BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL TRANSMITTAL SHEET

Instructions: Please ensure #5 Date field is complete prior to obtaining the digital signature.

1. Part/Chapter:	2. Subject:	3. Version Number:
BOEMM 330.1	Series: Administrative Part 330: Financial Management Chapter 1: Reimbursement for Expenditures on Official Business	002
4. For Further Information Contact: Melvin Gerrets Directives Program Manager		5. Date: 07/15/2024

6. Explanation of Material Transmitted:

This update to BOEMM 330.1, previously numbered BOEMM 345.1, aligns BOEM policy with the Bureau of Safety and Environmental Enforcement (BSEE) manual chapter 330.1, Reimbursement for Expenditures on Official Business, which was updated April 4, 2023. The numbering update to 330.1 aligns with the BSEE version and the Departmental Manual numbering structure. Definitions and responsibilities have been expanded and claim processing instructions have been consolidated and streamlined. Eligible and non-eligible expenses have been clarified and streamlined into tables located in the appendices, with policy changes to include adding medical evaluations, professional credentials, refreshments for meetings or training sessions (in certain circumstances), and supplies/equipment/services (in certain circumstances) to the list of expenses that may be claimed on Optional Form 1164. Additional minor changes include updating the document to the current BOEM manual chapter format, reordering paragraphs to align with that format, and updating references and links.

Replaces BOEMM 345.1 Version 001 dated 06/06/2017.

Approver: Walter D. Cruickshank, Deputy Director

7. Issuing Authority's Signature:

WALTER CRUICKSHANK

Digitally signed by WALTER CRUICKSHANK
Date: 2024.07.15 15:06:11 -04'00'