

GOVERNMENT OF GUAM
Office of the Governor
Agana, Guam

EXECUTIVE ORDER NO. 69-30

AMENDMENT OF EXECUTIVE ORDER 63-8
GOVERNMENT TRANSPORTATION CONTROL

WHEREAS, the Fiscal Management System study has found that improvements should be initiated in our manner of handling the reimbursement for use of private vehicles on government business and recommendations have been made for such changes;

NOW THEREFORE, I, Carlos G. Camacho, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, do hereby order that Subsections .02 of Sections 413 and 415 of Chapter 4, Volume 1 of the Government of Guam Manual as promulgated by Executive Order 63-8 are hereby amended to read as follows:

"Section 413. Authorization for Use of Private Vehicles.

.02. Preparation and Distribution of Form No. FCN 2-0-3

The authorization request shall be prepared in triplicate by the employee's Director or the Director's designate. The request shall be signed by the employee, the employee's Division Head and the Director. All copies, including the original, shall be forwarded to the Chairman of the Transportation Committee for approval. If approved, all copies shall be forwarded to the Division of Accounts, Department of Administration for assignment of a PV (Personal Vehicle) number for accounting purposes. The Division of Accounts shall retain the white (original) copy and forward the blue and pink copies to the Director. The Director shall retain the pink copy and return the blue copy to the employee. If the request is not approved by the Transportation Committee, all copies are to be returned to the Director.

Section 415. Reimbursement Procedures.

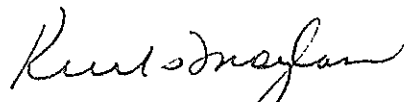
.02. Preparation and Distribution of Form No. FCN 2-2-81

The Reimbursement Request and Monthly Summary of Mileage shall be prepared in triplicate by the employee's Director or the Director's designate. The request shall be signed by the employee's Division Head and the Director. All copies, including the original, shall be forwarded to the Division of Accounts, Department of Administration for issuance of the voucher check. The white (original) copy shall be retained by the Division of Accounts. The blue and pink copies are to be forwarded to the Director. The Director shall retain the pink copy and return the blue copy to the employee. The employee, upon receipt of the blue copy, may claim his reimbursement check at the office of the Treasurer of Guam."

Signed and promulgated at Agana, Guam this 26th day of December, 1969.


CARLOS G. CAMACHO
Governor of Guam

COUNTERSIGNED:


KURT S. MOYLAN
Secretary