

CHAPTER 300–GENERAL

Subchapter A–Introduction

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Subchapter A–Introduction

PART 300-2--HOW TO USE THE FEDERAL TRAVEL REGULATIONS (FTR)

Subpart A-General

Sec.

- 300-2.1(a) What is the NOAA Travel Handbook (NTH)?
300-2.1(b) Where can I find travel information on the Internet?

300-2.1(a) What is the NOAA Travel Handbook(NTH)?

The NOAA Travel Handbook (NTH) is comprised of the (1) Federal Travel Regulations (FTR) printed on white paper, (2) Department of Commerce (DOC) Travel Handbook printed on yellow paper, and (3) NOAA Travel Regulations (NTR) printed on blue paper.

300-2.1(b) Where can I find travel information on the Internet?

You can find travel information at the following Internet sites:

NOAA Travel Information: <http://www.rdc.noaa.gov/~finance>; “Travel”

- | Citibank Government travel card application
- | Citibank Government travel card regulations
- | Federal Travel Policies and Procedures:
 - | Federal Travel Regulation (FTR)
 - | FTR Amendments
 - | Per Diem Rates and Other Travel Information
 - | State Tax Exemption Listing
 - | Privately Owned Vehicle Rates
 - | Interagency Travel Management Committee
 - | Frequently Asked Questions
 - | Federal Traveler’s Quick Reference Guide

Travel Voucher Status: <http://www.rdc.noaa.gov/~cams>; “Payment Notification Details”

Mileage and Map Information: <http://www.mapquest.com>

Citibank Visa ATM locator: <http://www.visa.com>

Airline Itinerary Printout (Sabre system): <http://www.sabre.com>

Accounting Classification Code Structure (ACCS) Conversion:
<http://makoto.rdc.noaa.gov/cams/convertfima.html>

SPECIAL NOTICE: The NOAA Travel Handbook and all future travel regulation updates (includes Federal Travel Regulations, Department of Commerce Travel Regulations, and NOAA Travel Regulations) will be posted on the following Internet site, and will not be distributed in hard-copy format: <http://www.rdc.noaa.gov/~finance>

PART 300-4--TRAVEL FORMS

The following blank forms have been printed on white paper so that they can be copied and used. Users of Travel Manager will use Travel Manager default forms when preparing travel orders and travel vouchers and non-users will use the Form CD-29, Travel Order, and the Form CD-370, Travel Voucher.

Sec.

- 300-4(a) (1)Form CD-29, Travel Order (travel authorization)
See FTR, Chapter 301-2.1, and NTR, Chapter 301-2.1(a) - 301-2.1(i).
(2)Travel Manager authorization default form (3 pages)
- 300-4(b) Form CD-210, Record of Gift or Bequest
See FTR, Chapter 304-1, DOC 301-10.5, and NTR, Chapter 301-2.5(n) - 301-2.5(n)(iii).
- 300-4(c) Part II: Acceptance of Payment From a Non-Federal Source for Travel Expenses This form must accompany the Form CD-210 and has instructions on the back.
- 300-4(d) Form CD-342, Record of Gifts and Decorations from Foreign Governments
See FTR, Chapter 304-1, and NTR, Chapter 301-2.5(n) - 301-2.5(n)(iii).
- 300-4(e) Form CD-334, Request for Approval of Extra Fare Air Accommodations
See FTR, Chapter 301-10.121 - 301-10.124, and NTR, Chapter 301-2.5(a) - 301-2.5(a)(i).
- 300-4(f) Form CD-369, Travel Advance
This form should only be necessary for invitational travel. NOAA employees are expected to obtain the Citibank Government travel card. *See NTR, Chapter 301-51.*
- 300-4(g) (1)Form CD-370, Travel Voucher
This form has a front and back. *See NTR, Chapter 301-2.1(j).*
(2)Travel Manager voucher default form (3 pages)
- 300-4(h) Form CD-370, Travel Voucher - Continuation Sheet
This form has a front and back.
- 300-4(i) NOAA Form 42-5, Trip Authorization
See NTR, Chapter 301-2.1(f) - 301-2.1(i), and NTR, Chapter 301-2.5(r).
- 300-4(j) NOAA Form 42-8, Aircraft Charter Agreement
See NTR, Chapter 301-10.

- 300-4(k) Fly America Act Justification Statement
See FTR, Chapter 301-10.131 - 301-10.143.
- 300-4(l) Standard Form (SF)-1164, Claim for Reimbursement for Expenditures on Official Business (2 pages)
This form is used for local travel and has a front and back. It is available as a Travel Manager default form.
- 300-4(m) Citibank Government Cardholder Account Agreement
This form has a front and back.
- 300-4(n) Instructions for Completing the Citibank Government Travel Card Setup Form
- 300-4(o) Citibank Government Travel Card Setup Form
- 300-4(p) U. S. Department of Commerce Employee Acknowledgment Statement and Approving Official Certification Statement
This form must accompany the Citibank Government Travel Card Setup Form.
- 300-4(q) Citibank Government Purchase or Travel Card Maintenance Form
This form is used when making changes to the Citibank Government travel card account.

For the latest information on the Citibank Government Travel Card, visit the NOAA Finance Home page: <http://www.rdc.noaa.gov/~finance>.

Fly America Act Justification Statement

The Fly America Act requires Federal employees and others performing U.S. Government financed travel to use U.S. flag carriers unless U.S. carriers are unavailable. A valid justification statement must be attached to the travel order when foreign carriers are used. The following is a guide for preparing the required justification statement:

I certify that it (is) (was) necessary for

_____ (Name of traveler or agency)

to use _____ (Name of foreign flag vessel(s) or foreign flag air carrier(s))

_____ (Flight identification number)

or to transport _____ (Personal effects) (freight)

between _____

and _____

en route from _____

to _____

on _____ (Date)

for the following reasons: _____

_____ (Date)

_____ (Signature of traveler or authorizing officer)

_____ (Title or position)

_____ (Organization)

Instructions for Completing the Citibank Government Travel Card Setup Form

Please read the policies and procedures for the use of the contractor-issued Government travel charge card, located in the Department of Commerce Travel Handbook, Chapter 301-10, and at the following web-site: www.rdc.noaa.gov/~finance before completing the Citibank Government travel card application package.

Complete only the following sections of the application shown on the next page:

SECTION II Cardholder Information.

These blocks must be completed with the employee's complete name, Agency/Organization Name, Verification Information (mother's maiden name), 4th Line Embossing (remains blank), Social Security Number, Home Mailing Address, Home Phone Number, Business Mailing Address, Business Phone Number, Email Address, City Pair Program (circle "yes"), Fax Number, Discretionary Codes 1, 2, and 3 (leave blank), Master Accounting Code (leave blank), NOAA Organization Code (enter your NOAA Organization Code). *The employee can choose to have the Citibank Government travel card and billing statements mailed to either their home or business address. Circle the preferred address.

SECTION VI Cardholder Signature.

The employee should read the information contained in the signature block, the Employee Acknowledgment Statement (Appendix B of this Exhibit), and the Department's policies and procedures related to the use of the Citibank Government travel card issued as Exhibit 301-10A. The employee must sign and date the signature block if he/she understands the terms and conditions for issuance and use of the card. Employee should make a copy of the application for his/her records and submit the original application to the Agency/Organization Program Coordinator (AOPC). To expedite processing, send a facsimile copy to the AOPC on 301-413-3066 and follow-up by sending the original to the AOPC. For further information, call LeVon Washington in the NOAA Travel Office on 301-413-3060.

SECTION VII Agency/Organization Program Coordinator Signature.

This section is to be completed and signed **only** by the AOPC. The AOPC must sign the application and forward it to the contractor.