



United States Department of the Interior

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FINANCIAL MANAGEMENT MEMORANDUM 2009-62 (Vol. X.A)

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

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

Subject: Travel During Periods Covered by a Continuing Resolution Authority

Travel arrangements may continue to be made in the usual manner during a continuing resolution situation provided that adequate funding is available to cover anticipated travel expenses. Program offices and travel approving officials must work closely with their budget offices to ensure travel arrangements do not create obligations exceeding approved funding levels.

Travelers are to be reminded that, except in emergency situations, official travel may not commence unless a Continuing Resolution is in effect, or a regular appropriation has been enacted. Employees who are already in travel status when a continuing resolution expires (and a new continuing resolution is not in place) should seek direction from their supervisor regarding their return to the permanent duty station.

Personnel responsible for arranging travel and travelers are encouraged to purchase only contract city-pair tickets or fully refundable tickets during this period of uncertain funding. This will ensure that a refund will be available in the event a new continuing resolution is not signed and travel must be cancelled after the ticket has been issued.

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

Replaces: FAM 2002-014