Form CD-29 (7-84) U.S. DEPARTMENT OF COMMERCE

TRAVEL ORDER

1. TYPE OF AUTHORIZATION
☒ TEMPORARY DUTY ☐ RELOCATION-A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.

2. TRAVEL ORDER NO.

3A. BUREAU NAME/ORGANIZATIONAL UNIT: Economic Affairs

3B. PRESENT OFFICIAL STATION: Washington, D. C.

4A. TRAVELER'S NAME: Norman J. Latker

4B. TRAVELER'S TITLE: Director, Federal Technology Mgmt Div.

4C. SOCIAL SECURITY NO.: 356-22-3260

5. PURPOSE AND JUSTIFICATION STATEMENT
To participate in a Conference on Technology Transfer: Rediscovering America's Competitive Edge in Technological Innovation held by the Aspen Institute for Humanistic Studies.

6A. TYPE OF TRAVEL CODE: 1

6B. PURPOSE OF TRIP CODE: 4

6C. BUREAU CODE NO.: 15

7. ITINERARY
Washington, D. C. to Aspen, Colorado and return.

8. PERIOD OF TRAVEL
8A. BEGIN ON OR ABOUT: June 28, 1987
8B. END ON OR ABOUT: July 3, 1987

9. ACCOUNTING CLASSIFICATION CODE: C/701/1471-00/47-00/2121

10. MODE OF TRANSPORTATION
☒ COMMON CARRIER
☐ BUS ☐ RAIL ☐ EXTRA FARE (Justify in item 14) ☒ AIR-COACH ☐ AIR-EXTRA FARE (Attach CD-334)
☒ PRIVATELY-OWNED VEHICLE
☐ AUTO ☐ PLANE ☐ RATE PER MILE 20.5 CENTS
(See FTR 1-4 or FTR 2-2.3)
☐ (1) DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT ☐ (2) FOR CONVENIENCE OF TRAVELER (See FTR 1-4.3 and 1-4.4)
☐ RENTED MOTOR VEHICLE (See FTR 1-2.2c(2) and 1-3.2) ☐ OTHER MEANS (Specify)

11. ESTIMATED COST

A. TRANSPORTATION (Billed directly to Government)	$ 383.00
B. OTHER TRANSPORTATION INCLUDING POV MILEAGE	$
SUBSISTENCE EXPENSE (Per Diem/Actual)	$ 325.00
OTHER EXPENSES (Item 13)	$ 50.00
TEMPORARY QUARTERS SUBSISTENCE EXPENSE	$
RELOCATION EXPENSES (Other than listed above)	$
SUB-TOTAL B	$ 375.00
TOTAL (A & B)	$ 758.00

COMMON CARRIER REFUNDS
When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.

ACCOUNTING OFFICE ADDRESS:
Management Service Center
Caller Service No. 6025
Germantown, MD 20874

TRAVELER'S POTENTIAL LIABILITY NOTICE
Travelers are accountable for all transportation tickets, Government Transportation Requests (GTR's), or other transportation procurement documents received by them in connection with their official travel. If trips are cancelled or itineraries changed after tickets (or GTR's) are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.

12. SUBSISTENCE EXPENSE
In accordance with the DOC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 1-7.3 and 1-8.1c.
RATES AUTHORIZED: Lodging: $65.00 M&IE: $33.00 Total Per Diem: $98.00

13. OTHER EXPENSES AUTHORIZED
☐ MEETING REGISTRATION FEES
☐ HIRE OF TAXIS BETWEEN LODGING AND/OR PLACE(S) OF BUSINESS
☐ EXCESS BAGGAGE (Justify in item 14) (See CTR 1-5.2) ☐ CASH ☐ GEBAT
☒ OTHER (Specify and Justify in item 14)*

14. SPECIAL PROVISIONS/REMARKS
All expenses paid for by the National Research Council

* Telephone calls, etc.

Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.

SIGNATURE OF REQUESTING/APPROVING OFFICIAL: Jack Williams for
TITLE: Assistant Secretary for PTI
DATE: 6/3/87

SIGNATURE OF AUTHORIZING OFFICER:
TITLE: Under Secretary for Economic Affairs
DATE:

PRIVACY ACT NOTIFICATION
The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a). Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, and E.O. 11012 of March 27, 1962. The Social Security Number (SSN) on the CD-29 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.

CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER
You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.

USCOMM-DC 84-710S

U.S. DEPARTMENT OF COMMERCE

RECORD OF GIFT OR BEQUEST

PRIMARY OPERATING UNIT	SERIAL NO.
0/Secretary	
DATE RECORD PREPARED: June 3, 1987	
AMOUNT (Currency or check): $	VALUE: $ $758.00

Offer has been made as described below of a gift-or bequest for the purpose of aiding or facilitating the work of the Department of Commerce. Within the provisions of P.L. 88-611, Department Administrative Order 203-9, and the terms of the gift, acceptance is recommended.

1. NAME AND ADDRESS OF DONOR
Wickham Skinner, Chairman
National Research Council
200 Constitution Avenue, N. W.
Washington, D. C. 20418

2. NAME AND TITLE OF EMPLOYEE TO WHOM OFFER IS MADE
Norman J. Latker, Director, Federal Technology Management Division

3. DESCRIPTION OF PROPERTY AND/OR SERVICES IN KIND (If other than currency or cash)

Round Trip Air Fare $383.00

Lodging for five nights $325.00

Meals & Miscellaneous .....$ 50.00

Total $758.00

4. PURPOSE FOR WHICH GIFT OR BEQUEST IS OFFERED
Reimbursement for expenses incurred by Norman J. Latker, Director, Federal Technology Management Division, as a participant in the conference on Technology Transfer sponsored by the Aspen Institute for Humanistic Studies.

5. PRIMARY OPERATING UNIT ☒ APPROVAL ☐ DISAPPROVAL		6. OFFICE OF THE SECRETARY ☐ APPROVAL ☐ DISAPPROVAL	
SIGNATURE: Jack Williams, Director, Office of PTI	DATE: 6/3/87	SIGNATURE	DATE
If approval of Office of the Secretary is required (See Section 4 DAO 203-9) submit to Assistant Secretary for Administration.		COMMENTS	
COMMENTS			

USCOMM-DC 1352-P71