

Circular 85-6

February 15, 1985

<p>U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION</p> <p>Bureau of Apprenticeship and Training Washington, D.C. 20213</p> <p>Symbols: TDTD/MMW</p>	<p><u>Distribution:</u></p> <p>A-539 All Tech. Hdqtrs.</p> <p>A-544 All Field Techs.</p>	<p><u>SUBJECT:</u> <u>CODE:</u> 902</p> <p>Use of Cash to Procure Emergency Passenger Transportation Services Costing more than \$100</p> <p><u>ACTION:</u> Due date:</p>
---	--	---

PURPOSE: To inform the BAT field staff concerning the procedure to be followed in the use of cash to procure emergency passenger transportation services costing more than \$100.

ACTION: Copies of this Circular should be distributed to all technical staff.

Attachment

RECEIVED
1985 FEB 21 PM 12:00
INSIDE
EIA
REGION II





JAN 22 1985

TRAVEL BULLETIN NO. 85-04

FROM: *Cecilia J. Banks*
CECILIA J. BANKINS
Director of Personnel
and Administrative Services

SUBJECT: Use of Cash to Procure Emergency Passenger
Transportation Services Costing More than \$100

The Federal Property Management Regulation (FPMR), Temporary Regulation G-47, grants agency heads or their designated representatives the authority to approve emergency cash purchases of passenger transportation services exceeding \$100 instead of using SF 1169 (GTR). This temporary regulation will eliminate the requirement for agencies to request a written exemption from GSA. However, the following criteria must be met in order to approve emergency cash purchases in excess of \$100:

1. SF 1169 (GTR) is not available to the traveler.
2. Approval must be made in writing to the agency head or designee and subsequently to the Assistant Secretary for Administration and Management (ASAM) for final approval. For personnel assigned to DOL regional offices, final approval will be granted by the Regional Administrator-OASAM.
3. Travelers and their agency heads are to justify on the travel voucher the reason for use.
4. Travelers are to purchase transportation tickets directly from carriers and account for those expenses on his/her travel voucher supported with proper receipts.
5. Cash shall not be used where a GTR may be required to obtain certain discount fares, or where regulations govern the use of contract city-pairs.

Non-emergency use of cash for passenger transportation services in excess of \$100 must have written approval from GSA for reimbursement. In the absence of written approval, travel shall be purchased in accordance with DLMS 7, Section 132.

Subsequent to travel reimbursement, copies of the travel voucher shall be maintained by the agency for site audit by GSA auditors and to permit monitoring of the emergency cash system. All ticket refund applications, ticket coupons, and SF 1170s, must be accompanied by a travel authorization and forwarded for audit to the following address:

General Services Administration
(BWAA/C) Attention: Code E
Washington, D.C. 20405

If you have any questions on this matter, please contact Blane A. Altizer on 376-7006.