



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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March 26, 2008

**INDIANA BULLETIN NO. 250-8-1**

**SUBJECT:** FNM – New Indiana Travel Information Sheet

**Purpose:** To inform employees of changes in requesting a travel authorization.

**Expiration Date:** September 30, 2008

FNM is replacing the FNM-035 previously used to request travel with a form created specifically for Indiana NRCS employees effective upon receipt of this bulletin. Our goal with the new Indiana Travel Information Sheet is two-fold:

- To receive complete information to issue an accurate travel authorization.
- To better prepare Indiana NRCS employees for migration to the federally mandated web-based travel system.

Instructions on filling out the form are included. Please contact your Field Office Assistant and State Office Assistant to assist you with any questions pertaining to the new form. When GSA makes changes to the mileage rates an updated form will be sent to all employees with an explanation and effective date for the change.

/s/

JANE E. HARDISTY  
State Conservationist

Attachments

- 1 – Indiana Travel Information Sheet
- 2 – Instruction for Indiana Travel Information Sheet

DIST: 0