

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
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In Reply To:

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June 23, 2004

EMAIL TRANSMISSION – 06/23/04  
Information Bulletin No. MT-2004-076

To: State Management Team  
Attention: Administrative Personnel that Prepare Travel Authorizations

From: Deputy State Director, Division of Support Services

Subject: Travel Manager 8.2 Training – July 13 – 15, 2004 DD: 06/30/04

Effective August 2, 2004, the Montana State Office will be upgrading to Travel Manager 8.2. The Travel Manager that we presently have, 8.1, is no longer going to be supported and we decided not to upgrade to 8.2. Instead, Alaska is now hosting Travel Manager for us. In preparation for this change, we will be training all employees that currently prepare **travel authorizations**.

There will be three 1-day training sessions available, July 13, 14 or 15 at the state office, beginning at 9:00 a.m. each day. Please provide the name of the person attending from your office and their preferred date of training to Cory Wilson (MT-932) by June 30, 2004. Final rosters for classes will be sent out by July 2.

Signed by: Sandra L. Guches

Authenticated by: Julie Kale (MT-910)

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