

# VOUCHER

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# Voucher

When creating a voucher, the authorization estimates will automatically fill into the voucher document. Check the charges carefully. Verify receipts. Print the voucher, get signatures, Fax/scan the voucher signature page and receipts to the document, then stamp the document T-Entered.

## Advances

Advances will automatically be deducted from the voucher filed. That is why it is important to be conservative when creating the authorization so that the automatic advance given is not larger than the actual expenses.

## Airfare Proof of Expense

The best proof is an email with the fee, the ticket number, and airfare charges. If the airfare is changed, there may be additional service fees. The traveler is ultimately responsible for providing all receipts.

Ticket Receipt			Total Amount: 663.95 USD
Date	From/To	Flight/Vendor	Status
Monday, July 22 2019	PIA-ORD	American Airlines 4069	Confirmed
Operated By ENVOY AIR AS AMERICAN EAGLE			
Monday, July 22 2019	ORD-CLE	American Airlines 3191	Confirmed
Operated By SKYWEST AIRLINES AS AMERICAN EAGLE			
Thursday, July 25 2019	CLE-ORD	American Airlines 3026	Confirmed
Operated By SKYWEST AIRLINES AS AMERICAN EAGLE			
Thursday, July 25 2019	ORD-PIA	American Airlines 4091	Confirmed
Operated By ENVOY AIR AS AMERICAN EAGLE			
Electronic Ticket Number / Issue Date	Invoice Number	Form of Payment	Ticket Amount
0017403874200 / 18Jul19	EZ0129599	CA*****7386	628.00 USD
Service Fee Number / Issue Date		Form of Payment	Fee Amount
8900753829206 / 18Jul19		CA*****7386	35.95 USD
Service Fee Details			Fee Amount Details
Service Fee Amount			35.95 USD

The Ticked RECEIPT required for the voucher will have the:

- Ticket #
- Airfare \$
- Credit card # used
- Fee \$

## Airfare – Personal Reimbursement

If the traveler had already paid their travel card, the airfare may be reimbursed to their personal account. However, a payment needs to be verified before the reimbursement is changed. Please upload a copy of the traveler’s credit card statement or snip of transactions, showing that the charges were paid, into the voucher.

The traveler is responsible for paying their travel card on the account due date whether they were reimbursed for expenses or not. The pre-trip voucher eliminates the need for the traveler to pay their card before reimbursement. However, if they pay the travel card, the airfare may be reimbursed to their personal account.

## **Amending the Voucher**

When creating an amendment to a voucher, all expenses processed on the original voucher will appear. Do not remove these expenses. Simply add the new expenses to the document. The system already knows what it paid out so there is no need to “zero out” any expenses, lodging, airfare, etc. The voucher shows a cumulative amount. Every amendment will incur an additional \$14.75 fee.

### **DO NOT lower an expense item after the voucher was stamped approved**

Amending an approved voucher incorrectly (lowering an expense that has previously been paid) will cause the employee to receive a “DUE ARS” memo telling them they owe the ARS money.

### **Voucher within 5 days**

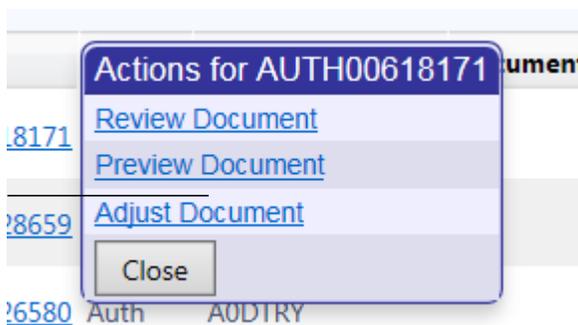
Regulations require that the traveler submit their voucher documentation within 5 days after returning from travel. The Travel Arranger is required by the ARS to submit the voucher within 5 days of receiving the traveler’s documentation.

## **Approving Officials**

### **Reviewing Official**

The REVIEWING Official is responsible to verify that the voucher was created or amended correctly, Pre-Audit Flags are answered correctly, the voucher document signed by traveler is uploaded, and that receipts match the expenses before they stamp the document REVIEWED.

1. Review Document – open to look at charges and verify receipts are attached, check that all items over \$35 have an uploaded receipt, and to be certain that expenses claimed match receipts.
2. Preview Document – open to look at pre-audit flags to make sure they are answered correctly, answer the WHY. (CBA use is only for invitational travelers, and some FEE ONLY travel.) If airport parking expense is claimed, be certain that a taxi/Uber/Lyft or shuttle estimate is uploaded to show that parking is cost effective to the government.



### **Approving Official**

The final approval stamp is applied by the Research Leader or the Center Director who relies on the Reviewing Official to know the regulations and to have proofed the documents.



# TRAVEL TIDBITS

## CHECKLIST FOR CONCUR REVIEWERS

Reviewers have the important task of checking authorizations and vouchers in Concur for errors and policy violations. To minimize confusion for our Reviewers, we've developed some helpful checklists for you:

1. Reviewer Travel Checklist for Authorizations
2. Reviewer Travel Checklist for Vouchers

Keep these checklists nearby, and refer to them often when reviewing Concur documents.

Please distribute as needed.

Should you have questions or need assistance, please contact your Travel Specialist.

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## Reviewer Travel Checklist - Authorizations

- ❑ **Trip Name.** The Trip Name is extremely important and is used for reporting purposes. Therefore, it must be formatted properly, especially if the traveler is attending a conference. Refer to the Concur Quick Guide, “Format for Entering Trip Name and Document Detail Information” for formatting requirements based on the trip’s purpose. Generally, be certain that there are no abbreviations or acronyms, the official start and end date of the event, the name of the Sponsor, and whether the activity will be held in a USDA facility or not should be included.
- ❑ **Document Details.** The Document Details should mimic the trip purpose and should list the reason for the trip and not simply “site visit” or “training”). Examples of acceptable responses include: To meet with a contractor for a pre-award conference, to inspect work that has been done, to perform a safety inspection, to provide IT support due to a vacant LITS position, to attend a course on “managing federal employees”, etc. If the traveler is giving a talk or lecture, the title of the lecture should be listed.
- ❑ **Trip Type.** Verify that the correct trip type has been selected. If the travel is being paid by ARS funds for a location employee, “Single” should be selected. If there is an outside sponsor covering some or all trip costs, “Sponsored Limited” should be selected. If your Unit is paying for a non-government employee to travel, “Invitational” should be selected.
  - *If Sponsored Limited is selected, verify that the fully approved AD1101, Letter of Invitation and Letter of Acceptance have been uploaded into the document.*
- ❑ **Transportation.** Review how the traveler is getting to the destination (Air, Rail, Rental Car, driving POV, driving GOV). *If the traveler has elected to drive instead of fly, a comparative cost analysis, showing that driving is more cost effective to the government, must be uploaded to the authorization.*
- ❑ **Ticket Cost.** If traveling by air, look at ticket cost. Check that economy fares have been booked. If the cost is exorbitant, is there a legitimate reason (first class travel due to medical accommodation, Spring Break, etc)? Consider flying out of another airport if that would make costs reasonable and it’s a possibility.
- ❑ **Lodging.** The FTR states that hotels must be booked through the Agency’s travel management system (Concur or BCD). If this is not done, a justification must be entered stating why this was not done (examples: traveler has no GovCC, government per diem rate could not be obtained through the TMS system, lodging was booked via Conference website and is within per diem). Additionally, the hotel information must be entered manually in Concur. A copy of the reservation confirmation should be uploaded to the authorization.
  - *Invitational Travelers should book lodging through FedRooms.com if possible.*
  - **Lodging, Air, Rail and Rental cars may never be booked through a third party system (Travelocity.com, booking.com, Airbnb.com, etc.) for any reason. This applies to both Federal Employees and Invitational Travelers.**
- ❑ **Parking.** The FTR states that we may reimburse the lesser of the round trip Taxi/Shuttle/Uber fare from the traveler’s home to the airport, or the airport parking cost. If parking costs are listed, a Taxi/Shuttle/Uber quote should be uploaded to the authorization, showing that parking is less. If the traveler lives far away from the airport (greater than 75 miles or 1.5 hours one way), then the following statement must be included on the authorization, *“Use of GOV or POV is necessary for this traveler because the estimated cost for shuttle, taxi, TNC, and INC from the traveler’s location will exceed the cost of airport parking.”*

- ❑ **Rental car.** Verify that the correct class of car (Compact) has been reserved. Higher classes of rentals may be chosen if proper justification is provided (example: multiple employees traveling together, transportation of equipment too large for a compact size car, rough terrain or poor weather conditions).
- ❑ **Meals or Other Expenses Provided by Sponsor.** If the travel is Sponsored, check to see if meals, lodging, airfare, etc. are being provided by the Sponsor. If the Sponsor is paying airfare, hotel, or meals directly, these expenses should be removed from the authorization.
- ❑ **Other Related Expenses.** If the authorization contains a rental car, is there associated gasoline expense added? If the traveler is flying, are expenses for checked luggage included? (Exception: Southwest does not charge for checked luggage). If the travel is domestic, has an allowance for hotel taxes been included? If there is no rental car, how is the traveler getting from airport to hotel to meeting venue? Are taxi/Uber/Metro/Shuttle allowances included?
- ❑ **Accounting Code.** Verify the accounting code is in current fiscal year, and that there are sufficient funds available to cover travel.
  - *If using another location's accounting, verify the location has agreed to cover the cost of travel. Ensure multi-location visits are not charged to only one Location.*
- ❑ **Use of CBA Account.** Verify CBA usage, if listed on authorization. The CBA may only be used if the traveler does not have a government travel card.

## Reviewer Travel Checklist - Vouchers

- ❑ **Receipts.** Receipts must be provided for all air, rail, hotel and rental car expenses, regardless of amount. All other expenses over \$35 must be accompanied by a receipt. Reviewers and Approvers have the right to request receipts for expenses of any amount.
  - Airfare (receipt from BCDTRAVEL) – the e-mail you got originally when you made the reservation
  - Hotel
  - Baggage Fees
  - Shuttle or Taxi Fares – Tips should be appropriate. 15 to 20% of the total fare is a good guideline.
  - Rental Car – is the receipt far different from the estimate? The government does not pay for upgrades and options; these will not be reimbursed.
  - Gasoline for Rental Car – Please select and remember to refill the gas tank yourself rather than higher-priced options.
  - Parking (see note above on airport parking)
  
- ❑ **Airfare and fees.** Verify the BCD ticketed invoice is uploaded, and that the airfare matches what is claimed. Verify ticketing fees are listed on the receipt. *\*Ensure there is a BCD receipt attached for each ticketing fee listed on the voucher.*
  - Check the receipt for the last 4 digits of the account number charged. “9586” is the Centrally Billed Account, so be sure the CBA is selected to be reimbursed, not GovCC.
  
- ❑ **Lodging and Taxes.** Verify the lodging receipt has the traveler’s name printed on it, and that each night’s stay is within the per diem allowance. *\*Nightly lodging amounts may not be ‘averaged.’ If several nights are under per diem and a few nights are over per diem, the traveler must cover the overage for those nights.*
  - *For Domestic Travel*, lodging taxes must be broken out on a separate line. This can be done as a lump sum, or one line per night.
  - *Resort Fees* are not taxes and must be claimed as “miscellaneous expenses.”
  - *For International Travel* lodging taxes are included in the nightly per diem rate. Taxes must not be separated and are to be included on the lodging line.
  - **Lodging, Air, Rail and Rental cars may never be booked through a third party system (Travelocity.com, booking.com, Airbnb.com, etc.) for any reason. This applies to both Federal Employees and Invitational Travelers.**
  
- ❑ **Parking.** See authorization section for FTR requirements for airport parking. If the airport parking receipt exceeds the cost of the round trip Shuttle/Taxi/Uber ride, we may only reimburse up to the cost of that estimate for parking.
  - *Other parking expenses, such as hotel parking charges, are reimbursable according to the invoice provided.*
  
- ❑ **Rental car.** Verify that prepaid fuel charges or rental fees for Toll Pass devices\* are removed from the reimbursement amount.
  - **\*Toll Pass devices are only reimbursable in States where the traveler may not decline the device.** Currently, Colorado and Florida are states where the TollPass may be reimbursed.
  
- ❑ **Meals or Other Expenses Provided by Sponsor.** If the travel is Sponsored, check to see if meals, lodging, airfare, etc. were provided by the Sponsor. If the Sponsor has paid airfare, hotel, meals or any other expenses directly, these should be removed from the voucher.

- ❑ **Other Related Expenses.** Verify receipts are uploaded and amounts match for other expenses, such as:
  - Checked Baggage
  - Fuel for Rental Cars
  - Shuttle/Taxi/Uber/Metro rides
  - Laundry\*.
    - \*Laundry expenses are permitted for domestic travel of 4 days or longer. Laundry expenses are included in the daily M&IE rate for International Travel and are therefore not reimbursable expenses.
  
- ❑ **Accounting Code.** Verify the accounting code is in current fiscal year, and that there are sufficient funds available to cover travel.
  - *If using another location's accounting, verify the location has agreed to cover the cost of travel. Ensure multi-location visits are not charged to only one Location.*
  
- ❑ **Reimburse the proper account.** Verify that expenses are being reimbursed to the proper account (CBA, GovCC, or Personal).
  
- ❑ **Check for a Pre-trip Voucher.** Sometimes travelers submit a pre-trip voucher and are reimbursed for the airfare BEFORE travel. If a pre-trip voucher was previously paid, ensure that the airfare line has been completely deleted. If there is a ticketing fee line, it should be set to \$0.00.

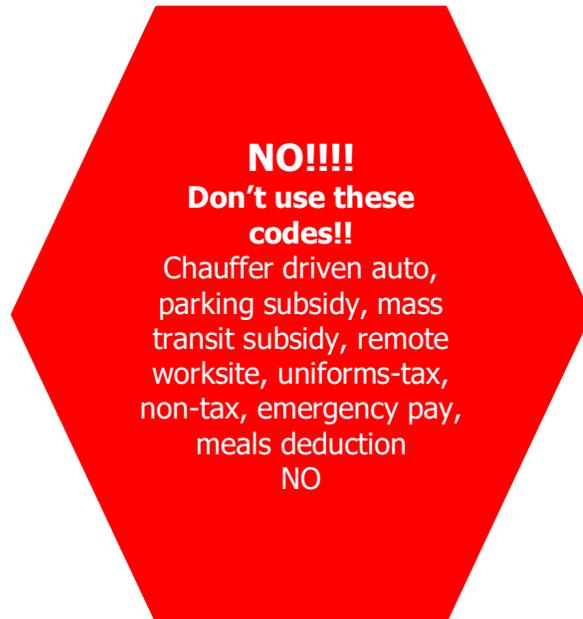
### Additional Fees

When fees show up on the travel card after the voucher has been filed. The Arranger/Secretary can have the traveler file a WEB T&A Reimbursement.

Some expenses may be reimbursed on the T&A. However, lodging per diem, and airfare will require an amended voucher.

#### Local Travel Reimbursement in webTA

- Submitted as Dollar Transaction Request
- 17-Travel Reimbursement is the ONLY code that should be selected from the dropdown menu
- DO NOT USE ANY OTHER CODES from the Dollar Transaction menu - travel reimbursements will be taxed if other codes are selected.
- Local travel is any travel lasting less than twelve hours, within 35 miles of the duty station, or within 35 miles of the employee's residence.
- Local travel expenses may include: metro, taxi, bus, parking, tolls, and mileage (gas included in mileage calculation, not separately reimbursed).
- Local Travel Policy can be found in P&P 344.0: <http://www.afm.ars.usda.gov/ppweb/pdf/344-0.pdf>



## Constructed Travel

When the normal mode of official travel is to fly and the employee requests to drive their own vehicle, a cost comparison form must be created and then uploaded to the authorization/voucher. The reimbursement will be the LOWEST total column and all the money will be placed in mileage and not broken out into expenses.

### CONSTRUCTED TRAVEL Drive POV instead of fly (not advantageous to the government)

On a piece of paper, make three columns and complete #1 & #2, and only estimate column #3.

1. Estimated Costs of Travel	2. Fly	3. Drive Receipts
Flying:		
Airfare Cost ( <i>per SATO – refundable cost</i> )	\$689.60	
Parking/Shuttle ( <i>home to/from airport</i> )	20.00	
Shuttle to/from airport ( <i>at TDY hotel</i> )	30.00	
Drive POV en route expenses:		
Lodging ( <i>en route receipts not to exceed GSA rate</i> )		\$150.00
Tolls, etc		\$3.00
Parking ( <i>at TDY hotel, etc</i> )		40.00
Round Trip Mileage ( <i>per Map Quest</i> ) ?? cents x mi.		906.95
Meals ( <i>en route lodging location per diem</i> )		156.00
<b>Total</b>	<b>\$709.90</b>	<b>\$1,255.95</b>

### \*\*\*\*\* In this example, the lowest rate \$710.00 is all that is reimbursed in the MILEAGE Expense category

*Reimbursement is limited to the constructive cost of the **authorized method of transportation**. Constructive cost is the sum of per diem and transportation expenses the employee would have **reasonably** incurred when traveling by the authorized method of transportation.*

#### On the Authorization:

1. Complete the travel as if they were going to fly (without the airfare).
  - Travel dates should match the normal/official flying schedule
  - Do NOT input mileage from home to the airport or from the airport home.
  - Do NOT input parking at the airport.
  - Do NOT input any of the expected driving expenses like tolls, mileage, etc.
2. **Select Mileage Expense** enter the mileage equivalent to the lowest rate \$710.00 by dividing \$710.00 by (55) cents (1420 mi).
3. Select Exceptions Section
  - Choose **POV Not Advantages to the Government**
  - Remarks: “Constructed travel at no additional cost to the government.” (*Briefly explain your comparison*)
4. FAX or upload the comparison sheet created to the authorization.

### On the Time Sheet:

Charge leave for any duty hours that are missed as a result of travel by POV.

### On the Voucher:

1. Collect en route lodging receipts, update the #3 Drive Receipts column, and FAX or upload the updated version to the voucher.
2. The only reimbursement outside of normal per diem, will be the Mileage Expense for the lesser amount that was input into the authorization.
3. No other mileage is allowed (to airport or at TDY).
4. No other shuttle expenses are allowed.
5. Reimburse the official lodging and meals at the TDY (¾ travel day, TDY, and ¾ travel day).
6. Signature Block and Exceptions Remarks: “Constructed travel at no additional cost to the government.” *(Briefly explain your comparison)*

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### **“Due ARS” Condition**

If a traveler is paid too much, and the voucher is amended to the lower amount, the traveler will have an overpayment. DO NOT LOWER AN EXPENSE ITEM ONCE THE VOUCHER IS STAMPED APPROVED. It will cause a reject. The traveler should make a check payable to USDA/ARS. The location Financial Technician will process the check through the lock box.

### **Incidental Expense**

If the traveler has all meals reimbursed by outside funds or included in registration, they are still entitled to the incidental expense. A voucher should be filed. The traveler is entitled to voucher, even at a future date, for expenses including incidentals, so do it now.

### **Interim Vouchers**

Use interim vouchers for long term assignments (30 days or more). Create an interim voucher every 15-30 days for the expenses that have occurred. When creating the authorization, it is a good idea to spread known expenses out so they can be vouchered before the end of the trip. On the second and third interim voucher, leave the previous expenses listed and ADD to them and continue to change the General Tab of the voucher.

*Note: After the voucher has been filed, the expenses paid to the employee cannot be reduced, it will cause a reject or at least a “Due ARS” Condition explained above. After 30<sup>th</sup> day, lodging and M&IE allowances reduce to 75% of the government maximum daily allowance for these expenses.*

## **Laundry Expenses**

If domestic travel is 4 consecutive lodging nights or longer, the employee may request laundry/dry cleaning expense reimbursement. Foreign Incidental expense includes an amount allotted for laundry expenses and the employee may NOT claim separate reimbursement.

## **Lodging**

### Lodging Expense

The lodging expense reimbursed must be in the city of the temporary duty (TDY). If there were no hotels available in that city, it needs to be documented BEFORE departure and fax/scanned to the authorization and voucher electronic file.

### Lodging Deposit

The lodging deposit is entered in the other expenses with a current or prior date. Once the trip has been approved, the reimbursement for the lodging deposit may be paid on a Pre-Trip (interim) voucher along with airfare and fees. Make sure the lodging deposit is deducted from the per diem to prevent double payment.

### Lodging - Foreign

Most foreign hotels charge lodging rates by the number of occupants, generally single occupancy. If the spouse or family will accompany the traveler, reimbursement is limited to single occupancy and the traveler will need the receipt broken down and separated for family. Verify that the lodging rate is single occupancy.

### Lodging Taxes

Foreign lodging rate includes the lodging tax. Domestic and Outside Conus (OC) does not include lodging taxes and should be listed as separate expense item.

### Lodging Taxes – Pro-rated

If the lodging does cost more than Per Diem allowed, the traveler may only be reimbursed for Per Diem and the lodging taxes should also be adjusted down to the Per Diem percent.

## **Meal Reimbursement**

Make sure that any provided meals are deducted from the voucher. Keep a copy of the conference documents in the file or have the traveler complete a voucher reimbursement form so they are taking responsibility for their expense claim documentation.

### Meals in a private home

If the traveler takes a meal in a private home, they are still entitled to M&IE reimbursement. If they lodge in a private home, they will not have a hotel receipt and will not be reimbursed for lodging.

### Breakfast offered at a hotel

A complimentary breakfast at a conference, social event, or hotel does not fulfill the meal requirement. The employee will still get reimbursed for breakfast.

### Breakfast, lunch or dinner as part of registration

If the registration includes a meal, the employee cannot be reimbursed for the meal. If they were reimbursed, it would mean that the ARS paid twice for the same meal.

### **MEAL EXPENSES ON LONG TERM ASSIGNMENTS**

1. Meals **ARE NOT** negotiated down on a temporary job detail.
2. Lodging is always reimbursed at the actual expense/receipt rate (per diem rate).
3. The only times meal allowance is lowered:
  - Relocation – Temporary Quarters after the first 30 days, the meal reimbursement is reduced to 75% of the per diem.
  - Foreign Long-Term Assignments – When the known expense is much lower, meal allowance may be reduced to any % as long as stated in the authorization and agreed upon in advance of travel.

### **§ 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?**

Under the following circumstances:

**(a)** When your agency can determine in advance that lodging and/or meal costs will be lower than the per diem rate; and

**(b)** The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.

### **Receipts**

Receipts are required for all airfare, lodging, rental cars, and expenses over \$35. **\*Approving managers have the right to request receipts for any amount, regardless of how small.**

### **No Receipt Available**

If the traveler had an expense over \$35 and cannot get a copy from the vendor, they may self-certify the expense. The traveler needs to complete a statement explaining the expense and amount and sign it for the voucher file. It must be uploaded to the electronic file. The traveler is responsible to the IRS for that expense and self-certification should be a rare occurrence.

### **Registration Fees**

The purchase card is the method for payment of registration fees. If the purchase card cannot be accepted for payment, the traveler may use their personal credit card and submit an SF-1164 for reimbursement. If lodging and registration cannot be separated from the registration, both are to be paid for on the purchase card, but remember to remove all lodging from the authorization. Registration in any form is not a travel expense and cannot be paid for on the travel card.

## **Rental Cars**

Rental vehicles are not an entitlement and **MUST** be approved **PRIOR** to departure. They should be reserved and approved in CGE. In rare circumstances a vehicle cannot be reserved in CGE, the necessity should be verified. Without prior approval, the rental car may not be reimbursed. Rental cars should be reserved at the government rate and have GARS insurance. Any other additional insurance will not be reimbursed.

An ARS employee can have a non-ARS person in the rental car. The non-ARS person CANNOT drive the rental car.

ARS policy requires rental cars to be reserved through BCD and CGE and they must be in the compact class. However, if there are multiple travelers or if carrying equipment, a larger vehicle may be justified in the pre-audit flag and approved by the supervising fund holder.

**GPS** – GPS is a reimbursable charge, for official business only per FMAD (6/2019).

Toll charges are a reimbursable expense; however, the toll reader devices are not. Only the actual toll may be reimbursed. Fees for the rental of a toll reader device are not reimbursable. If a toll reader cannot be declined on a rental vehicle, the device charges will be reimbursed only if a copy of the contract stating that the device cannot be declined is provided and uploaded to the voucher.

Gasoline purchased for an authorized rental car is reimbursable. Purchasing pre-paid fuel option for rental car is NOT reimbursable. Traveler must refuel rental car prior to returning car to drop off location.

Invitational travelers cannot book rental cars thru BCD because it requires a travel card. However, they must be instructed to reserve a rental car at the government rate with GARS insurance. We cannot reimburse them for other additional insurance.

Federal Travel Regulations for rental car use:

- Prohibits reservation of vehicles using an outside or personal travel agency
- Requires reservations to be booked through BCD/CGE
- Must possess a valid driver's license to reserve
- Must use travel card to purchase gasoline
- Must submit gas receipts for travel voucher reimbursement

## **Rental Cars in reference to Foreign Travel**

Travelers are encouraged to purchase additional insurance when renting vehicles overseas. The additional insurance is fully reimbursable to the traveler.

The traveler is taking a huge risk if they do not purchase the additional insurance. If the car is rented through BCD/CGE there is a chance ARS can get damage charges waived because of the Government GARS agreement, but that is not always the case with every rental company in every city. If the traveler does not purchase the insurance, they are taking a big chance they will be on the hook for the damages because we may not be able to get it waived.

## **GOV**

1. If a traveler drives to the office to pick up a GOV and then starts his trip, does he get mileage reimbursement? We are assuming in this case that the traveler is not going into the office to work at all but is simply dropping off his car to grab GOV to begin trip.
  - a. There is no mileage entitlement because a regular daily commute (to/from home/office) isn't reimbursable.
2. When driving to the airport, is mileage reimbursed regardless of the distance, or should the 35-mile radius be deducted from the reimbursement?
  - a. The mileage radius does not apply. Think if it this way, if they took a cab or shuttle, we would pay the whole reimbursement.
3. If an employee chooses to have a friend or family member drive the traveler to/from the airport, can we reimburse round trip mileage both ways?
  - a. Per GSA this is allowable so long as it does not exceed the cost of a taxi.
  - b. We follow the GSA rule, and always pay the round trip when a traveler is dropped off and (again) when the traveler is picked up at the airport via POV. I cannot imagine a case where the mileage round trip would ever exceed the cost of a taxi or shuttle.

## **Split Payment Function**

Airfare, TAV fee and TMC fees will automatically be reimbursed to the credit card used, either IBA or CBA. The other expenses can be amended to pay directly to the salary account.

## **Overpayment**

The traveler is responsible for paying their travel card on the account due date whether they were reimbursed for expenses or not. The pre-trip voucher eliminates the need for the traveler to pay their card before reimbursement. However, if they pay the travel card, the airfare may be reimbursed to their personal account.

## **TAV Fee**

Each amendment, interim and final vouchers will have its own TAV Fee \$14.75.

## **Transaction Fees**

ATM Fees and USBank fees for foreign currency conversions are a reimbursable expense. The travel card statement will show the exact charges and will serve as documentation for reimbursement. These fees are only reimbursable to a travel card. These will not be reimbursed to a traveler's personal credit card.

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# Create a New Voucher

Click on New Voucher

Choose Vch from Auth in Drop Down.

Click Next

CONCURGOV | Travel | Authorizations | **Vouchers** | Approvals

View Vouchers | **New Voucher** | Search Vouchers

## New Voucher

**i** Selecting a Document Type is the first step in creating a new authorization or voucher. When creating a voucher from an authorization, [View more](#) | [Page Help](#)

\*Required Field

Traveler Name: COLGAN, SHANNON ALISE

Document Type\*: **Vch From Auth**

Next

New Window will pop up with Available Authorizations

Select the appropriate authorization button

Click Select

### Available Authorizations

Traveler: SHANNON BOYD

Select

	Document Name	TA Number	Trip Name	Authorization Status	Travel Start Date▲	C
<input checked="" type="radio"/>	AUTH01645825	A0ZR6E	Trip from Cedar Rapids to Baltimore	POSACK OBLIGATION	04/22/2018	

New Voucher, General Tab will appear

This is where you would make changes to dates if early return, or change of TDY, etc.

Please make necessary changes, once information is correct

Click Create Document

New Voucher

BOOKING AUTHORIZATION

Cancel Create Document

### General Information

The information on this tab defines the type and purpose of the trip, the itinerary location, and the trip dates. The trip dates populate automatically based on the dates...  
[View more](#) | [Page Help](#)

**\*Required**

#### Document Information

Vch 05/15/2018

Final Voucher  Sponsored Travel

Document Name: VCH01160860 TANUM Trip Name: Trip from Cedar R...

Type Code\*: SINGLE TRIP Trip Purpose\*: MISSION (OPERATIONAL)

Document Detail\*: Cedar Rapids to BWI Currency: U.S. Dollar

#### Trip Information

Trip Duration: Multiple days  Allow changes to shorten trip?

Depart Selection: Depart From:

Return Selection: Return To:

#### Travel Status

Begin in travel status  End in travel status (Interim Voucher)

#### Itinerary Locations

Add Edit Delete

	From	To	Itinerary Location	Location Purpose
○	04/22/2018	05/05/2018	BALTIMORE, MD	MISSION (OPERA

#### Travel Dates

Begin Travel\*: 04/22/2018 End Travel\*: 05/05/2018

Cancel Create Document

Tab will appear across the screen. Go to the Expenses and Receipts Tab.  
 Add/Delete Expenses or change the amounts as needed  
 Verify payment method

Summary Profile General **Expenses & Receipts** Exceptions Accounting Totals Confirmation Perform Pre-Audits

← Previous Clear Save

Expenses and Receipts for Voucher: VCH01160860

Manage your expenses and receipts. Add new, edit, delete, or itemize existing expenses.  
 Page Help

Add Expense Delete Selected Expenses Expense Assignments

Expense List  
 For Delete: Select All Deselect All Currency: U.S. Dollar

#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type
1			<input type="checkbox"/>	04/18/2018		Travel Fee	8.26	
2			<input type="checkbox"/>	04/22/2018		AIR FARE	418.60	
3			<input type="checkbox"/>	04/22/2018		BAGGAGE EXPENSES	25.00	
4			<input type="checkbox"/>	04/22/2018		LODGING	98.00	
5			<input type="checkbox"/>	04/22/2018		M&IE	51.75	

Add Expense Details  
 Create Expenses Through   
 Expense Date\*   
 Expense Description\*

Move to Exceptions Tab  
 If lodging was reserved outside of Concur/BCD, then provide justification in Other Authorization

Summary Profile General Expenses & Receipts **Exceptions** Accounting Totals Confirmation Perform Pre-Audits

← Previous

Master List of Other Authorizations

- ACTUAL EXPENSE
- ANNUAL LEAVE OR NON-DUTY DAYS
- CONFERENCE ALLOWANCE
- EXCESS BAGGAGE
- EXTRA AIR OR RAIL FARE
- GOVT-OWNED VEHICLE AVAILABLE
- GROUP AUTHORIZATION
- MEALS PROVIDED
- NON ECONOMY CAR AUTHORIZED
- NON-CONTRACT AIR FARE
- NOT LOWEST PRICE CONTRACT CARRIER
- OTHER (See remarks below)
- OTHER AUTHORIZATION**
- OTHER PRIVATELY-OWNED VEHICLE
- PER DIEM LOCATION FOOTNOTES
- PERSONAL DEVIATION-ITINERARY/TRANS MODE

Move to Accounting Tab and verify the correct accounting is used

Alert	Actions	Organization	Label	Sponsored	LT Taxable	Default	Classification Code
		GUSDAREE035402010	18188013012910				8013012910.18.18.03.....LOCATION SUPPORT STAFF

Move to the Confirmation Tab and stamp T-ENTERED when creating a voucher for someone else.

**Status for VCH01160860**

**The Signature PIN is case sensitive.**  
[Page Help](#)

Status to Apply:

Reason:

Remarks:

Return-to:

Stamp and Submit Document

You will be asked to review Perform Pre-Audit flags and justify if necessary.

**Pre-Audit Results for VCH01160860**

\*Required Field

**Click the magnifying glass icon to view detail comments for each audit process...**  
[View more](#) | [Page Help](#)

Document Name: VCH01160860  
 Type: Vch  
 Traveler: COLGAN, SHANNON  
 Status: PASS

Audit Process	Status	Comments
ACCT CODES AUTHRZED	PASS	
ACCT CODES EXIST	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
ADVANCE PAID NON-COMPLETE VOUC	PASS	

Continue Stamping and Close Post Stamping Document

# Create a Pre-Trip Voucher

A pre-trip voucher can be created only after the flights have been ticketed.

From the “Voucher” tab, click on “New Voucher”

From the document type, select “PreTrip Voucher from Auth” from the drop down menu

Select Next

CONCURGOV Travel Authorizations Vouchers Approvals

View Vouchers New Voucher Search Vouchers

## New Voucher

**i** Selecting a Document Type is the first step in creating a new authorization or voucher. When creating a voucher fr  
[View more](#) | [Page Help](#)

**\*Required Field**

Traveler Name  
COLGAN, SHANNON ALISE

Document Type\*  
PreTrip Voucher Fron

Next >

New Window will pop up with Available Authorizations

Select the appropriate authorization button

Click Select

### Available Authorizations

Traveler: SHANNON BOYD

Select

	Document Name	TA Number	Trip Name	Authorization Status	Travel Start Date
<input checked="" type="radio"/>	AUTH01645825	A0ZR6E	Trip from Cedar Rapids to Baltimore	POSACK OBLIGATION	04/22/2018

New Voucher, General Tab will appear

This is where you would make changes to dates if early return, or change of TDY, etc.

Please make necessary changes, once information is correct

Click Create Document

New Voucher

BOOKING AUTHORIZATION **Create**

Cancel Create Document

### General Information

**i** The information on this tab defines the type and purpose of the trip, the itinerary location, and the trip dates. The trip dates populate automatically based on the dates...  
[View more](#) | [Page Help](#)

**\*Required**

#### Document Information

PreTrip Voucher 05/15/2018

Final Voucher  Sponsored Travel

Document Name: PVCH00028716  
TANUM: A0ZR6E  
Trip Name: Trip from Cedar Rapids t

Type Code\*: SINGLE TRIP  
Trip Purpose\*: MISSION (OPERATIONAL)

Document Detail\*: Cedar Rapids to BWI  
Currency: U.S. Dollar

### Trip Information

Trip Duration: Multiple days  Allow changes to shorten trip?

Depart Selection:  Depart From:

Return Selection:  Return To:

### Itinerary Locations

Add Edit Delete

	From	To	Itinerary Location	Location Purpose
<input type="radio"/>	04/22/2018	05/05/2018	BALTIMORE, MD	MISSION (OPERATION

### Travel Dates

Begin Travel\*: 04/22/2018  
End Travel\*: 05/05/2018

Cancel Create Document

The only expenses that will be listed are the airfare, TMC and TAV fees. Upload a copy of the ticketed receipt and voucher signed by traveler. T-enter and route for approval.

When traveler returns, go to the voucher tab and create a new voucher. You will select “Voucher from Auth” for the final voucher. Add/edit expenses on the final voucher as appropriate. Do not remove the expenses that were already paid on the pre-trip voucher. This will cause the final voucher to reject. The final voucher will only pay the expenses that were not included on the pre-trip voucher.

NOTE: Please double check that final voucher **IS NOT** paying for airfare and fees twice!

You cannot change the accounting code on a pre-trip voucher because final will reject.

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## ARS Y NIFA Y ERS Y NASS

### *Policy and Procedure*

**Title:** Local Travel Policy

**Number:** 344.0.v.2

**Date:** March 20, 2015

**Originating Office:** Financial Management and Agreements Division  
Travel Policy and Systems Branch, AFM/ARS

**This Replaces:** REE Policy and Procedure 344.0, dated 12/2/2011

**Distribution:** REE-wide

This P&P defines 'Local Travel' and establishes policy for the reimbursement of travel related expenses incurred in the performance of official duties in and around an employee's official duty station. This update serves to clarify the term "Local Travel." No other changes have been made.

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## **1. Purpose**

This P&P provides a definition for ‘Local Travel,’ and establishes policy for determining eligibility for reimbursement, and the process for reimbursing travel related expenses incurred in the performance of official duties in and around an employee’s official duty station.

## **2. Background**

Travelers may be reimbursed for travel expenses incurred in the performance of official duties in and around their duty station. When the expense appears reasonable and necessary to conduct business, the traveler should be reimbursed for out of pocket expenses. Local travel expenses must be claimed within the fiscal year the expenses were incurred, however, a traveler may not be reimbursed for their normal commuting expenses except under the Commuter Transit Subsidy Benefits Program.

## **3. Authorities**

- Federal Travel Regulation
- Department Manual (DM) 2300-001, Agriculture Travel Regulation (ATR)

## **4. Definition**

The Research, Education, and Economics (REE) mission area defines local travel as:

- Any travel lasting less than twelve hours; **AND**
- Within 35 miles of either the employee’s duty station or the employee’s place of residence.

There is NO per diem entitlement if either the employee’s duty station or place of residence is within 35 miles of the TDY location.

## **5. Policy**

Employees may be reimbursed for travel expenses incurred in performing official duties in and around their official duty station. While employees are responsible for their normal and routine commuting expense to and from their residence and official duty station, it is REE policy that employees should not have to pay, out of pocket, over and above normal commuting expense when ordered to perform work away from the official duty station but within the local commuting area.

Local travel expenses may be incurred in a variety of work-related situations including, but not limited to, required attendance at meetings, conferences or other official functions, training, periodic work assignments at alternate duty locations in or around the official duty station, etc. The authority to reimburse employees for local travel expenses is delegated to each REE agency.

Approval of individual local travel claims is generally the responsibility of the employee's fund holder, supervisor, or other designated travel approving official.

## 5.1 Allowable Travel Expenses

- The cost of subway, bus, train, taxi, or other public transportation.
- The cost of using a privately-owned vehicle (POV) calculated based on the GSA mileage reimbursement rate (gasoline is included as a component of the mileage reimbursement rate and is not separately reimbursed).
- When authorized to use a Government-owned vehicle (GOV), reimbursable local travel expenses may include the cost of any necessary gasoline paid by the employee **IF** a fleet card is not available or accepted.
- Cost of parking and tolls are reimbursable (both POV or GOV).

## 5.2 Determining Reimbursement for Local Travel Expenses

Generally, if the expense appears reasonable and necessary to conduct business, the employee should be reimbursed for out of pocket expenses above and beyond the normal commuting costs. Reimbursement for local travel expenses incurred is at the discretion of the agency and the employee's supervisor or travel approving official.

It is important to note that, under a Comptroller General ruling, a Federal Agency cannot reimburse (or give the appearance that they are reimbursing) employees for local travel costs incurred solely from the employee's residence to their official duty station unless the employee is participating in the Public Transportation Benefit Program sponsored by the Federal Government. The authority under this program is unique and should not be interpreted as a basis for reimbursing employees for home to work travel costs.

There are many different commuting options for employees; for that reason, REE does not have a single, established formula for determining which local travel costs will or will not be paid. Employees must provide justification for expenses incurred over and above normal commuting expenses to receive reimbursement. Transit subsidy costs are included as a normal daily commuting cost of the employee when determining additional out of pocket expense.

The amount of reimbursement is determined on a case-by-case basis by the supervisor. The supervisor makes the final determination on local travel reimbursement consistent with the policy established in this P&P. The following are examples that are not intended to be inclusive of all situations, but will provide guidance on when to authorize local travel reimbursement:

- Example A: An employee is in a van pool and pays a flat monthly rate of \$100 to maintain a slot in the van pool. The employee is ordered to work at an alternative office one day. The employee cannot take the van pool to the alternative location and must drive a POV. Because the \$100 paid for the van pool is a flat monthly rate and not prorated daily or refundable for days the employee does not use the van pool, the cost of using a POV to perform work away from the official duty stations is over and above the

cost of the normal commute. The employee should be reimbursed mileage, plus any tolls and/or parking incurred.

- Example B: An employee uses her own car to drive to work each day, and parking is provided at her office at no cost. The employee is ordered to work at an alternative site for one day. Normally, employee drives 30 miles round-trip to her office, but it is a 40 mile round-trip from her residence to the alternative work site. The employee must also pay a parking fee of \$10 at the alternative location. The employee should be reimbursed the additional 10 miles of mileage and the parking fee, because the mileage and parking are over and above the normal commuting costs.
- Example C: An employee takes public transportation to work each day at a cost of \$3.25 each way. The employee is ordered to work at an alternative location, accessible by public transportation, but at a cost of \$2.85 each way. The employee receives no reimbursement, because the cost of commuting to the alternative location is not an additional cost to the employee.
- Example D: An employee takes public transit to work each day, for which they receive a transit subsidy. The transit subsidy covers the \$4.50 cost of round-trip daily subway fare. In addition, the employee pays \$1.75 to park at the subway lot, and drives 10 miles round-trip to the subway lot, for an additional cost of \$5.10 (10 miles x .575 mileage reimbursement rate, current rate as of the publication date of this document). Total daily commuting cost is \$11.35. The employee is ordered to perform work at a location that is 20 miles (40 miles round-trip) from the employee's residence for a total cost of \$20.40 (40 miles x .575 mileage reimbursement rate, current rate on the publication date of this document). The employee's additional out of pocket expense is \$9.05 (\$20.40 minus normal cost of \$11.35), which may be reimbursed as local travel. Please note that the transit subsidy IS included as a normal commuting cost in this calculation.

*Note: Actual calculations must reflect the current General Services Administration mileage reimbursement rate established for travel using a POV.*

### **5.3 Receipts**

As REE policy, reimbursement for local travel expenses will be supported by adequate receipts unless obtaining a receipt for local travel is impractical, such as for metered parking or mileage reimbursement.

### **5.4 Approving Local Travel Expenses**

Approving reimbursement for local travel expenses incurred must be made on a case-by-case basis in accordance with policies in this P&P. In making this determination, approving officials should take care not to reimburse or give the appearance that they are reimbursing employees for routine residence to official duty station commuting costs.

REE agencies in the Washington, D.C., area provide regular shuttle service between various REE offices and the main Department of Agriculture office on Independence Avenue, S.W. Supervisors may elect to have employees assigned to alternative offices in the Washington, D.C., area report to their official duty station and use shuttle service in lieu of authorizing and reimbursing local travel. When ordering employees to use shuttle service, supervisors should consider the time traveling on the shuttle as part of the employee's regular tour of duty hours.

## **6. Procedures**

Local travel may be reimbursed as follows:

### **6.1 Travelers with Access to WebTA**

- A Dollar Transaction expense in the WebTA system (Exhibit 1). Reimbursements made through the WebTA system should be supported by a request for reimbursement with an itemized list of expenses including date incurred, type, amount (Exhibit 2), and receipts for any single expense greater than \$35. Request may be submitted to the approving official via email or hardcopy; or
- A method/system of local travel reimbursement established by REE or the Department.

### **6.2 Travelers without Access to WebTA**

- A Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business (SF-1164), processed through the Financial Management Modernization Initiative System (known as FMMI); or
- A method/system of local travel reimbursement established by REE or the Department.

Additionally, for travel outside of the 35 mile radius, any miscellaneous expenses such as mileage, tolls, parking, etc., where there is no per diem (lodging and/or meals) entitlement associated with the travel, may be reimbursed through WebTA or an SF-1164, as appropriate. TDY travel with a per diem entitlement must be authorized and vouchered through the agency E-Gov Travel Service, currently Concur Government Edition (CGE).

## **7. Responsibilities**

- Traveler -It is the responsibility of the traveler seeking reimbursement to clearly illustrate and justify that local travel costs incurred were out of pocket and not part of their normal commuting expense.

- Supervisors and other travel approving officials - Will ensure that employees are promptly reimbursed for reasonable and necessary out-of-pocket expenses incurred for official local travel in or around the official duty station.

Any questions pertaining to this P&P may be directed to the Chief, Travel and Policy Systems Branch, Financial Management and Agreements Division.

/s/ Sherri L. Carroll

SHERRI L. CARROLL  
Deputy Director  
Financial Management and Agreements Division

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## Local Travel

### Instructions for Claiming Local Travel Reimbursement through WebTA System

1. Login to the WebTA system using your eAuth user id and password or LincPass.
2. Go to Employee Main Menu, click on Dollar Transaction Requests



### Employee Main Menu

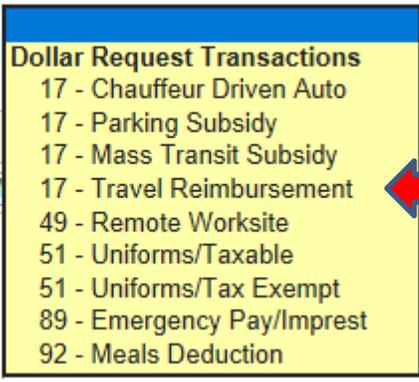
Time
<a href="#">Timesheet</a>
<a href="#">Timesheet Summary</a>
<a href="#">Processed Timesheets</a>
<a href="#">Leave Requests</a>
<a href="#">Premium Pay Requests</a>
<a href="#">Dollar Transaction Requests</a> 
<a href="#">Leave Balances</a>
<a href="#">Schedule</a>

3. Click on Add Dollar Transaction Request

### Dollar Transaction Requests - Current

▼ Status	◆ Start Date	◆ End Date
No results		
<a href="#">Add Dollar Transaction Request</a> 	<a href="#">History</a>	<a href="#">Cancel</a>

4. 17- Travel Reimbursement is the **ONLY** code to be selected from the drop down

\* Transaction Code: 

\* Account:

\* Start Date:

**Add New Row**

**Remarks**

Submitter Remarks:

5. Please proceed with adding local travel to be reimbursed  
 Please add in the SUBMITTER REMARKS, what is actually being reimbursed  
 Once completed click on SUBMIT

\* Transaction Code:

\* Account:

* Start Date	* End Date	* Amount	Action
<input type="text"/>	<input type="text"/>		<input type="text" value="Delete"/>

**Add New Row**

**Remarks**

Submitter Remarks:

Approver Comments:

6. Once Submitted, traveler can go back to the Timesheet and Verify

**Dollar Transactions**

Transaction	Account	Date	Amount
Dollar Total			

# TRAVEL TIDBITS

## Travel Policy Exception Memo

From time to time we see traveler's requesting reimbursement for items/services/fees outside the scope of the FTR or Policies and Procedures, such as:

- Premium Air for Reasonable Accommodate
- Third Party Lodging
- Personally, Procured Airfare Ticket
- Approval of Rental Car not approved through Concur, etc.

Once this happens, the traveler will need to request a **“one-time exemption”** memo. Sample Memo attached. The Memo needs to be addressed to Robert Magill, Chief Financial Officer, through Shaheerah Carmichael, Branch Chief, TPSB; with RL approval. The Memo **MUST** explain the circumstances surrounding the request and the amount of the requested reimbursement with receipts.

Once approved by Traveler and RL and ready to submit for Department approval:

1. Create Portal Ticket
2. Record Type – Other
3. Policy Exception Type – Select One Airfare, Lodging, Other

The screenshot shows a web form with the following fields and values:

- Requester Name:** Karen Hughes
- Record Type:** Other (indicated by a blue arrow pointing to the text)
- Subcategory:** N/A
- Policy Exception Type:** A dropdown menu is open, showing options: --None--, Airfare (checked with a checkmark), Lodging (indicated by a blue arrow pointing to the text), and Other.

4. Upload the Memo signed by the traveler and RL, along with supporting documents.
5. Once Travel Specialist accepts ticket, he/she will assign to Shaheerah Carmichael for approval.

Should you have questions or need assistance, please contact your Travel Specialist.

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**TO:** Robert Magill, Chief Financial Officer  
Financial Management and Agreements Division

**THROUGH:** Shaheerah Carmichael, Branch Chief, Travel Policy and Systems Branch  
Beth Federici, Budget Analyst, Travel Policy and Systems Branch

**FROM:**

**SUBJECT:**

**SUMMARY OF REQUEST:**

**PROVIDED ATTACHMENTS:**

*Note: Supporting documentation must be provided with request*

**Receipts**

**GTC Statement**

**Cost Comparison**

**Other**

**TRAVELER SIGNATURE:**

**SUPERVISOR SIGNATURE:**

**FMAD/TPSB RECOMMENDATION:**

**APPROVE:**

**DISAPPROVE:**

**Approver Signature:**

**REQUEST LOG #:**

## Policy Exception Memos

- Explanation of circumstances requiring memo, why memos are needed
  
- Premium Air for Reasonable Accommodations
  1. If traveler doesn't already have an updated reasonable accommodation for travel on file with TSPB in the past 12 months, Traveler must have completed Reasonable accommodations through Tonya Morris, REE Reasonable Accommodation Program Manager, OODE.
  2. Complete memo and submit to TSPB with specifics on what the traveler's need to accommodate travel (i.e., larger seats for flights over X number of hours, wheelchair accessible hotel room, etc.)
  
- Third Party Lodging
  1. Complete memo with explanation of why reservation was booked through third party
  2. Provide Receipt and Booking Confirmation and acknowledgment that taxes and fees will not be reimbursed (nor will taxes if not broken out on receipt), that only per diem will be reimbursed.
  3. Include traveler/traveler's arranger acknowledgment that they are aware of the policy violation and will adhere to policy in the future.
  4. Provide GTC statement if Government cardholder
  
- Personally, Procured Ticket
  1. Complete memo with explanation of why ticket was personally procured, include amounts of what city pare fares would have been if procured per policy (cost comparison)
  2. Provide Receipt(s)
  3. Include traveler/traveler's arranger acknowledgment that they are aware of the policy violation and will adhere to policy in the future.
  4. Provide GTC statement if Government cardholder