

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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To: All Washington Office and Field Officials
Attn: All BLM Employees

From: Director, National Business Center

Subject: Department of Interior (DOI) Policy Regarding Exemptions to the Mandatory Use of a Travel Management System (TMS)

In response to the many concerns raised by DOI travelers about the Mandatory Use of a TMS, the Department has granted four exemptions to mandatory use for hotel /motel reservations. The four exemptions are:

- ▶ Pre-arranged lodging accommodations
- ▶ Overseas lodging accommodations
- ▶ Lodging accommodations for unplanned travel
- ▶ Lodging accommodations at establishments exempt from the Hotel and Motel Fire Safety Act

Please see the attached Financial Administration Memorandum 2001-005 for a detailed explanation of each exemption.

If there are any questions on this subject, please contact Tammy Coble at the National Business Center on (303) 236-1148.

Dennis Sykes
Director, National Business Center

Signed by:
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1 Attachment:
1 - FAM 2001-005 (8pp)

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