



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240

In Reply Refer To:  
FWS/DFM

DEC 24 2003

Memorandum

To: Service Directorate  
From: Deputy Director *Marshall P. Jones*  
Subject: Quarterly Congressional Reporting on Travel  
(Response Due: January 12, 2004)

Effective with the first quarter of Fiscal Year 2004, Congress has requested that the Department submit quarterly reports on temporary duty travel in various categories. The reporting is due on the 15<sup>th</sup> day following the end of the quarter—with the first report due January 15, 2004. The report is required to be broken out by headquarters, Region, and field under the following budget object classes:

- O.C. 21.1 - Non-foreign;
- O.C. 21.2 - Foreign; and
- O.C. 25.2T - Training/Conference registration fees.

For foreign/international travel, additional criteria and reporting elements are required:

**International travel** - All travel between the United States and other nations, and travel between or within other nations. The United States refers to the continental United States, Alaska, Hawaii, and all territories. The data must include:

- The name of the traveler;
- Destination;
- Period of travel;
- Purpose code designated for that trip and an explanation of how this travel benefited the agency and program; and
- Total cost of the trip.

**Conference and Meetings** - A meeting, retreat, seminar, symposium or event that requires attendees to travel away from their duty station to be placed in an authorized per diem status. This includes internal and external meetings, seminars, symposiums, workshops, and retreats. Reports should include all such events that include 30 or more Interior personnel. The Service must report the information listed below for all Interior attendees. A listing of conferences with the following data must include:

- The purpose of the conference/meeting including an explanation of how this benefits the agency and program;
- Location;
- Duration;
- Total costs of the conference/meeting; and
- Number of Interior participants. (This includes any conferences attended by Service employees sponsored by other DOI bureaus or outside agencies.)

The quarterly reporting process will begin with the Division of Financial Management forwarding a travel report, in Excel format, containing travel data from FFS. The report will be transmitted to each Region, Assistant Director, and the Director's office. The report for the California-Nevada office will be provided to Region 1. The report will detail travel expenditures data by organization code, budget object class, traveler's name, purpose code and travel cost. Each Region, Assistant Director, and the Director's office will be responsible for annotating the report with trip information that is not recorded and/or captured within FFS. These data elements are listed below:

- Start and end date of travel;
- Duration of trip;
- Destination;
- Centrally billed cost;
- Purpose of the conference/meeting including an explanation of how this benefits the agency and program; and,
- Cost associated with supplies, equipment rental, etc. not reported under object class 25.2T.

Attached are sample templates that will be used to capture all of the data required. The Division of Financial Management will forward the Excel spreadsheet by January 6, 2004. The responses are due January 12, 2004. All responses should be forwarded to the Division of Financial Management, attention Sheila Dade. It is crucial to adhere to the established deadline, and to strictly follow the format that has been established.

Since this information will be required on a quarterly basis, organizations are to conduct their own internal tracking on a monthly basis, in particular, the number of conferences/meetings with 30 or more attendees.

If you have any questions, please contact Cathy March on (703) 358-2021 or Sheila Dade on (703) 358-2050 in the Division of Financial Management.

Attachments

Conference and Meeting Report - First Quarter - FY 2004

Bureau Sponsor

U.S. Fish and Wildlife Service Submission

Bureau # Sponsor	HQ/Region/Field (H - R - F)	Start	End	Duration	City	State	Purpose of Conference/Meeting	*Total Cost In Whole \$	# of Participants	Total # of DOI Participants	Comments
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\*Includes cost associated with supplies, equipment rental, etc. not reported under object class 25.2T

