

Department of Commerce · National Oceanic & Atmospheric Administration · National Marine Fisheries Service

<i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 31-104</i> <i>May 31, 2014</i>	
<i>Financial Management and Budget</i>	
<i>TRAVEL</i>	
NOTICE: This publication is available at: http://www.nmfs.noaa.gov/op/pds/categories/financial_management_and_budget.html	
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<i>UMMARY OF REVISIONS:</i>	

1. **Introduction.** Travel by NOAA National Marine Fisheries Service (NMFS) employees is essential to the agency’s mission of stewardship of living marine resources through science-based conservations and management and the promotion of healthy ecosystems. The NMFS Travel Management program will achieve this goal by bringing staff from different regions together to work on national or regional programmatic or policy issues; to participate at scientific or other necessary meetings to share information and to transfer technology and skills. NMFS ensures that Federal funds are used appropriately and always pursues travel options advantageous to the government and by the most expeditious means practicable for safe passage, mission effectiveness, personnel health, and accommodations.

2. **Objective.** This policy establishes a NMFS’ Travel Management program to ensure accountability in all travel procedures and compliance with the Office of Management and Budget, Department of Commerce, and NOAA travel policies and regulations. Procedures to this policy provide NMFS-specific instruction to achieve compliance and efficiency.

3. **Authorities and Responsibilities.** This policy establishes the following authorities and responsibilities:

3.1 The NMFS Office of Management and Administration (F/MB2) is responsible for:

- a. Acting as the liaison between NMFS and the NOAA Office of the Chief Financial Officer to manage the NOAA Travel Management Program at NMFS.
- b. Establishing the internal management procedures necessary to implement NOAA policies.
- c. Implementing internal policies and procedures as described in NMFS Instruction 30-101-01, Directive System Structure and Management on policies and procedures.

3.2 The Financial Management Centers (FMC) and Program Offices are responsible for maintaining records of their travel engagements and ensuring that travel obligations and expenditures remain within the budget caps. Any exceptions must be approved by the NMFS Deputy Assistant Administrator for Operations.

4. Measuring Effectiveness. NMFS is in compliance with the Office of Management and Budget, Department of Commerce, and NOAA travel policies and regulations for reporting, and will review its travel procedures as necessary to maintain compliance.

5. References. This policy supports NOAA travel policies (Attachment 1) and is supported by procedural directives 31-104-01, Foreign Travel Submission Procedures and 31-104-02, Group Travel Annual Plans and Procedures.

SIGNED:  5/21/2014
Eileen Sobeck Date
Assistant Administrator for Fisheries

ATTACHMENT 1

NOAA Travel Policy home page:

http://www.corporateservices.noaa.gov/finance/Travel_policy.html

Group Travel and Conferences home page, with Policy Memorandum 12-02:

<http://www.corporateservices.noaa.gov/finance/GROUP.html>