



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

FINANCIAL MANAGEMENT MEMORANDUM 2019-007 (Vol X.M)

To: Bureau Chief Financial Officers

Through: Teresa R. Hunter
Acting Deputy Chief Financial Officer and Director
Office of Financial Management

From: Maribel Langas Miller
Division Chief, Financial Policy and Data Analysis
Office of Financial Management

Subject: Revision of Financial Management Memorandum 2018-011 - ConcurGov
Outstanding Document Resolution Policy

JUN 11 2019

This memorandum revises the *Open Authorization - Traveler or Arranger Signed but Unapproved* section of Financial Management Memorandum (FMM) 2018-011 by replacing the first bulleted paragraph.

The first bulleted paragraph now reads:

Open Authorization - Traveler or Arranger Signed but Unapproved

Travel without an approved authorization is allowed only for emergency response travel. However, an authorization for emergency response travel should be approved as soon as possible to ensure risks are avoided. Bureaus should monitor travel without approved authorizations and implement controls to mitigate the risk of unauthorized travel. Bureaus may designate an official outside the traveler's supervisory chain, as necessary, to review and approve travel authorizations created but unapproved, after travel was completed.

If you have questions on the changes to the travel policy guidance, please contact your Bureau travel policy lead, or Robert Smith, at email Robert_Smith@ios.doi.gov, or by phone at (202) 208-5684.

Amends FMM 2018-011