



## Foreign Affairs Handbook

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

**Change Transmittal:** FMP-62

**Date:** January 28, 2011

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## 4 FAH-3 H-460 TRAVEL AND TRAVEL ADVANCES

### Changes

1. Changes were made to miscellaneous sections. More significant changes are:
  - **4 FAH-3 H-463.3 Accounting for Travel Advance**
    - Travel advances charged to post allotments are controlled by using COAST, Open Advance Report, which lists all transactions overseas against each obligation document. The financial management officer (FMO) clears the outstanding advances closure process under the Global e-Travel system.
  - **4 FAH-3 H-465.3-3 Voucher Review for Approval**
    - The travel expenses incurred by the employee or family member or other traveler are for the period of travel stated in the travel authorization. Additional days before arrival and/or departure are for personal convenience and will be at the traveler's expense. Any additional days over the authorized period of travel requires an amendment to the travel authorization, if justified by the approving official.
  - **4 FAH-3 H-466.5-1**
    - The cardholder is liable for all billed charges, except when a lost or stolen card is promptly reported, and is responsible for disputing any unreasonable charges with the vendor (i.e., charge card contractor). In addition, immediately report the disputed charges to your card-issuing bank and document all correspondence.
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 appear in italic, which provides an 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-3 H-460 (CT:FMP-54, 03-03-2010; 26 pages) and replace it with page 4 FAH-3 H-460 (26 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:FMP-62, 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)**