



## Foreign Affairs Handbook

### 4 FAH-3 – Financial Management Procedures Handbook

**Change Transmittal:** FMP-53

**Date:** April 4, 2009

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## 4 FAH-3 H-380 UNASSIGNED

### Changes

1. **4 FAH-3 H-380, Unassigned:** Formerly, this subchapter was titled Certain Gifts of Travel and Travel Expenses. Its former contents have now been transferred to 4 FAM 460, Travel and Travel Advance Management, specifically 4 FAM 469.2.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 4 FAH-3 H-380 (CT:FMP-48, 3-28-2008; 7 pages) and replace it with page 4 FAH-3 H-380 Unassigned (1 page).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FMP-53, and initial.

### Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(RM/FPRA/FP)**