



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

August 2, 2023

MEMORANDUM FOR: Bureau Chief Financial Officers

FROM: Julie Tao
Director
Office of Financial Reporting, Policy, Internal Controls, and Travel

SUBJECT: Travel Guidance for the Current and New Fiscal Year

Each operating unit and Departmental office must establish adequate procedures to ensure that all obligations for travel for fiscal years (FY) 2023 and 2024 are made in accordance with law. Specifically, the Antideficiency Act, 31 U.S.C. § 1341, prohibits incurring obligations or making expenditures in excess or in advance of the enactment of legally available appropriations. Accordingly, employees are advised to consult with their budget or finance office to determine the availability of funds before scheduling travel occurring in FY 2024.

SPECIFIC GUIDANCE FOR BUREAUS DEPLOYING TO BAS IN 2023 (APPLICABLE TO NOAA/EDA/BIS):

This guidance applies to the bureaus who will be going live with BAS in 2023 (NOAA/EDA/BIS). Due to the conversion from the legacy financial system to the new financial system in BAS, there is special travel related guidance for these customers. Please see below:

- All Phase 1B BAS deploying customers (NOAA/EDA/BIS) will be under “Mission Essential” guidance during the BAS migration. Travel will need to be approved under certain conditions by bureau leadership before submitting a travel authorization.
- The dates of BAS migration and blackout are 10/1/2023 – 10/25/2023; year-end travel for migrating BAS customers falls during this timeline and is subject to this guidance.
- All travel related obligations and expenses for NOAA/EDA/BIS must be associated with a
 - 1) Mission Essential Function and
 - 2) absolutely essential to obligate the funds during the blackout period.
 - If a Mission Essential Function isn’t absolutely necessary and could wait until after the blackout period without compromising the Bureau’s mission, then it should be postponed/rescheduled. To underscore this, each obligation must be associated with BOTH 1 and 2, not either/or.

Additional guidance will be forthcoming from the Bureau CFOs to determine if your travel is mission essential and the associated approval process.

GUIDANCE FOR ALL OTHER BUREAUS:

Operating units and Departmental offices with multiyear or no-year appropriations whose period of availability includes both FYs 2023 and 2024 may authorize travel occurring in or extending into FY 2024 using these funds provided there is a fund balance sufficient to cover the travel to be performed. The authorized travel should be for the purpose for which the funds were appropriated. Travel orders should state: “Approved to purchase ticket for FY 2024 due to multiyear funding/no-year funding.”

Operating units and Department offices with one-year funds are encouraged not to arrange or plan travel that will require tickets to be issued on or after October 1, 2023. This procedure will be in effect until a continuing resolution or annual appropriations act for FY 2024 year has been enacted into law.

Travel Orders

For operating units and Department offices with one-year funds, all travel orders prepared in FY 2023 for travel beginning or ending in FY 2024 should be annotated to reflect the following statement:

“Approval of travel scheduled to be accomplished on or after October 1, 2023, is contingent upon the availability of FY 2024 funds. No such travel may be undertaken, or fiscal obligations related to such travel may be incurred, until such funds have been appropriated and are otherwise available for obligation.”

This statement shall be reflected on all temporary duty (TDY) travel orders until an appropriation is available for obligation. Travelers are prohibited from providing the travel management service providers any signed paper travel orders unless funding is available.

Purchase of Transportation Tickets

Roundtrip transportation tickets for travel beginning in FY 2023 and ending in FY 2024 will be charged to the current appropriation, whether obtained using a Citibank centrally billed travel account or individually billed travel card.

However, for operating units and Departmental offices with one-year funds, if the return portion of the ticket cannot be used and a separate return ticket for travel on or after October 1, 2023, must be purchased, then the FY 2024 appropriation will be charged. FY 2023 funds may not be used to purchase transportation that begins and ends in FY 2024.

Please note that the Department’s ETS2 vendors (SAP Concur for USPTO and CWTSatoTravel for all others) cannot guarantee fares or flights for any FY 2024 booking if the airline has not provided the fares or identified the contract carrier for the new fiscal year.

Temporary Duty Per Diem, Mileage, and Other Expenses

Charges for per diem, mileage, and other expenses must be charged to an appropriation available for the fiscal year in which the expenses are actually incurred because fiscal obligations for such expenses are incurred daily.

For operating units and Departmental offices with one-year funds, travel vouchers filed for travel that spans both fiscal years should allocate the expenses accordingly and indicate the appropriate fiscal year accounting classification codes charged as shown on the travel order. In such a case, FY 2023 funds may not be used to pay for any travel expense incurred on or after October 1, 2023. For example:

- All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred in September 2023 will be charged to the FY 2023 appropriation.
- All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred on or after October 1, 2023, will be charged to the FY 2024 appropriation.

Permanent Change of Station Moves

All organizations must record as an obligation the estimated amount of all travel and transportation expenses of a transferred employee against an appropriation available for obligation at the time the employee is issued a valid travel order irrespective of when the relocation will be completed. *See* 64 Comp. Gen. 45 (1984).

Local Travel

Local travel charged to one-year funding occurring during September 2023 may be claimed in FY 2024 and paid using FY 2023 funds.

Lapse in Appropriations

In the event FY 2024 appropriations are not enacted into law prior to the start of the fiscal year and employees are in a travel status at midnight leading into October 1, 2023, DOC will advise operating units and Departmental offices whether it is necessary to have the employees return to their permanent duty stations.

Please ensure that your employees prepare travel orders and travel vouchers in accordance with these guidelines.

If you or members of your staff have questions, please contact Kristin Salzer at (202) 482-2715 and via the OFM-DOC Travel Policy Helpdesk at OFMDOCTravelPolicyHelpdesk@doc.gov. If you have any questions for USPTO and SAP Concur, please forward an email to the USPTO Travel mailbox at Travel@uspto.gov. For questions related to Travel Requirements specific to the BAS Deployment, please contact BASProject@doc.gov.

cc: Travel Contacts
PMO/ETS2
USPTO (SAP
Concur)
CWTSatoTravel
SP3 PMO/Citibank
BAS PMO