



**POLICY FLASH 2012- 38**

**DATE:** May 03, 2012

**TO:** Procurement Directors

  
**FROM:** Director, Contract and Financial Assistance Policy Division  
Office of Policy  
Office of Procurement and Assistance Management

**SUBJECT:** Acquisition Guide Chapter 42.2 - Documentation and Approval of Federally Funded International Travel

**SUMMARY:** The subject guide chapter provides guidance to DOE Contracting Officers, Contracting Officer Representatives, and Program Officials on documentation and approval of federally funded international travel by Federal contractors and subcontractors. Contracting Officers, Contracting Officer Representatives or Program Officials responsible for reviewing and approving for payment Contractor invoices that include travel expenses must ensure that when a foreign air carrier is used a certification is provided with the invoice in accordance with §301-10.142 of the FTR. Reimbursement for travel expenses from a foreign air carrier fare may be denied if appropriate certification is not provided.

This flash and its attachments will be available online at the following website:

<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>.

Questions concerning the policy flash should be directed to Richard Bonnell of the Contract and Financial Assistance Policy Division, Office of Policy, Office of Procurement and Assistance Management at (202) 287-1747 or at [richard.bonnell@hq.doe.gov](mailto:richard.bonnell@hq.doe.gov).

Attachments