



United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2011- 024 (Vol. X.C.)

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

From: Douglas A. Glenn
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Purchase of Global Entry Pass while on International Travel

The Global Entry Program is offered by the United States Customs and Border Protection Service to expedite the customs process for international travelers who are pre-approved and considered low risk. The cost of applying for a Global Entry Program Pass is \$100.

In order to justify the expense as necessary, travelers will need to demonstrate that international travel is frequent. Approving officials may authorize the reimbursement of the Global Entry Program Pass for employees who:

- Travel internationally three or more times in a calendar year; and
- Regularly claim travel compensatory time due to travel during non-compensatory hours.

If you have questions on this guidance please contact Robert Smith, at Robert_smith@ios.doi.gov or by phone at (202) 208-5684.

cc: Finance Officers Partnership