



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

APR 21 2009



FINANCIAL MANAGEMENT MEMORANDUM 2009-63 (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 Guidance for Year End and Beginning of New Fiscal Year

Bureaus with multi-year funding (2 year and no-year funding) may continue to authorize travel from these funds as long as there is a fund balance sufficient to cover the travel being performed. The authorized travel should be for the purpose for which the funds were appropriated. Bureaus and Offices that do not have multi-year funding should not arrange or plan travel which will require tickets to be issued on or after October 1 until a continuing resolution or appropriation providing funding for the new year has been signed by the President.

Travel arrangements that are made for the last few days of the fiscal year may be funded out of the current annual appropriation, providing the travel actually starts on or before September 30 and the per diem and other miscellaneous expenses are charged to the fiscal year in which the expenses are incurred. In the event funding is not forthcoming and an employee is in a travel status at midnight on September 30, Interior will advise bureaus/offices if it is necessary to have the employee return to his/her permanent duty station.

Tickets, rental cars, parking, and other centrally billed items funded by an annual appropriation may not be charged to either the Centrally Billed Charge Card account or the Individually Billed Charge Card account until a continuing resolution or appropriation has been signed. Centrally billed charges become immediate obligations and could result in an Anti-deficiency Act violation.

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 2002-013