

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
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In Reply Refer To:  
1382 (BC-620) P

April 28, 2003

EMS TRANSMISSION 04/29/03  
Information Bulletin No. 2003-048

To: All Washington Office and Field Officials  
Attn: All BLM Employees

From: Director, National Business Center

Subject: Reduction of Travel Cost

**Program Area:** Travel

**Purpose:** This bulletin transmits the Assistant Secretary – Policy, Management, and Budget memorandum providing guidance in managing travel costs.

**Policy/Action:** All Departmental bureaus are being asked to manage all aspects of travel to assure that we are operating in a fiscally responsible manner. Attachment 1, Financial Administration Memorandum 2003-009, provides guidance as to how to reduce travel costs a minimum of 10 percent from Fiscal Year 2002 levels. TripManager is one option to reduce costs right away. If you would like more information or training on using TripManager, please contact Toni Klasner, National Business Center, at 303 236-6102.

**Timeframe:** This information bulletin (IB) is effective immediately.

**Contact:** If you have any questions, please contact Julie O’Neill, National Business Center, BC-620, at (303) 236-6346.

Signed by:  
Gery Behr, Acting for  
Thomas F. Boyd  
Director, National Business Center

Authenticated by:  
Babette Larson  
Staff Assistant

2 Attachments

- 1 - FAM 2003-009 – Reduction of Travel Cost (1 p)
- 2 - Assistant Secretary – Policy, Management, and Budget Memorandum on Reduction of Travel Cost, Dated March 24, 2003 (2 pp)

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