

# OMB BULLETIN NO. 99-05 - Rescissions of Administrative and Travel Expenses



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON D.C. 20503

THE DIRECTOR

August 12, 1999

**BULLETIN NO. 99-05**

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

**SUBJECT: Rescissions of Administrative and Travel Expenses**

1. **Purpose.** This Bulletin provides guidance on the rescission of amounts for nondefense administrative and travel expenses required by Sections 102 and 202 of the Emergency Steel Loan Guarantee and Emergency Oil and Gas Guaranteed Loan Act of 1999 (H.R. 1664). This bulletin will take effect upon enactment of H.R. 1664. It is being issued in anticipation of enactment to permit orderly planning by agencies.

2. **Background and coverage.** Sections 101 and 202 of H.R. 1664 (Attachment A) rescind \$270 million of the funds available to Executive Branch agencies in the "nondefense category" in FY 1999. The Act specifies that the rescissions are to be "taken only from administrative and travel accounts ... on a pro-rata basis from funds available to every Federal agency, department, and office." The bill also requires that, "Within 30 days of the enactment of this Act, the Director of the Office of Management and Budget shall submit to the Committees on Appropriations of the House and Senate a listing of the amounts by account of the reductions ...."

3. **Required actions.** Agencies will be separately provided with their pro-rata rescission amount in the format of Attachment B by their OMB representative. Agencies have the discretion to determine the allocation of their required rescission amount by budget account and within accounts, provided that the reduction is applied only to administrative and travel expenses in the following object classes: 21.0, 22.0, 23.1, 23.2, 23.3, 24.0, 25.1, 25.3, 26.0.

Each agency must report the budget account(s) in which the rescission is applied in the format of Attachment B. This report should be submitted to the OMB representative with primary budget responsibility for the agency no later than c.o.b. Wednesday, August 25, 1999.

4. **Contact.** Questions regarding this Bulletin should be directed to the relevant agency's OMB representative.

**Jacob J. Lew**

*Director*

Attachments

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Attachment A

FEDERAL ADMINISTRATIVE AND TRAVEL EXPENSES

(RESCISSIONS)

Sec. 102. (a) Of the funds available in the nondefense category to the agencies of the Federal Government, \$145,000,000 are hereby rescinded: *Provided*, That rescissions pursuant to this subsection shall be taken only from administrative and travel accounts: *Provided further*, That rescissions shall be taken on a pro rata basis from funds available to every Federal agency, department, and office in the Executive Branch, including the Office of the President.

(b) Within 30 days after the date of enactment of this Act, the Director of the Office of Management and Budget shall submit to the Committees on Appropriations of the House of Representatives and the Senate a listing of the amounts by account of the reductions made pursuant to the provisions of subsection (a) of this section.

Sec. 202. (a) Of the funds available in the nondefense category to the agencies of the Federal Government, \$125,000,000 are hereby rescinded: *Provided*, That rescissions pursuant to this subsection shall be taken only from administrative and travel accounts: *Provided further*, That rescissions shall be taken on a pro rata basis from funds available to every Federal agency, department, and office in the Executive Branch, including the Office of the President.

(b) Within 30 days after the date of enactment of this Act, the Director of the Office of Management and Budget shall submit to the Committees on Appropriations of the House of Representatives and the Senate a listing of the amounts by account of the reductions made pursuant to the provisions of subsection (a) of this section.

**H.R. 1664 ADMINISTRATIVE/TRAVEL EXPENSE RESCISSION**

{AGENCY NAME}

TOTAL RESCISSION AMOUNT, FY 1999 in thousands: -#,###

ALLOCATION BY ACCOUNT:

Account Identification Code (Treasury agency code & account symbol)	Account Title	FY 1999 (dollars in thousands)
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