



Natural Resources Conservation Service
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March 7, 2011

NEW MEXICO BULLETIN NO. 250-11-3

SUBJECT: FNM – CHANGES IN TRAVEL CREDIT CARD LIMIT

TO: All Employees

ACTION REQUIRED BY: MARCH 31, 2011

Purpose. To transmit travel card thresholds to all NRCS travel card holders

Expiration Date. December 31, 2011

NRCS has decided to establish a \$2,900 standard limitation on all Government travel cards. For most travel cardholders in New Mexico, this is lower than the current threshold. Therefore, the purpose of this bulletin is to inform you that unless otherwise approved, all accounts will be updated to this new threshold effective April 1, 2011. This threshold may be temporarily increased from time to time for purposes such as extended details, training exceeding two weeks, etc. Such requests should be emailed to Alan King, Financial Technician, at alan.king@nm.usda.gov at least 5 business days prior to the temporary travel.

It is possible that some employees may warrant a higher threshold due to frequent travel, out of state travel, etc. If that is the case, please send an email with justification for a higher threshold to Alan King no later than March 31, 2011. Alan will work with the State Administrative Officer to determine the appropriate travel card threshold.

If you have any questions regarding the Government travel card, please contact Alan King at (505) 761-4417 or Norm Harris, Financial Officer, at (505) 761-4414.

A handwritten signature in black ink that reads "Cliff E. Sanchez, Acting".

DENNIS L. ALEXANDER
State Conservationist