



FOREIGN AFFAIRS MANUAL

VOLUME 4 – Financial Management

Transmittal Letter: FMP-21

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4 FAH-3 H-310 CASH MANAGEMENT, H-440 EXCEPTIONS IN THE VOUCHERING OF SPECIAL ITEMS, and H-460 TRAVEL AND TRAVEL ADVANCES

MAJOR CHANGES

1. The title of “administrative officer” has been changed to “management officer” throughout the subchapter.

2. Revisions since the last update appear in italics. 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.

3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

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 destroy the current subchapters 4 FAH-3 H-310, H-440, and H-460 and replace them with the attached new subchapters (63 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FMP-21, and initial.

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3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 4 FAM Volume Coordinator, who may be reached at 703-875-5620 or the office indicated at the end of this transmittal letter.

(RM/GFS/FPRA/FPMC)