

**NASA FINANCIAL MANAGEMENT MANUAL
TRANSMITTAL NOTICE NO. 2003- 10**

Date: November 14, 2003

1. This notice forwards the following changes to the Financial Management Manual:

**FMM 9700 - NASA FEDERAL TRAVEL REGULATION SUPPLEMENT
(NFTRS) (November 2003)**

2. Comments and revisions are due seven (7) days from the receipt date of this notification. Please email these changes to Bertha.K.Lee@nasa.gov .
3. To view this updated document, please access our FMM website at "www.hq.nasa.gov/fmm/".

DIGEST OF CHANGES AND ADDITIONS IN PROCEDURES

<u>Paragraph(s)</u>	<u>Page(s)</u>	<u>Change(s)</u>
301-51.1	35	This section was revised to indicate that all NASA Centers must use the centrally billed Government contractor-issued travel charge card for the purchase of all airline tickets. This policy becomes effective January 1, 2004.

Original Signed By
Melvin Denwiddie
Chief, Accounting Policy & Quality Assurance Branch