith, (303) 236-6276; Janel Hunley, 236-6609; or Russ Iverson, 236-6616; or local offices (WO) call Sharon Michels, (202) 452-5149.

Signed By:
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