

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
DENVER, COLORADO 80225-0047

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Information Bulletin No. 2001-021
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To: All Washington Office and Field Officials
Attn: All Employees

From: Director, National Business Center

Subject: Mandatory use of a Travel Management Center

Program Area: Travel

Purpose: This bulletin is to inform all the Bureau of Land Management (BLM) travelers that the Federal Travel Regulation 41 CFR. 301-73.102, mandatory use of a Travel Management Center (TMC) for all common carrier, lodging and car rentals associated with government travel is effective January 1, 2001.

Policy/Action: The Department of the Interior (DOI) has issued a travel advisory and Financial Administration Memorandum (FAM 2000-30) regarding mandatory use of a TMC. Please read the attachments for a full explanation of the regulation.

Time frame: Effective January 1, 2001

Budget Impact: None

Background: The General Services Administration (GSA) is responsible for reporting all government travel information. One of the primary sources for them to receive information is from the TMC's that government agencies use. This regulation will improve the accuracy of the information GSA must report. It will also help to assure the BLM that we are complying with Hotel and Motel Fire Safety Act of 1990.

Manual/Handbook Sections Affected: None

Coordination: N/A

Contact: Tammy Coble, National Business Center, (303) 236-1148.

Signed by:
Dennis Sykes, Director
National Business Center

Authenticated by:
Marcia Lane, Staff Assistant

2 Attachments

- 1 - DOI Travel Advisory (2pp)
- 2 - FAM 2000 - 30 (4pp)

Distribution:
ST-150A, BLM Library