



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-404

Date: June 29, 2010

4 FAM 470 TRANSPORTATION OF PASSENGERS AND THINGS

Changes

1. **4 FAM 471.2, Traveler's Responsibility:**

- Subsection title changed from Responsibility of the Traveler to Traveler's Responsibility. Paragraph c lists additional instructions for the traveler, who **must**:
 - Notify the Travel Management Center (TMC) immediately when the trip will not be made;
 - Document in writing that the TMC was notified; and
 - Notify the executive office/post management office of unused tickets and/or refunds.

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. Revisions since the last update appear in *italic* and **dark magenta**. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes will appear in italic, which provide a historical record of changes.

4. 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-1 H-470 (CT:FIN-376, 11-01-2005; 5 pages) and replace it with revised subchapter 4 FAM 470 (5

pages).

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: FIN-404, 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/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(RM/FPRA/FP)