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SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement (a) provides requirements for appointing a program coordinator (PC) for the travel charge card program; and (b) provides additional information necessary when traveler uses SF 1169, United States Government Transportation Request.

2. DISTRIBUTION. This supplement is distributed to branch level in the FAA headquarters, Metropolitan Washington Airports, and regions; to section level at the centers; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.

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CHAPTER 9. PREPARATION OF TRAVEL VOUCHERS

SECTION 1. GENERAL

- 9-0101. PURPOSE. This chapter establishes the procedures for preparation of travel reimbursement vouchers. Detailed discussions of entitlements and restrictions governing the individual travel expense elements are covered in the preceding chapters of this Manual.
- 9-0102. SUPERVISOR'S RESPONSIBILITIES. Supervisors are responsible for instructing travelers, especially new employees, in the preparation and submission of travel vouchers and for reviewing and approving travel claims within two workdays of receipt. Supervisors are to advise travelers that a claim against the United States is forfeited if the claimant attempts to defraud the Government (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Travelers' claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.
- 9-0103. TRAVELER'S RESPONSIBILITIES. Traveler's will ensure that:
- a. They keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers.
 - b. Each voucher is complete as to form, facts, details, and supporting evidence in accordance with applicable travel requirements prescribed in this Manual.
 - c. Reclaim of items previously suspended or disallowed are fully explained on the reclaim voucher including the date the expenses were incurred. In addition, the original or a copy of the suspension notice will be submitted with the reclaim voucher.
 - d. Vouchers will be submitted where travel was accomplished by use of transportation requests and there is no claim for per diem or other expenses as prescribed in paragraph 9-0106c.
 - e. When an employee is in a continuous travel status or on extended travel, vouchers will be submitted currently;

i.e., on a monthly basis. Vouchers covering periods of less than 30 days will be submitted promptly to the travel approving official upon completion of each trip (within three workdays) and at least once each month when the travel exceeds 30 days.

- f. If trips are canceled or if itineraries are changed after tickets (or GTR's) are issued, the traveler will account for all unused tickets or coupons. The traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or until all unused tickets or coupons are properly accounted for on the travel voucher.

9-0104. EASE OF PREPARATION. Compliance with these procedures should:

- a. Reduce time spent in preparing vouchers by restricting the information shown to that which is necessary.
- b. Permit faster processing and payment of vouchers.
- c. Eliminate, to a large extent, requests by approving officials and the accounting office for additional information or justification of individual expense items claimed on vouchers.
- d. Reduce errors and consequent delays in payment.
- e. Reduce the number of suspensions and disallowances by the accounting office.

9-0105. RELATIONSHIP OF TRAVEL VOUCHERS TO TRAVEL AUTHORIZATIONS.

- a. Chapter 2 prescribes detailed procedures for preparation of travel authorizations. The travel authorization provides the authority for the employee to travel and to incur travel expenses for which he/she will later claim reimbursement by submission of a travel voucher.
- b. Occasionally, a traveler is required to deviate from the approved travel authorization to accomplish the purpose of the travel or to incur valid expenses not authorized in the authorization. In such instances, the deviations from the authorization and the additional expenses should be:
 - (1) Authorized in an amended authorization issued prior to the deviated travel or incurrence of the expenses (see paragraph 2-0110), or

- (2) Justified on the travel voucher and approved by an approving official.

9-0106. SUPPORTING DOCUMENTATION. Travel vouchers generally require the submission of supporting documents. The basic requirements for submission of supporting documents are summarized below.

- a. Trip-by-Trip Authorization. Every travel voucher claiming reimbursement pursuant to a trip authorization (TDY or PCS) must be supported by a copy of the related travel authorization. When more than one travel voucher is to be submitted, the travel authorization must be submitted with the first voucher. On the second and subsequent vouchers, complete the "DATE" space under the heading "NEXT PREVIOUS VOUCHER PAID, ETC.," on the face of the travel voucher.
- b. Open Authorization. In the case of open authorizations, employees will be given only one copy of their authorization. Since the original and duplicate of each open authorization are sent directly to the accounting office by the preparing organization, a copy of the travel authorization as an attachment to the travel voucher is not required. The date of submission of the last previous voucher should be noted on the second and subsequent vouchers in the same manner as for multiple vouchers for trip travel.
- c. Transportation Requests. When travel is performed and transportation obtained through the issuance of transportation requests, whether or not there is included a claim for per diem or other expenses incident to such travel, submit SF 1012, Travel Voucher, listing thereon the dates and places visited during the period and the means of transportation used. The duplicate copy of the GTR (SF 1169b) will be attached as a supporting document to the voucher.
- d. Receipts. Receipts are required for expense items in excess of \$25 (excluding taxes) except as indicated in subparagraph e, below. When it is impracticable to secure a receipt, or when a receipt is lost, the employee will state the circumstances on the voucher. If acceptable and approved, reimbursement will be made. Mere inconvenience in securing a receipt will not be considered an acceptable justification. When the duties of the traveler are of a confidential nature and the public interest so requires, the receipt requirement may be waived by the travel authorizing official.

e. Exceptions to Receipt Requirements. Receipts are needed for the following expenditures, regardless of amount:

- (1) Lodging expenses.
- (2) Items of expense claimed in connection with residence transactions, see section 9, chapter 5.
- (3) All expense items when claiming more than the lump sum for miscellaneous expenses incurred incident to a transfer, see section 10, chapter 5.
- (4) Excess baggage. The receipt shall indicate the weight of the baggage and the points between which baggage was moved.
- (5) Baggage, transfer, and checking charges.
- (6) Clerical assistance.
- (7) Fees relating to travel outside the continental United States.
- (8) Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered or articles purchased and the unit price.
- (9) Other allowable miscellaneous expenses under paragraph 4-1101e.
- (10) Rental of rooms for official business.
- (11) Rental of typewriters.
- (12) Services (personal) such as guides, interpreters, packers, and drivers of vehicles.
- (13) Shipments, freight, or express.
- (14) Steamer chairs, steamer cushions, and steamer rugs.
- (15) Stenographic and typing services.
- (16) Telegrams, cablegrams, and radiograms.

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- (17) Long distance telephone calls. A receipt shall not be required where a coin box telephone is used and it is so stated on the voucher.
- (18) Copies of records, etc., furnished by State officials (clerks of courts, etc.).
- (19) Cash payments for passenger transportation services.

f. Itemization of Actual Subsistence Expenses. Form DOT F 1500.5, Itemization of Actual Subsistence Expenses (While Occupying Temporary Quarters), will be submitted to support travel vouchers in connection with employee transfers (see paragraph 5-0804b).

9-0107. TRAVEL VOUCHER PREPARATION - GENERAL.

- a. Form to be Used. A claim for reimbursement of travel expenses (except for local travel) will be filed on the Travel Voucher, SF 1012. Travel vouchers may be typed when prepared by clerical personnel from information provided by the traveler. However, typing of travel vouchers is not required and should not be done when travelers prepare legible, handwritten vouchers. Handwritten vouchers must be prepared in ink.
- b. Number of Copies and Distribution. The voucher will be prepared in duplicate as a minimum. The original will be sent to the accounting office after review and approval by the approving official. A copy will be retained by the employee.
- c. Time of Submission. Vouchers covering trip travel should be submitted to supervisors for approval within three workdays after the trip is concluded. If a second trip is scheduled to begin within the three-day period, both trips may be included in a single voucher. When extended travel is involved, the employee will submit vouchers at the end of each calendar month. Such vouchers will be submitted within three workdays after the end of the calendar month. When claiming reimbursement for expenses incurred in connection with a PCS, if all of the expenses are incurred within a 30-day period, a single voucher should be submitted for the entire claim. If the expenses are incurred over an extended period, individual vouchers may be submitted for each of the elements of expenses or for any combination of the various expenses as follows:

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- (1) Advance trip.
- (2) Move from old to new duty station.
- (3) Transportation and storage of household effects.
- (4) Sale of residence or settlement of unexpired lease.
- (5) Purchase of new residence.
- (6) Subsistence while occupying temporary quarters.
- (7) Miscellaneous expenses incident to moving residence.

Observance of the three-day rule and prompt submission of vouchers is important to permit timely reimbursement and for currency of accounting reports. Accounting offices are to process temporary duty vouchers within ten workdays of receipt.

- d. Content and Itemization of Vouchers. Reimbursement vouchers should be prepared in accordance with the following criteria:

- (1) All entries should be made chronologically.
- (2) The traveler's complete itinerary for the period must be shown and the time spent at each temporary duty point indicated.
- (3) Stopovers where temporary duty is not performed must be shown when:
 - (a) An expense is incurred such as transportation from one terminal to another.
 - (b) Overnight lodging is used at a stopover point, see item (9), below, for exceptions.
 - (c) Changing modes of transportation.
 - (d) The stopover point is a point of exit from, or entry to, the continental United States.
 - (e) The stopover affects the per diem rate.
- (4) The expenses claimed for reimbursement must be listed in chronological sequence, and receipts, when required, must be numbered consecutively, beginning with number one, for each voucher.

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- (5) Claims for local telephone calls and for streetcar, bus, and subway fares between place of lodging and temporary duty point need not be individually listed. The number of calls or fares, the rate and total claimed should be recorded as a single line item.
- (6) List long distance calls individually showing points between which calls were made, date, amount paid on each call, and the statement that calls were on official business.
- (7) Claims for reimbursement for transportation to places where meals are taken, when justified, may be listed as a single item as in (5), except that if taxicab is used, individual trips must be listed.
- (8) Tolls, ferry charges, parking fees, etc., must be listed individually, except that parking meter charges may be lumped.
- (9) Intermediate nightly stopovers where no TDY is involved need not be shown when traveling by automobile.
- (10) When traveling under the actual subsistence expense basis or claiming subsistence expenses while occupying temporary quarters, meals, lodging, or other allowable expense must be itemized for each day. See section 8, chapter 5.
- (11) Each meal paid for or furnished by the Government at NO COST to the traveler will be listed individually.
- (12) Each lodging paid for or furnished by the Government will be listed individually even though the traveler is required to pay a service charge.
- (13) When all meals and lodging for a day are furnished by the Government, individual meals and lodging need not be listed for those days.
- (14) When travel is entirely within the continental United States, show local standard time when departing home, office or other point of departure, as appropriate, for beginning of per diem. Show local standard time of arrival upon return to home, office, or other point at the conclusion of the trip for end of per diem.

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- (15) When travel is to or from overseas show local time of arrival and departure at point of entry and exit in the continental United States in addition to time information required in (14).
- (16) When travel is between overseas localities show ALL times of arrival and departures.
- (17) In every instance, when travel is by scheduled common carrier, show abbreviation of carrier's name and flight or train number or other identification of the specific trip.
- (18) When leave of absence of any kind is taken while an employee is in a travel status, the exact hour of departure from and return to duty status must be shown on the travel voucher.
- (19) The purpose(s) of travel shall be stated on the travel voucher for each trip for which reimbursement is being claimed (see figure 2-1, chapter 2). If travel is performed for several different purposes such as when travel is under an open authorization, the purpose of travel for each trip must be stated on the reimbursement claim. When trip authorizations are issued, the purpose of travel statement should be consistent with the purpose(s) stated on the corresponding authorizations.
- (20) Items suspended from previous travel vouchers and reclaimed must be stated after all other items have been listed.

e. Transportation Expenses.

- (1) Transportation Requests. The travel voucher must show in the space provided for such information on the voucher the serial numbers of the transportation requests issued with dates of travel, the points of departure and destination, classes of service used, name of transportation company, and the value of the transportation secured. Any differences in the actual travel performed as opposed to that shown on the transportation request, shall also be shown. When itineraries are changed or trips canceled after tickets have been issued to the traveler, a statement shall be entered on the voucher and initialed by the traveler, that tickets have been either used for official travel or all unused tickets, or portions thereof, have been properly accounted for and attached to the voucher.

- (2) Special Conveyance. When a special conveyance or privately owned conveyance is used, the travel voucher must show the dates and points of travel and the kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance shall be shown. When transportation is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile used; the quantity of gasoline and oil consumed and places between which the travel was performed; the distance traveled and unit price per gallon or quart paid; and whether all gasoline, oil, garage rent, feed and stabling of horses, and bridge, ferry, or other tolls for which claim is made were used or occasioned by official travel.
- (3) Cash Payment for Common Carrier Fare. A traveler using cash to purchase any authorized passenger transportation service for official travel shall account for those expenses on the travel voucher, furnishing pertinent receipts, passenger coupons, or other appropriate evidence to support the claim for reimbursement. Receipts are not required for local transit system fares. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government his/her right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."
- f. Reporting Payments to Other Employees. Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained.
- g. Foreign Travel.
 - (1) Claims for Exchange Fees. Charges for cashing United States Government checks issued in reimbursement of expenses incurred for travel in foreign countries shall be allowed in subsequent vouchers.

- (2) Foreign Currencies Used. Persons traveling in foreign countries should report their expenditures by items in the money of the country in which the expenditures were made. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Assistance in obtaining this information should be requested from the servicing accounting office.
- h. Erasures and Alterations. Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt.

9-0108. ADMINISTRATIVE APPROVALS.

- a. Administrative Approval of the Voucher. The administrative approval of the voucher shall constitute the approvals required in:
 - (1) Return to official station due to illness or injury.
 - (2) Use of a privately owned conveyance on an actual expense basis.
 - (3) Excess baggage charges.
 - (4) Continuation of per diem during leave of absence due to illness or injury.
 - (5) Continuation of actual subsistence during leave of absence due to illness or injury.
 - (6) Charges for arranging reservations of accommodations.
- b. Authorizations or Approvals Specifically Required. Except as listed above, the authorizations or approvals required by these regulations must be specifically stated in the travel authorization or on the reimbursement vouchers. Such authorization or approvals include:
 - (1) Authority for travel.
 - (2) Travel required to places where meals are obtained.
 - (3) Taxicab fares between residence and office on day travel is performed.

- (4) Taxicab fares between residence and office in cases of necessity.
- (5) Taxicab for local travel.
- (6) Rental of automobile or special conveyance.
- (7) Hire of a conveyance from another employee or member of employee's family.
- (8) Use of accommodations superior to those authorized.
- (9) Use of extra-fare trains.
- (10) Use of higher cost service when lower cost service is available on same mode of transportation.
- (11) Use of foreign flag air carriers.
- (12) Use of a privately owned conveyance when it is advantageous to the Government.
- (13) Use of a privately owned vehicle when use of common carrier transportation is most advantageous to the Government.
- (14) Use of a privately owned vehicle when use of a Government-furnished vehicle would be most advantageous to the Government.
- (15) Exception from the lodgings-plus method of setting per diem.
- (16) Additional per diem when travel en route is 6 hours or more.
- (17) Reimbursement of actual subsistence expense.
- (18) Maximum daily reimbursement.
- (19) Miscellaneous expenses.
- (20) Hire of a room.
- (21) Traveler's checks, money orders, or certified checks.
- (22) Fees relating to travel outside continental United States.
- (23) Payment of account when the agency is billed direct.

(24) Waiver of requirements for receipts.

(25) Waiver of itemization for local telephone calls;
local metropolitan streetcar, bus, and subway fares;
and parking meter fees.

9-0109. SUSPENSION OF CHARGES. Items in travel vouchers not stated in accordance with these regulations or not properly supported by receipts when required shall be suspended, and the notification of such action shall indicate the reasons therefor. Such items as may be subsequently allowable shall be included in a subsequent regular or supplemental travel voucher. Full itemization shall be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

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SECTION 2. TRAVEL VOUCHER EXHIBITS

- 9-0201. ILLUSTRATIONS. This section is reserved for exhibits which may be prepared by the Operating Administration as supplements to the Manual illustrating various claims for reimbursement of expenses incurred in connection with temporary duty and permanent change of station travel. This will permit the exhibits to be tailored to the needs and requirements peculiar to each Operating Administration.