



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-398

Date: April 9, 2009

4 FAM 460 TRAVEL AND TRAVEL ADVANCE MANAGEMENT

Changes

1. The updated **4 FAM 460**, Travel and Travel Advance Management, incorporates the contents of former **4 FAH-3 H-380**, Certain Gifts of Travel and Travel Expenses (now unassigned).
2. This Change Transmittal issues updates in the following sections:
 - 4 FAM 461**—Changed section title from “Policy” to “Scope.” Added additional reference sites 4 FAH-3 H-460 and 2 FAM 960.
 - 4 FAM 463.2**—Specifies which individuals may be considered employees for the purpose of allowing them travel advances.
 - 4 FAM 469**—Changed section title from “Educational Travel Vouchers” to “Special Travel Provisions” and added subsection **4 FAM 469.1**, Educational Travel.
 - 4 FAM 469.2**—Added new section, Certain Gifts of Travel and Travel Expenses.
 - 4 FAM 469.2-1**—Provides policies and procedures to employees regarding standards for accepting gifts of travel from non-Federal sources.
 - 4 FAM 469.2-3**—Clarifies definition of conflicting non-Federal source.
 - 4 FAM 469.2-4**—Specifies the delegation of authority to approve acceptance of payment.
 - 4 FAM 469.2-5**—Specifies the authorizing official as determining if the non-Federal source is disqualified on conflict of interest grounds.
 - 4 FAM 469.2-7**—Must obtain approval for spousal travel from the Office of the Legal Adviser (L/Ethics).

- 4 FAM 469.2-11**—Must submit semi-annual reports of payments of more than \$250 to the Office of the Assistant Legal Adviser for Employment Law, Financial Disclosure Division (L/EMP/FD).
3. **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.
 4. Revisions since the last update appear in *italics* and **dark magenta**. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
 5. 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 FAM 460 (CT:FIN-381; 12-04-2006, 10 pages) and insert revised subchapter 4 FAM 460 (15 pages).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT (formerly TL) Checklist, then fill in the entry line for CT: FIN-398 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 letter.

(RM/FPRA/FP)