



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

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6 FAM 120

AUTHORIZATION AND PROCUREMENT OF TRAVEL AND RELATED ITEMS

CHANGES

1. **6 FAM 128.4, Payment Instruments for the Procurement of Travel:** The title of this section is revised. The Broadcasting Board of Governors (BBG) has also been added to the agencies covered under the current revisions to this section.

2. **6 FAM 128.4-1, Use of Primary Payment Instruments and Form SF-1169, U.S. Government Transportation Request (GTR), to Procure Transportation:** The title of this section is revised. This section states that the primary payment instruments to be used for transportation for official travel are either U.S. Government contractor-issued individually billed travel cards or centrally billed accounts. If use of these instruments is not acceptable or is impracticable, special circumstances justify use of Form SF-1169, *U.S. Government Transportation Request (GTR)*, for transportation.

3. **6 FAM 128.4-2, Use:** A GTR for official travel transportation may be used when circumstances justify such use and a carrier accepts it. The GTR must contain the full name of the transportation service provider or travel management center (TMC) to which it will be submitted and the transportation services requested.

4. **6 FAM 128.4-3, Source:** If use of either U.S. Government contractor-issued individually billed travel cards or centrally billed accounts is not acceptable or is impracticable to procure transportation, special circumstances justify use of Form SF-1169, *U.S. Government Transportation Request (GTR)*, for this purpose.

5. **6 FAM 128.4-10, GTRs Furnished to Traveler:** A GTR for official travel transportation may be used when special circumstances justify such use and a carrier accepts it.

6. **6 FAM 128.4-11, Multiple Ticket Purchases under a Single (Blanket) GTR:** In this new section, in order to utilize blanket GTRs as a form of payment for transportation, a post must have a signed contract with a travel management center (TMC) provider.

7. **6 FAM 128.4-12, Transportation Obtained by Purchase Order:** In this new section, if circumstances make the use of a U.S. Government contractor-issued individually billed travel card, centrally billed account or GTR unacceptable or impracticable for the procurement of transportation, a purchase order form may be used for such purpose. The purchase order form must contain the same data that would be required in the issuance of a GTR (see 6 FAM 128 Exhibits 128.4-11A and B).

8. 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.

9. 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.

10. 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).

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(A/LM/OPS/TTM/TR)