

# TRAVEL

## **BANK OF AMERICA GOVERNMENT CHARGE CARD HOLDERS**

Employees who travel one or more times per year on official government travel should apply for Bank of America government card. One of the benefits of the Bank of America charge card program is to reduce the amount of travel advances and related Treasury interest costs. Government charge card renewals will be sent automatically to each member approximately 15 days before current card expires.

Holders of Bank of America charge are reminded that bills must be paid within 30 days of receipt of billing unless there are discrepancies with your bill. Travel vouchers should be completed within five days after travel ends. Bank of America will cancel charge card privileges if an account is 120 days past due. **GOVERNMENT CHARGE CARDS ARE TO BE USED FOR OFFICIAL BUSINESS ONLY.**

If transferring to another ARS location or within USDA, keep your current Bank of America Card and the receiving agency should be notified when you report for duty. The coordinator at that location will complete a Form ARS-588, Notice of Change to Government Account, to report the change in the reporting code and billing address to Bank of America. However, you must notify Bank of America of your personal change of address.

Upon termination of employment with USDA, holders of a Bank of America card must cut the card in half and return both halves to the Area Budget & Finance office.

## **Authorizations/Vouchers—**

### **Travel Authorizations Requiring Area Director Signature**

- Type “B” (Limited Open—usual type for Research Leaders)
- Foreign Travel (includes Canada and Mexico)
- Relocation (prepared by Area Transportation Assistant)
- Actual Subsistence
- Domestic Travel for Pre-Employment Interview (must be pre-approved through headquarters Personnel).
- Travelers who are not Federal employees
- Contributed
- International Meetings
- National Meetings (except WRRRC, PGEC and WHNRC)

## **Type “B”**

Region Code 053 has been set up at the National Finance Center to include Arizona, California, Idaho, Nevada, Oregon, and Washington. Four additional states can be added on the travel

authorization below the Region 053. Type “B” authorizations can now be issued for one fiscal year: October 1-September 30. Type “B”s can also be used for repetitive travel for the same purpose, such as visiting field sites. They can be made multiple for several travelers traveling to the same places for the same purpose.

## Foreign Travel

Foreign travel excluded from the FTIS:

- 1) Travel to relocate to a permanent duty station in or from a foreign country.
- 2) Home leave travel.
- 3) Travel within the countries of assignment for employees stationed at overseas duty stations.

Criteria for approving travel:

International and work-related foreign travel will be reviewed and prioritized at several management levels as part of the approval process. Program managers at each organizational level will screen and submit trip requests to the next management level. Managers at different levels will consider travel requests from different perspectives. However, some basic criteria should be applied and used to approve or disapprove all travel requests. The following criteria are not inclusive, but should be used to place emphasis on the relationship and the merit of the foreign travel in accomplishing the mission of the ARS Program Plan.

**The Role of the Employee.** Employees who are approved to travel should have a high level of participation in the purpose of the travel (e.g., chairing a meeting session or presenting a scientific paper would involve a higher degree of participation than just attending a scientific meeting). The employee’s assignments or areas of specialty should be directly related to the purpose of the travel. Additionally, employees should possess the necessary knowledge and skills to participate and accomplish the goals and objectives of the travel.

- **Purpose of Travel.** The purpose of travel should support the program priorities as established in the ARS Program Plan and contribute either directly or indirectly to the accomplishment of priority research projects.
- **Benefits of the Travel.** The anticipated benefits of the travel should be evaluated in light of the ARS Program Plan and in terms of the specific programs on which it impacts. Benefits should be applicable to ongoing research.
- **Relationship With Requesting Organization.** The ARS Program Plan calls for close coordination with other research organizations in and out of USDA, the action agencies in USDA, and other organizations that use ARS’ research findings. Therefore, when making a decision to recommend or approve a travel request, approving officials should consider whether cooperating with the requesting sponsoring organization will further the goals of the ARS Program Plan.

- Annual Leave. Employees should avoid taking excessive amounts of annual leave (more than three to five days) in conjunction with official travel. Recommending and approving officials should consider the effect of the use of annual leave on the employee's research projects at his/her official duty station.
- Impact to the MU. (1) No more than one-fourth of the scientists in a MU can attend the same meeting. (2) Consider all other funds available within a project to a unit before approving foreign travel.

Foreign travel (including Mexico and Canada) must be entered into the FTIS (Foreign Travel Information System) section of RMIS (Research Management Information System) and sent to the Area Level as **soon** as it is known. This is what initiates the passport and visa process. Passport information can be found in FTIS under "Traveler Passport; Country Tables can be found in Reference Table. Upon Area approval in ARIS, the Area Transportation Assistant will send a checklist of passport, visa, and Agency requirements to the traveler's location. To check the approval status, one can check the "Active FTIS Records" (where it goes upon approval) or "FTIS Work Status" (to see at which approval level the trip is currently).

Passports will be maintained at the location level. The Foreign Agriculture Service of USDA will continue to obtain any visas, if necessary. Information and instructions on passport retention can be found in a December 12, 1996, memo from S.M. Helmrich of the Financial Management Division in Beltsville. Any itinerary changes of more than three days, additional legs, or a cancellation must be input into FTIS as soon as they are known.

Continue to submit your Foreign Travel Requests to the Area Office at least 90 days prior to estimated departure to ensure enough time for processing of all necessary approvals.

On June 29, 1999, Laurence Rolle, PWA Budget and Fiscal Officer, requested (per NPS) that: "titles of papers to be presented at international meetings be added to the FTIS request. This must be added to any request that says: "...requires NPS Approval..." in the signature block."

The Department of State issues foreign per diem rates monthly. These rates can fluctuate, so prior to preparing the foreign travel authorization, [one should check to make sure the most current rates are being used upon return and prior to preparing the travel voucher, check current rates and amend authorization if necessary]. These can be accessed on the Internet at [www.state.gov](http://www.state.gov). As authorizations expire in 45 days and are not related to obtaining the passport or visa, prepare and send the authorization no more than three weeks prior to departure.

## **Actual Subsistence**

A Modified Actual Subsistence Rate occurs when the lodging rate exceeds the rate set by GSA. It requires justification, such as "Lodging at host hotel enables full participation in after hours discussions and lectures." The formula for the calculation to arrive at maximum allowable lodging amount is as follows:

$$\frac{\text{Lodging + M\&IE Per FTR for city}}{\text{Total/day}} \text{ per day} = \frac{\text{Maximum Allowable Per diem Rate}}{\text{Published M\&IE}} \times 3.0 = \frac{\text{Maximum allowable lodging rate}}{\text{Published M\&IE}}$$

Occasionally, for meetings that will draw attendees from several areas, Financial Management Division of ARS in Beltsville, MD, will issue a memo through E-mail establishing an agency-wide higher rate for a particular meeting. This should be noted in the "Remarks" as "Agency Established Rate \$ \_\_\_/\_\_\_ per FMD memo dated \_\_\_/\_\_\_."

The advantages of using a Modified Actual Subsistence rate rather than Actual Subsistence itself is that (a) a higher hotel rate can be achieved if M&IE is kept constant; and (b) receipts for breakfast, lunch, etc., are not required as long as M&IE is kept as a fixed rate at the GSA-set level.

## Travelers Who Are Not Federal Employees

Travel authorizations for persons who are not Federal employees will need additional information. The remarks should include some explanation of who the traveler is and the reason for travel, such as "Mr. Simon is a local lettuce farmer who will participate in a field study." Non-Federal travelers may **not** receive travel advances. However, tickets may be purchased through the Travel Management Center at the Government rate.

## Contributed

Travel paid by non-Government sources is covered in the Policies and Procedures 341.2 (<http://www.afm.ars.usda.gov/ppweb/>). In addition to a travel authorization, a letter of offer from the contributor and a letter of acceptance from the Area Director (with a correctly addressed envelope), and a report (which will be called for twice a year- May 15 and November 15) are also required. Samples of all of these are available from the Area Transportation Assistant.

## International Meetings/National Meetings

Upcoming foreign meetings are listed in the reference section of FTIS. If there is a meeting which needs to be added to the list, send an email message to Michele Williams at the Financial Management Division. Certain foreign meetings will require approval from the National Program Staff at Headquarters in order to avoid excessive representation at one meeting.

## Local Travel Reimbursement-Check Option

Bank of America checks held at the Unit level may be used to reimburse employees for local travel expenses. Cardholders may issue checks to employees for reimbursement of local travel expenses while on official business and authorized by their agency. Expenses such as mileage, parking, telephone use and taxi fares can be authorized.

# TRAVEL AUTHORIZATION WORKSHEET

Please give to Secretary when requesting authority to travel. Please fill in all blanks-

Name \_\_\_\_\_ SS# \_\_\_\_\_

Estimated time of Departure & Return:

\_\_\_\_\_ (Departure: date and time) \_\_\_\_\_ (Return: date and time)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(City, State) (City, State)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(City, State) (City, State)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(City, State) (City, State)

Government Vehicle \_\_\_\_\_ Personal Vehicle \_\_\_\_\_

Air \_\_\_\_\_ Rental Car \_\_\_\_\_ Parking Fees \_\_\_\_\_

Tickets paid for with: GTR \_\_\_\_\_ or Credit Card \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

\_\_\_\_\_ If travel advance is needed, amount requested: \$ \_\_\_\_\_

If on annual leave during travel, list dates and times:

Payment source (ARS or Other)

If "Other," show budget code

Address

Dear :

I am pleased to learn the work of Dr. \_\_\_\_\_ has been found to be of a level of significance and quality to warrant your invitation to present \_\_\_\_\_.

I understand that your organization will benefit from this exchange, as Dr. \_\_\_\_\_ will interact with \_\_\_\_\_. In view of the mutual benefits to be gained from this \_\_\_\_\_, the Agricultural Research Service (ARS) accepts your invitation on behalf of Dr. \_\_\_\_\_.

Thank you for your offer to finance all travel costs for Dr. \_\_\_\_\_'s participation. ARS will finance Dr. \_\_\_\_\_'s salary while participating in this \_\_\_\_\_. Please understand that, as a Federal employee, Dr. \_\_\_\_\_ must adhere to certain administrative procedures related to travel arrangements and attendance at the \_\_\_\_\_. I would like to communicate several of those procedures, as follows:

- \* Since Dr. \_\_\_\_\_ will participate in the activity as a Federal employee, no honoraria may be accepted.
- \* Dr. \_\_\_\_\_ may not accept any form of direct payment (cash or check) to defray the cost of travel and trip expenses.
- \* You may provide "in-kind" assistance, whereby you furnish airline tickets or pay vendors directly for lodging, meals, local transportation, etc.
- \* If "in-kind" assistance cannot be provided, you may wish to estimate the trip cost and send direct remittance, by check payable to ARS, to the address provided below. Unused travel funds will be returned to your organization.

If you have questions pertaining to financing arrangements, please feel free to contact Dianna Lew, Area Transportation Assistant, at (510) 559-5108, or send correspondence to:

Dianna Lew, Area Transportation Assistant  
USDA, ARS, Pacific West Area  
800 Buchanan Street  
Albany, CA 94710

Sincerely,

**Please include envelope addressed to the organization with the PWA return address on it.**

Antoinette A. Betschart  
Area Director

**CONFLICT OF INTEREST ANALYSIS UNDER 41 C.F.R. § 304-1.5**

**ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES** requires in all cases that a conflict of interest analysis be performed by an authorized agency official. The "authorized official" is a designated Ethics Advisor or REE Ethics Advisor(s). To ease administration of the requirement for a conflict of interest, analysis, this outline tracks the elements of the regulation. The analysis should be accomplished on the page. Additional sheets may be attached if needed.

**IMPORTANT:** Payment from a non-Federal source shall not be accepted if the authorized agency official determines that acceptance under the circumstances would cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of agency programs or operations.

**In making this determination**, an authorized agency official shall be guided by all relevant considerations including, but not limited to:

(1) The identity of the non-Federal source (see reverse for identifying information):

Department of Crop Science, North Carolina State University (NCSU).

(2) The purpose of the meeting or similar function:

Participate as a member of a review team for a CSREES review of the Department of Crop Science.

(3) The identity of other expected participants:

Department of Crop Science university administrators, review team members from other institutions.

(4) The nature and sensitivity of any matter pending at the agency affecting the interests of the non-Federal source:

No knowledge of any matters pending at the agency affecting the interests of North Carolina State University. The purpose of the trip is to serve as review team member and interact with the faculty at North Carolina State University.

(5) The significance of the employee's role in any such matter specified in (4) above:

None

(6) The monetary value and character of the travel benefits offered by the non-Federal source.

The Department of Crop Science administrators at North Carolina State University will pay for all travel expenses including airline tickets, hotel accommodations and per diem. The approximate value of these items is \$1000.00

**Analysis: Acceptance of the travel WOULD cause a responsible person with knowledge of all the facts relevant to a particular case to question the integrity of agency programs or operations?**

Yes \_\_\_\_\_

No \_\_\_\_\_ **X** \_\_\_\_\_

Explain your response to the above question:

**NOTE: The authorized agency official may find that, while acceptance from the non-Federal sourced is permissible, it is in the interest of the agency to qualify acceptance of the offered payment by, for example, authorizing attendance at only a portion of the event or limiting the type or character of benefits that may be accepted.**

The qualification on acceptance, if any, are:

**Recommendations of Ethics Advisor:** Accept \_\_\_\_\_ Do Not Accept \_\_\_\_\_ Signature/Date \_\_\_\_\_

RECEIPT OF FUNDS  
FROM  
NON-FEDERAL SOURCES

For Additional Information on Reporting please refer to Federal Travel Regulations (FTR's), 304-1.9. Reports will be submitted through your Area Offices to the Travel and Relocation Services Branch, Financial Management Division.

1. Employee's Name:        John        E.        Doe  
   First        MI        Last
  
2. Position/Title:        Chemical Engineer, Riverside. CA
  
3. Date(s)of Event:        05/13/97 Through 05/16/97
  
4. Dates of Travel:        Depart        05/12/97  
   Return        05/16/97
  
5. Sponsor's Name:        American Society of Chemical Engineers
  
6. Kind of Event:         Meeting         Conference
  
7. Non-Federal Source:    Dupont  
   Name  
   123 Nowhere Street  
   Address  
   Anywhere, MN 56789  
   Address
  
8. Nature of Payment:     In-Kind         Payment to Agency
  
9. Expenses paid by Non-Federal Source: (Check appropriate Block(s))
 

<input checked="" type="checkbox"/> Common Carrier	<input checked="" type="checkbox"/> Lodging
<input checked="" type="checkbox"/> Meals	<input type="checkbox"/> Local Transportation
  
10. Total amount received from Non-Federal Source:
 

<input checked="" type="checkbox"/> In-Kind	<u>\$490.00</u>	(\$250- Airfare
<input checked="" type="checkbox"/> Payment to Agency	<u>\$170.00</u> (Meals)	240 –Hotel)

11. REMARKS: Dupont provided airline ticket and paid hotel directly. Traveler submitted a travel voucher for reimbursement of meals and incidental expenses. Dupont reimbursed the Agency for meals.

## **TRAVEL: Local Travel Reimbursement**

### **REPRODUCTION OF MEMO DATED AUGUST 15, 1996**

**SUBJECT:** Use of NFC Travel System Type L Travel Authorizations for Local Travel Expenses

**TO:** HQ Offices & Staff  
Area Budget and Fiscal Officers  
Area Administrative Officers  
Area Transportation Assistants

**FROM:** S. M. Helmrich, Director  
Financial Management Division

#### **PLEASE PROVIDE THE FOLLOWING INFORMATION TO ALL YOUR CLERICAL STAFF**

The current NFC TRVL/TRAV travel system allows for the use of a Type L, local travel authorizations, as a method for an employee or group of employees to obtain reimbursement for local (within official duty station) travel costs. The use of Type L authorizations and subsequent vouchering enables employees to obtain expeditious reimbursement for local travel costs incurred and eliminates the need to process local travel expenses through imprest funds.

Reimbursement of local travel costs through the NFC TRVL/TRAV system can be effected by either direct deposit to the employees financial institution or check. Electronic funds transfer is made within three work days.

The Type L (local authorization) may be issued to authorize an employee or group of employees (up to 50) for an entire fiscal year. Employees claim reimbursement by filing a travel voucher. There is no minimum dollar amount that may be claimed as reimbursement. Reimbursement(s) may be for several local trips or on a trip-by-trip basis. The types of expenses that may be authorized on a Type L authorization are usual local travel charges including subway, rail system, POV mileage, tolls, parking, etc.

Effective, October 1, 1996, AFM will commence use of Type L travel authorizations to obtain reimbursement of local travel costs. Effective January 1, 1997, use of Type L authorizations as a means of reimbursement for local travel costs will become Agency wide policy. Imprest funds should not be used for reimbursement of local travel costs after this date. Area offices may choose to commence earlier implementation, if they so desire.

Enclosure 1 provides the procedures for completing an AD-202, Travel Authorization for Type L travel expenses. Linda Mahoney, Chief, Travel and Relocation Services Branch, will assist AFM staff with establishing Type L authorizations to facilitate the October 1, 1996 implementation. Linda will assist the Area and Headquarters staffs and provide supplemental information as needed to facilitate our Agency-wide January 1997 implementation.

Enclosure

cc: w/encl. -- L. Mahoney, FMD D. Lemon, NAL M. Silva, NAL D. Beard, NPS H. Phelps, OIRP  
AFM Secretaries

## INSTRUCTIONS FOR TYPE L (LOCAL TRAVEL) AUTHORIZATIONS

1. ACTION CODE (enter one of the following):

E = Enter to establish a new travel authorization.  
A = Amends the authorization that was previously established.  
C = Cancels the authorization that had been formerly initiated.

2. AUTHORIZATION DATE:  
Enter the preparation date of the travel authorization.

### SECTION A - IDENTIFICATION

3. TRAVEL AUTHORIZATION NUMBER:  
Enter the appropriate authorization number that has been assigned to the authorization (i.e., 6LXXXXXXXXXXXX). If authorizing a single individual the third position of the authorization number will be an "S". If authorizing a group of individuals the third position of the authorization number will be an "M".
4. SOCIAL SECURITY NUMBER:  
Enter the traveler's social security number. If multiple travelers are authorized on the travel authorization, then leave this block blank. The AD-202M (Attachment for Multiple Travelers) has a sufficient number of blocks to indicate the appropriate social security numbers of 50 individuals within an office.
5. NAME: Enter the traveler's name. If there are multiple travelers authorized, then leave this block blank. The AD-202M must be completed to enter all the traveler's names and social numbers.
6. AGENCY CODE: Enter the two digit agency code for ARS which is "03".
7. ORIGINATING OFFICE NUMBER: Enter the applicable 10-digit originating Office Number, i.e., AG03XXXXXX.
8. ESTIMATED TRAVEL DATES: Enter dates to include the entire fiscal year.
9. TRAVEL TYPE: Enter the type travel code "DM" for domestic travel.
10. GOVERNMENT CREDIT CARD HOLDER: Leave blank if this is a multiple authorization. If authorizing one individual enter "Y" for yes and "N" for no, to indicate if the traveler has a Government issued charge card (Bank Of America) in their possession or had one which was canceled for misuse or nonpayment of charges.
11. TRAINING DOCUMENT NO: Leave blank.

Enclosure 1

12. ORGANIZATION: Not a required block but you may enter the organizational acronym, ARS.
13. OFFICIAL DUTY STATION:  
Enter the city or town and state in which the traveler is located. For a multiple type L authorization leave this block blank.
14. RESIDENT CITY AND STATE:  
If the traveler resides outside the city or town and state in which the official duty station is located, enter the employee's residence city or town and state. If not, leave this block blank. For a multiple type L leave this block blank.

### **SECTION B - EMPLOYMENT STATUS**

NOTE: Only one block may be checked in this section. All employees on a multiple authorization must be of the same employment status.

15. PAYROLLED BY NFC:  
Since the type L is used to authorize employees for local transportation only expenses within their duty station (does not include normal commuting expenses) only block is applicable. Place an "X" in block 15 and move to Section C. All employees listed as payrolled by NFC must have been payrolled by NFC for at least 2 pay periods.
16. NOT PAYROLLED BY NFC: LEAVE BLANK
17. NEW HIRE:  
Enter if the employee(s) is a new-hire whose effective date of employment has been within the last 2 pay periods. If this block has been checked, then enter the appropriate information in blocks 20 and 21. All employees listed on the authorization must meet the same criteria.
18. SPECIAL APPOINTEE:  
Enter if the employee(s) is a special appointee. If this block has been checked, then enter the appropriate information in blocks 20 and 21. All employees listed on the authorization must meet the same criteria.
19. NONGOVERNMENT: LEAVE BLANK
20. T&A CONTACT POINT:  
If blocks 17, 18, or 19 have been checked, then enter the T&A Contact Point of the approving officer.
21. ACCOUNTING STATION:  
Enter the 4-digit accounting station code ("0091") if blocks 17, 18 or 19 have been checked.

### **SECTION C -ITINERARY AND ESTIMATED EXPENDITURES**

22. FROM: LEAVE BLANK

23. TO: LEAVE BLANK
24. PURPOSE OF TRAVEL:  
Furnish a short summary of the purpose for the travel. Do not use the same definition as the purpose codes.
25. AUTHORIZED EXPENDITURES:  
Only POV, OTHER, GAS, AUTO and CAR RENTAL may be authorized for a Type L authorization. If a POV has been authorized, provide the POV rate (which is currently 31 cents per mile). If multiple employees are authorized, an AD-202M, Multiple Attachment, and the estimated amount for "Other" must reflect an amount for all employees.
26. TOTAL ESTIMATED TRAVEL:  
Enter the cumulative total of POV, Other and Car Rental.
27. TOTAL ESTIMATED TRANSPORTATION: LEAVE BLANK.
28. TOTAL ESTIMATED EXPENDITURES:  
Enter the cumulative amount of blocks 26 and 27.

#### **SECTION D - ACCOUNTING CLASSIFICATION**

29. PURPOSE OF TRAVEL CODES:  
Enter the correct purpose travel code for each accounting code that will be entered. Only the following purpose codes may be used on a type L.
- 1 - Site Visit
  - 2 - Information meeting
  - 3 - Training attendance
  - 4 - Speech or presentation
  - 5 - Conference attendance
  - 10 - Other travel

#### **ACCOUNTING CLASSIFICATION:**

Enter the appropriate accounting code in which the travel is to be charged to.

If there is more than one accounting code, then it should be annotated immediately following the separate travel purpose codes.

30. TOTAL ESTIMATED EXPENDITURES:  
Enter the collective total of all entries from the "AMOUNT" line above.

#### **SECTION D - TRAVEL ADVANCE**

NOTE: Travel advances may not be requested for local travel costs.  
LEAVE BLOCKS 31 THROUGH 34 BLANK.

**SECTION F - AGENCY APPROVAL**

- 40. APPROVING OFFICER'S NAME AND TITLE:  
Enter the name of the appropriate authorizing official by indicating their name and their position title.
- 41. SOCIAL SECURITY NUMBER:  
Enter the approving officer's social security number.
- 42. DATE APPROVED:  
When the approving officer signs, he/she must indicate the date of approval.
- 43. PHONE (AREA CODE & NO.):  
The approving officer's signature must be on the form and must be the signature of the person identified in blocks 40 and 41.
- 45. REMARKS:  
Enter any additional information that may be pertinent.

SPECIAL NOTE: In instances where the employee's supervisor, normally considered the approving officer, is geographically separated from the employee, an alternate (local) approving officer may be designated. Area Directors will use the Area Administrative Officer (AAO) or Accounting and Budget Fiscal Officer (ABFO) as approving officer for local travel reimbursement purposes. Use of the AAO/ABFO as approving officer will not apply to temporary duty travel situations.

## Travel Voucher Checklist

See NFC Procedures Manual Title VI, System Access Manual; Chapter 6, Travel and Transportation; Section 2, Personal Computer Travel System (PC-TRVL) for specific instructions on how to complete the travel voucher. Much of the information is similar to the AD-202. **The information below is meant to be a reminder of items to verify while completing the voucher.**

- Research Leaders' vouchers can now be signed by the Location Administrative Officer (field locations).
- Vouchers done on blanket travel authorizations should show the purpose(s) of travel and per diem rate in the remarks.
- If the traveler was in travel status for less than 12 hours, no per diem can be claimed.
- Vouchers must have a back page, although it is not transmitted. If PC-TRAV back page is not allowing what the traveler is claiming, it can be done manually and the figures input into the front.
- On the back page, first and last day of travel is reimbursed at a flat  $\frac{3}{4}$  M&IE and must each have a separate column. However, if there is more than one day in the same place and the hotel is the same rate, the days can be combined. Actual Subsistence must have each day claimed separately on the back page.
- Verify that the travel was within the dates specified on the AD-202 and that the receipts for lodging were for the locations shown on the AD-202. The AD-202 will need to be amended before doing the voucher if travel dates vary from the original AD-202, or the hotel receipts are for towns other than those listed on the AD-202. Be sure that all expenses being paid on the voucher were authorized on the AD-202.
- If purpose code 03 for training was used on the AD-202, include the Training Document Number from the SF-182 in BLOCK 10.
- If the traveler used a personal credit card or cash to pay for air transportation or car rental, the traveler may only claim \$100 or less.
- Traveler must have a receipt for every expense claimed over \$75. Receipts are required for all lodging and common carrier expenditures.
- If the voucher deviates from approved official travel itinerary, reconstruction must be shown. Be sure to pay only according to the constructed travel, and the following statement should be in the "Remarks" section: "Deviation from official travel was for personal reasons and no extra expense to the government is claimed."

- Anything out of the ordinary such as annual leave, inclement weather that caused an extra stop, registration fee, should be included in remarks. Additional remarks can be accessed by **Alt R** (must be inside a voucher page).
- Check if the traveler has an outstanding travel advance that needs to be applied to the voucher.
- Verify that the correct accounting code is being used, especially at fiscal year end.
- At this time, relocation and reclaim vouchers must be sent in manually to the National Finance Center for processing.
- If meals were provided at no cost to the traveler, be sure to make appropriate deductions from the M&IE amounts.

M& IE Breakdown

	\$30.00	\$34.00	\$38.00	\$42.00	\$46.00
Breakfast	6	7	8	9	9
Lunch	6	7	8	9	11
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

Standard Conus Rate:	Lodging	+	M&IE	=	Rate
Effective: 01/01/2000	\$ 55.00	+	\$ 30.00	=	\$85.00

PER DIEM REMINDER

12-Hour Rule Effective 12/27/96

(No per diem is allowed for travel less than 12 hours or within the official duty station.)

## FOREIGN TRAVEL JUSTIFICATION

(Submit to Area Office for Approval)

**Name**

**Location**

**Meeting**

**City, Country**

**Estimated Cost**

1. How will the trip assist USDA in furthering the President's program and priorities?
2. How will the trip contribute to the USDA mission?
3. Will the result of the trip justify the considerable expense of foreign travel? (For example, will the trip have a significant effect on potential exports or imports of agricultural products?)
4. How many USDA staff will need to travel to support the trip, and why are they needed?
5. How will the traveler ensure the effective management of your mission area or agency should the travel request be approved?