

Date: 12/19/2011



Environmental Management Consolidated Business Center (EMCBC)

Subject: Local Travel and Temporary Duty Procedure

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Financial Management

1.0 PURPOSE

The purpose of this procedure is to prescribe the requirements for local and temporary duty travel.

2.0 APPLICABILITY

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) staff and all serviced-site staff covered under a Service Level Agreement (SLA).

3.0 REQUIREMENTS and REFERENCES

3.1 Requirements

- 3.1.1 Federal Travel Regulations – (Chapters 300 through 304)
- 3.1.2 DOE Accounting Handbook – (see DOE CFO webpage)
- 3.1.3 DOE Travel Manual (552.1-1A)

3.2 Reference

- 3.2.1 PS-550-01, EMCBC Government Motor Vehicle Use Policy
- 3.2.2 IP-552-01, Travel Card Oversight Management Procedure

4.0 DEFINITIONS

- 4.1 ACH – Automated Clearing House. The ACH documents employees' banking information.
- 4.2 FTR – Federal Travel Regulations. The FTR can be found on the USA.gov website under federal employee travel. It is written in a question-and-answer format for ease of travelers.
- 4.3 GTR – Government Transportation Request. The GTR is EMCBC's office travel card. It is only used to pay for TMC fees and airline tickets for someone without access to a government travel card.

- 4.4 Local Travel – Travel within 50 miles of an employee’s residence or his permanent duty station. Reimbursement is made in GovTrip by a Local Travel Voucher. Local Travel requires advance authorization by EMCBC management.
- 4.5 TDY – Temporary duty away from one’s permanent duty station. For per diem purposes, TDY begins as soon as an employee leaves his duty station or residence, whichever applies.
- 4.6 TMC – Travel Manager Center. The commercial organization that makes airfare reservations, car rental reservations and other travel arrangements (for example, AdTrav Travel Agency).

5.0 RESPONSIBILITIES

- 5.1 All Employees – will be familiar with and comply with FTR requirements and local travel practices as described in 6.1 below. As required by FTR, employees will use their Government Travel Cards for business travel expenditures, and will not use the travel card for personal activities. IP-552-01, Travel Card Oversight Management Procedure (Ref. 3.2.2). As prudent servants of the taxpayers, employees will limit travel expenditures to what is necessary, reasonable and within FTR ceilings.
- 5.2 GovTrip Authorizing Officials and Supervisors – will promptly approve (or reject) GovTrip authorizations and vouchers and ensure all TDY and local travel is in accordance with local policy and FTR requirements. When necessary, supervisors will require appropriate disciplinary action for employee misuse of travel cards and submissions of false statements in GovTrip.
- 5.3 Office of Financial Management, Finance – will promptly process authorizations and provide general administrative oversight of TDY and local travel in accordance with this EMCBC procedure and the FTR. OFM, Finance will designate a Travel Coordinator. In addition, OFM Finance will perform reviews of TDY and local travel to ensure compliance with this EMCBC procedure and the FTR. All Senior Managers will have all of their travel reviewed (100% review).

6.0 PROCEDURE

6.1 Employees

- 6.1.1 Maintain a current ACH Banking Form (<http://cbcintranet/forms/Upload/ACH%20Banking%20Form.pdf>) with the EMCBC Travel Coordinator. In order for travel vouchers to be processed to the correct bank account, updates to the ACH form should be made as soon as an employee’s banking account is changed.
- 6.1.2 Maintain a current and accurate travel profile with the TMC.

- 6.1.3 If needed, request from the EMCBC Travel Coordinator a Cash Advance (up to 80% of travel costs other than airfare and TMC fees) two weeks in advance of travel.
- 6.1.4 Complete travel authorizations in GovTrip prior to traveling. In addition, obtain management approval for the travel, use of car rental, exceeding FTR limits and going outside the FTR norm. PS-550-01, EMCBC Government Motor Vehicle Use Policy, (Ref. 3.2.1). Office of Environmental Management policy states that employee travel costs must not exceed the FTR cost ceilings; justifications for exceptions must be very extenuating. Cost comparisons are required for choosing (1) travel by private vehicle rather than airline and (2) travel by car rental rather than other transportation options. The cost comparisons must be accurate and meaningful. Cost comparisons with management approval and other justification must be attached to the GovTrip authorization. Do not begin travel until the authorization has been approved.
- 6.1.5 Incur travel expenditures according to the travel authorization, prudence and reasonableness. It is required that travelers retain travel-related receipts \$75.00 and over, but they are also encouraged to retain all travel-related receipts. Traveler's should keep the EMCBC Travel Coordinator informed of questionable transactions and obtain management approval prior to incurring questionable transactions. The Agency-provided Travel card should be used for all business travel purchases and never for personal purchases.
- 6.1.6 Use the Accounting Codes for EMCBC-related travel provided in GovTrip. If another organization will be paying for the travel, notify the EMCBC Travel Coordinator as soon as possible so that organization's Accounting Code can be entered into GovTrip. The EMCBC Accounting Codes will be the default in GovTrip.
- 6.1.7 When travel is performed by automobile, it is assumed that a Government motor vehicle is the most advantageous method of transportation. Variance must be approved by management in accordance with PS-550-01, Government Motor Vehicle Use Policy (Ref. 3.2.1).
- 6.1.8 Conference fees are training and should not be included in travel authorizations or vouchers. If meals are included as part of the conference, meeting or training fee, per diem should be reduced accordingly (see FTR 301-11.18).
- 6.1.9 In addition to EMCBC travel requirements there are special rules that are required by DOE headquarters for international travel, for example, submission of the 11-point foreign travel form.
(<http://cbcintranet/forms/Upload/Foreign%20Travel%2011-Point%20Paper.pdf>)
See the EMCBC Travel Coordinator for headquarters' current requirements as soon as international travel is anticipated.

- 6.1.10 Complete travel vouchers in GovTrip within 5 business days after returning from TDY travel. Scan and attach copies of travel receipts to the GovTrip Voucher. When actual expenditures are \$30.00 more than the total authorized, the GovTrip travel authorization must be amended before the voucher can be submitted.
 - 6.1.11 Complete local travel vouchers once every 60 days or when local travel costs exceed \$60.00. However, even if the voucher is less than \$60.00, it must be submitted before the end of the fiscal year in September. In accordance with the FTR, travelers must deduct their usual commuting costs from the total expenses incurred when they travel between their residence and the local work station.
 - 6.1.12 Notify the EMCBC Travel Coordinator by e-mail when any of the following changes: home or work address, expiration date of government Travel Card, or Travel Card number.
- 6.2 Approving Officials and Supervisors
- 6.2.1 Promptly approve (or reject) GovTrip authorizations and vouchers and ensure all TDY and local travel is in accordance with local procedure and FTR requirements.
 - 6.2.2 When necessary, provide appropriate disciplinary action for employee misuse of travel cards and submissions of false statements in GovTrip.
- 6.3 Office of Financial Management, Finance
- 6.3.1 Promptly process authorizations and provide general administrative oversight of TDY and local travel in accordance with EMCBC procedure and the FTR.
 - 6.3.2 Perform reviews of TDY and local travel to ensure compliance with EMCBC procedure and the FTR.

7.0 RECORDS MAINTENANCE

- 7.1 Records generated as a result of implementing this procedure are identified as follows, and are maintained in accordance with the Office of Financial Management File Plan:
 - 7.1.1 ADM 09-01.1-A – Foreign Travel Authorizations
 - 7.1.2 ADM 09-03-A – Non-Commercial Reimbursable Travel Files

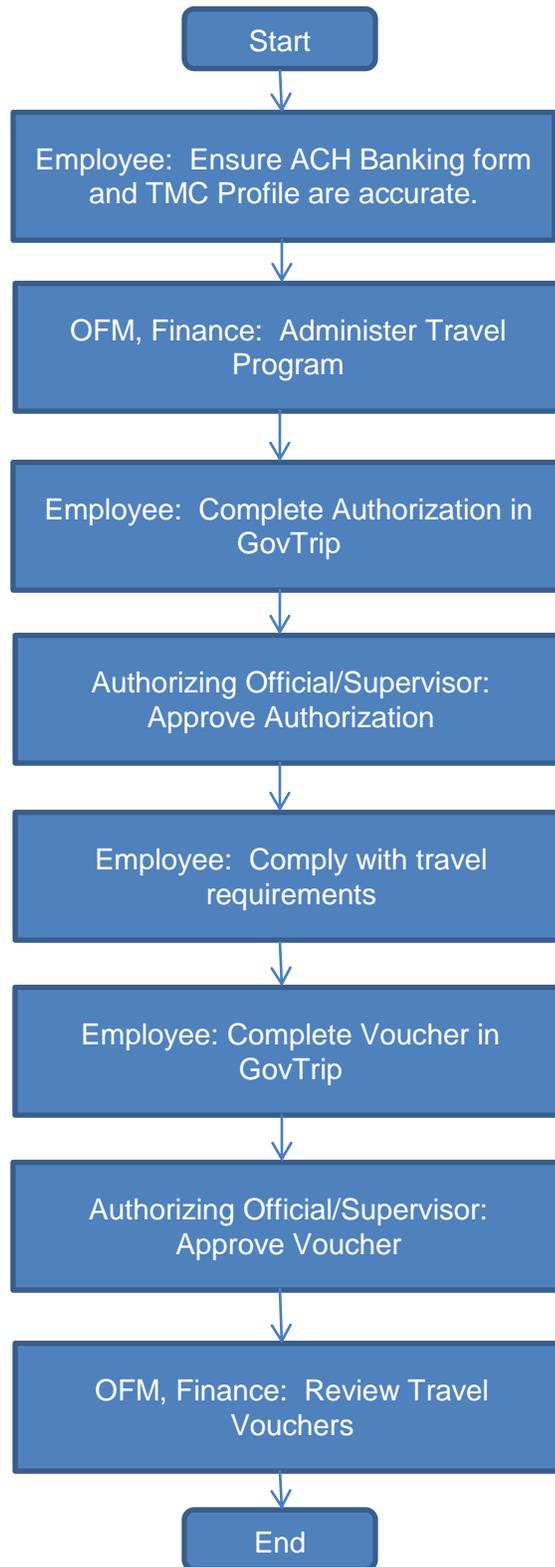
8.0 FORMS USED- All forms are the latest revision.

- 8.1 Request for DOE Travel Card, Form IP-551-01-F1
- 8.2 CBC ACH Banking Form (same as OMB No. 1510-0056, ACH Vendor/Miscellaneous Payment Enrollment Form)
- 8.3 Foreign Travel 11-Point Paper

9.0 ATTACHMENTS

- 9.1 Attachment A, Request for DOE Travel Card, IP-551-01-F1, Rev. 0
- 9.2 Attachment B, CBC ACH Banking Form - <http://cbcintranet/forms/Upload/ACH%20Banking%20Form.pdf>
- 9.3 Attachment C, Foreign Travel 11-Point Paper - <http://cbcintranet/forms/Upload/Foreign%20Travel%2011-Point%20Paper.pdf>

10.0 FLOWCHART



**U.S. Department of Energy
Energy Finance and Accounting Service Center
Accounting Operations Division/Travel Team**

EMPLOYEE ACKNOWLEDGMENT

I certify that I will abide by such policies, procedures and other instructions that may be issued by the Department of Energy and J.P. Morgan Chase pertaining to the use of the card issued to me for the purposes of conducting official government travel.

Employee Signature

Employee Printed Name _____ - please initial either A or B below:

A. ____ I authorize the bank to obtain a credit report to be eligible for standard account

B. ____ I do not authorize the bank to obtain a credit report and will not be eligible for a standard account

Ten-Digit Organization Code

Name of Organization that Corresponds to Org. Code

Anticipated Travel Date

Employee's E-Mail Address

Supervisor's Printed Name

Supervisor's Signature

Date

SAMPLE

CBC No 2010-001

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT	
<p>The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579. All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Environmental Management Consolidated Business Center (EMCBC) Department of Energy to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.</p>	

AGENCY INFORMATION	
Federal Program Agency: Department of Energy	Agency Identifier: EMCBC
Address: 250 E. 5th Street Cincinnati, OH 45202	Phone Number: 513-246-0500
PAYEE/COMPANY INFORMATION	
Name:	SS# or TIN#
Email address:	DUNS#
Contact person name:	Is this the CCR address? (check one) <input type="checkbox"/> YES <input type="checkbox"/> No
Address: (include city, state, and zip code)	Phone Number: _____ Cell phone number: _____

FINANCIAL INSTITUTION INFORMATION	
Name:	
Address:	
Nine-digit Routing Transit Number:	<input type="text"/>
Depositor Account Number:	
Type of Account: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	Lockbox number: (if applicable)

SAMPLE

Memorandum

Date:

Reply to:

Atten of:

Subject: **REQUEST FOR APPROVAL FOR FORGEIGN TRAVEL**

TO:

This memo serves to request your approval for foreign travel to be conducted by personnel under your cognizance.

Traveler's name, title and organizational affiliation – along with travel destination and travel dates:

The body of the memo must address, in detail, the following questions:

1. Is the trip on the EM Foreign Travel Plan? If not, why?
2. Is the trip being requested less than 45 days in advance? If so, why
3. What program activity is supported by this trip?
4. What is the purpose/objective of the trip?
5. Provide discussion if this trip is part of an on-going initiative.
6. Who are the Field and Headquarters program managers for this trip?
7. How does the trip contribute to the mission of the traveler's organization and to the overall EM mission?
8. Who is the funding organization and what is the estimated cost of the trip?
9. Identify additional delegation members. If the trip is comprised of multiple travelers, what is the role of each participant?
10. Provide discussion of the impacts to meeting EM mission requirements if this trip is not conducted.
11. Has every effort been made to reduce costs associated with this trip?

EMCBC RECORD OF REVISION**DOCUMENT - Local Travel and Temporary Duty Procedure**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Cancel PS-551-01 and reissue as IP-551-01. Develop a more complete process to be followed.	ALL	12/19/11