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Approved for Release  
Senior Travel Official

DEPARTMENT OF COMMERCE (DOC)  
DIRECTOR OF FINANCIAL MANAGEMENT  
OFFICE OF FINANCIAL MANAGEMENT/OFFICE OF FINANCIAL REPORTING, POLICY,  
INTERNAL CONTROLS, AND TRAVEL (OFRICT)

TRAVEL BULLETIN #01, FY22

**SUBJECT:** Procedures for Reimbursement of COVID-19 Screening and Diagnostic Testing Expenses

**EFFECTIVE DATE:** March 02, 2022

**PURPOSE:** This bulletin establishes the procedures for claiming reimbursement for COVID-19 screening and diagnostic testing and related travel expenses if an employee is required to obtain testing pursuant to any Departmental or operating unit-specific policy.

**PROCEDURES:** Employees must use E-Gov Travel Service 2 (ETS2) to process claims for COVID-19 screening and diagnostic testing and travel necessary to receive testing by using the expense type "Covid-19 Travel Expenses". Employees exempt from using ETS2 should instead submit claims using the Optional Form (OF) 1164, Claim for Reimbursement for Expenditures on Official Business, consistent with their employing operating unit's or Departmental office's existing procedures for the submission of claims utilizing the OF 1164. Employees must attach *all receipts for testing expenses to the reimbursement claim*, whether the claim is submitted through ETS2 or use of the OF 1164. Operating units and Departmental offices shall reimburse local travel expenses consistent with the requirements of the Department of Commerce Travel Policy Handbook, § 3.16.5, and they shall reimburse any expenses incurred while on temporary duty, or TDY, travel consistent with the Federal Travel Regulation.

**LIMITATION:** This travel bulletin will remain in effect until it is rescinded or incorporated into the Travel Policy Handbook. Prior approval is required from the Department's Senior Travel Official or Deputy Chief Financial Officer to receive a waiver from the procedures established in the bulletin.

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