



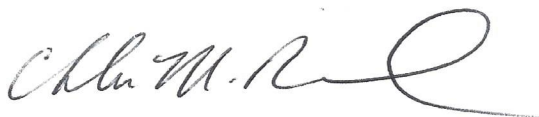
United States Department of the Interior

BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

MAR 03 2016

Memorandum

To: BIE Federal Employees

From: Director, Bureau of Indian Education 

Subject: Bureau of Indian Education Travel Request Process

On October 29, 2013, the Department of the Interior deployed a new travel system; the Concur Government Edition. With the new travel system in place, it was necessary for us to develop a new process for the Bureau of Indian Education (BIE) travel approvals.

The BIE Director issued a memorandum on October 1, 2014 with new travel guidelines for submission of travel requests, with a new travel request form and a checklist sheet. We are reaffirming our travel policies with minor revision to the process. The current Travel Request form has been modified for more details to avoid additional inquiry during post audit by the Fiscal Services Division – Travel staff. It is a requirement for all Travel Request forms to be approved and signed by the supervisor, or school principal for school travelers, with final approval by an Associate Deputy Director (ADD) or designee. All Travel Authorizations in Concur for school line office, post-secondary or the national office staff will require this form. Approval for ADDs will be given by the Deputy Bureau Director for School Operations at the Central Office. If required signatures are missing on the travel request form, it will be returned to the traveler. When signatures are acquired, traveler will upload form into Concur and submit Travel Authorization for review *two (2) weeks PRIOR* to date of departure. This is to ensure sufficient time for review and approval. Blanket Travel Authorizations will not be allowed.

Effective immediately, unauthorized travel will not be approved for reimbursement and all charge card expenses incurred related to the unauthorized travel will be the responsibility of the traveler. Unauthorized travel is defined as travel that has not been approved by the ADD or Central Office on the Travel Request form, and on the Travel Authorization in Concur.

Emergency exceptions will be reviewed on a case by case basis. It is the responsibility of every traveler to ensure that signatures are obtained and that Travel Authorizations in Concur have been processed through approval. The Travel Request form is unique to each traveler, therefore, it cannot be shared or copied between individuals, and *handwritten forms will no longer be accepted*. The modified Travel Request form and checklist are attached to assist in fulfilling travel request requirements.

If you have any questions concerning travel, please contact designated ADD or Central Office travel expert. Thank you for your attention to this matter.

Attachments