



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2015-019 (Vol.X.K)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D.A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: International Technical Assistance Program – Travel Documentation and Process

The purpose of this Financial Management Memorandum (FMM) is to provide guidance on the business process and required documentation for travel sponsored by the Department of the Interior's (DOI) Office of International Affairs – International Technical Assistance Program (ITAP). In addition, clarification is requested on Bureau policies related to Inter/Intra Agency Travel Agreements.

The ITAP mission is to provide capacity building in other countries using the diverse expertise of DOI Bureau employees. The Bureau employees meet with their peers in other countries to ensure that all parties are exposed to current, innovative, and robust scientific and technical exchanges. To facilitate this mission the Office of Financial Management (PFM) and the ITAP have collaborated to develop this guidance for Bureau administrators and participating employees. The guidance and forms needed to facilitate ITAP travel can be found at the following web link: <http://www.doi.gov/intl/travel-guidance.cfm>.

Bureau administrators are advised that all ITAP travel shall follow the prescribed Intra Agency Travel Agreement (ITA) processes. Bureaus shall ensure that the internal policies regarding the creation and processing of ITA's are documented and communicated to Bureau employees. Each Bureau shall submit an outline of the business rules for processing ITA's to PFM, identifying how ITA's are initiated and who is responsible for their approval and completion.

Additionally, Bureaus shall ensure that the ITAP travel process is communicated as a separate process that is unique to employees who participate in the ITAP program.

If you have questions concerning this FMM, please contact Robert Smith, Financial Specialist in PFM at (202) 208-5684, or Robert_Smith@ios.doi.gov.