

# AMERICAN EMBASSY PORT MORESBY



## Administrative Notice

**TO** : ALL EMBASSY STAFF  
**DATE** : January 27, 2012  
**SUBJECT** : Travel Advances  
**NOTICE #** : 04/12

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It is the policy of the Department of State that all travel advances must be cleared within five days of the completion of travel. It is the responsibility of the employee to submit their travel vouchers and refund any unused portion of their advance immediately upon their return to post.

With immediate effect, failure to comply with Federal regulations governing travel advances will result in disciplinary action and, if necessary, garnishment of wages.

Approved: LGemmell/Management Officer

A handwritten signature in black ink, appearing to be 'L. Gemmell', written over the printed name.