



# United States Department of the Interior

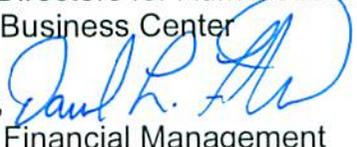
OFFICE OF THE SECRETARY  
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FINANCIAL MANAGEMENT MEMORANDUM 2009-041 (Vol. X.J)

To: Bureau Chief Finance Officers  
Bureau Assistant Directors for Administration  
Director, National Business Center

From: Daniel L. Fletcher,   
Director, Office of Financial Management

Subject: Recording and Reporting Travel Costs

It is important that travel costs are captured and recorded in the detail prescribed by Appendix C, 41 CFR (Federal Travel Regulation). In particular, travel expenditures must be recorded in the accounting system by trip purpose, travel type, and appropriate budget object class.

Interior has been tasked by a Congressional committee to produce a quarterly travel report reflecting the total cost of official travel by travel type and trip purpose. As such, all elements of travel cost (i.e., transportation, subsistence, rental car expense, POV expense, TMC transaction costs, etc) will need to be aggregated by trip purpose and travel type.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith ([Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov)) on 202-208-5684.

Replaces: FAM 2003-010