



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

FELIX PEREZ CAMACHO
GOVERNOR

CARLOS P. BORDALLO
DIRECTOR

KALEO SCOTT MOYLAN
LIEUTENANT GOVERNOR

JOSE S. CALVO
DEPUTY DIRECTOR

FEB 11 2005

BBMR Circular No.: 05-06

Memorandum

To: All Department and Agency Heads

From: Director, Bureau of Budget and Management Research

Subject: Submission of Travel Documents

The Bureau is requesting all departments and agencies to review the Governor's Circular 2003-015, which established the criteria for Travel Authorization (TA) requests. All TAs must adhere to these criteria.

In this regard, we are requesting all TAs be submitted to our office at least 15 working days prior to the travel date for clearance. This required 15-day work day period is reasonable and would facilitate the processing of TAs at the Bureau and at the Department of Administration.

Any TA not in compliance will be subject to immediate return unless justification is provided.

Your cooperation is appreciated.

CARLOS P. BORDALLO
Acting