

4 FAH-3 H-460 TRAVEL AND TRAVEL ADVANCES

(TL:FMP-21; 09-05-2003)
(Office of Origin: A/RPS/DIR)

4 FAH-3 H-461 SCOPE

(TL:FMP-3; 5-30-95)

This subchapter provides procedures for:

- a. The reporting, vouchering, approving, processing, and certifying of travel claims;
- b. The issuing and recovering of advances for travel and transfer allowances;
- c. The use of Government-contracted charge cards and travelers checks; and
- d. The processing of congressional travel.

4 FAH-3 H-462 TRAVEL APPLICABILITY

(TL:FMP-3; 5-30-95)

This subchapter applies to travel as defined in 6 FAM, *Foreign Service Travel Regulations* (FSTR), for travelers in the foreign service and other U.S. government travelers for whom specific provisions apply; Joint Federal Travel Regulations (JFTR/JTR) for travelers in the military or assigned to the military; and the Federal Travel Regulations (FTR), Title 41, Code of Federal Regulations (CFR), Chapters 301-304, for all other U.S. Government authorized travel. (See 4 FAH-3 H-462 Exhibit H-462, *Time Frames for Travel and Travel Advances*, for the action responsibilities of the traveler, travel authorizing official, approving official, and administrative or bureau/office fund manager.)

4 FAH-3 H-463 TRAVEL ADVANCES

4 FAH-3 H-463.1 Calculation of the Advance

(TL:FMP-3; 5-30-95)

To calculate travel advances, certain factors which follow must be considered.

4 FAH-3 H-463.1-1 Out-of-Pocket Expenses

(TL:FMP-3; 5-30-95)

Estimated out-of-pocket expenses are calculated on the type and estimated duration of travel, and the minimum amount that cannot be charged and must be paid for by using cash, a personal check, or travelers checks. Meals and incidental expenses, as prescribed in the FTR for travel within the continental United States (CONUS) or as prescribed in section 925 of the Standardized Regulations (SR) for travel outside CONUS, and miscellaneous expenses for taxis, tolls, parking, automobile rental, etc., are considered as out-of-pocket expenses. Couriers may include estimates for the excess baggage charges for pouches expected to be paid.

4 FAH-3 H-463.1-2 Lodging Portion

(TL:FMP-3; 5-30-95)

The lodging portion is the daily amount designated for lodging for a specific locality as prescribed in the FTR for travel within CONUS, or as prescribed in section 925 of the SR for travel outside CONUS, unless a lesser rate is specified in the travel authorization.

4 FAH-3 H-463.1-3 Limitation of Advances

(TL:FMP-3; 5-30-95)

A travel advance for an individual authorization, as amended, is limited to 80 percent of the estimated combined total of out-of-pocket expenses and, when allowed, lodging portion. If issued in travelers checks, the travel advance is rounded to the nearest \$50 increment.

4 FAH-3 H-463.1-4 Forty-Five Calendar Days

(TL:FMP-3; 5-30-95)

The total amount advanced may not exceed the estimated expenses for more than 45 calendar days of travel status. See 4 FAH-3 H-465.1-1 c, if travel exceeds 45 days.

4 FAH-3 H-463.1-5 Outstanding Advances

(TL:FMP-3; 5-30-95)

All prior travel advances to a traveler must be repaid (by voucher and/or direct refund) before the traveler departs on transfer, separation, home leave, or further temporary duty travel. A new advance is not allowed until prior outstanding advances for completed travel have been

settled either by submission and approval of a voucher or liquidation by personal check.

4 FAH-3 H-463.2 Issuing of Advances

4 FAH-3 H-463.2-1 Travel Advance Application

(TL:FMP-3; 5-30-95)

a. Form OF-261, *Travel Advance Application, Voucher, and Account*, is used by the traveler to apply for the advance, and by the fiscal officer to make the payment and to account for the repayment(s). USDA National Finance Center (NFC) forms are to be used for Washington authorized TDY travel. Posts must also indicate the parent agency of the traveler.

4 FAH-3 H-463.2-2 Fiscal Data for Advances

(TL:FMP-3; 5-30-95)

The fiscal data cited on Form OF-261 for travel advances shall include:

(1) the appropriation for which the actual travel is chargeable as explained in 4 FAH-3 H-463.3;

(2) the memorandum account, as indicated below;

(3) the obligation number (travel authorization number) with object class 8151;

(4) the social security number and first three letters of the traveler's last name; and

(5) the estimated date of travel completion. The memorandum accounts to be used are as follows:

(a) Temporary duty (TDY) travel of CONUS assigned travelers, memorandum allotment account 9059 is used, unless otherwise directed by FMP/F/DFS;

(b) Permanent change of station (PCS) travel, memorandum account 9059 is used for all PCS related travel advances;

(c) All TDY travel of post-assigned travelers and local employees, the post advance account, 9XXX, as delineated in 4 FAH-1 H-308 is used; and

(d) Before issuing an additional advance to a traveler, the TDY duty station shall obtain an authorization for the additional advance by cable from the bureau or post of origin.

4 FAH-3 H-463.2-3 Initial Notice of Interest to Be Charged

(TL:FMP-3; 5-30-95)

The traveler will be notified when a travel advance is issued according to the Debt Collection Act, which provides for interest, administrative charges, and penalty to be assessed on the amount advanced beginning with the 31st calendar day following the completion of travel until the date the voucher and/or refund is submitted (see 4 FAH-3 H-463.4 and 4 FAM 490).

4 FAH-3 H-463.2-4 Type of Currency

(TL:FMP-3; 5-30-95)

Travel advances may be issued as cash, Treasury check, or if allowed, travelers checks (see 4 FAH-3 H-467). Travel advances for host country travel are paid in local currency only. For travel outside the host country, travel advances may normally be paid in U.S. dollars (check or cash). Local currency should be used when the issuance of dollars is unwise due to black market situations: illegal or impractical to carry dollars across international borders; or illegal for an FSN or non-U.S. citizen invitational travelers to possess dollars.

4 FAH-3 H-463.3 Accounting for Travel Advance

(TL:FMP-20; 07-25-2003)

The following are the procedures for accounting for all travel advances issued against memorandum account 9059 or other accounts as provided. The accounting for this account is monitored and controlled by FMP/F/DFS/FO.

(1) Travel advances chargeable to post memorandum accounts (9XXX) are controlled by using FMC/RFC 60 and FMC/RFC 62 reports, which list all transactions against each obligation document.

(2) Travel advances issued by posts for Washington-authorized TDY travel are charged to the post advance account when the travel originates and ends at the post.

(3) Prior to payment of any travel voucher or issuance of another advance, the Status of Obligations Report is checked by the certifying officer to determine if the traveler has a prior outstanding advance (see 4 FAH-3 H-463.1-5).

(4) For collection or repayment made by a post for travel advance memorandum account 9059, copies of the travel voucher (*Form DS-189*), clearly stating the traveler's name, social security number, and travel

authorization number, are forwarded to Washington, FMP/F/DFS. *Form DS-189, Travel Reimbursement Voucher* is mandatory, however, a Voucher Auditor's Detail Report (VADR) or similar system generated document may be sent too. For instructions as to where travel vouchers are submitted, see 4 FAH-3 H-465.

4 FAH-3 H-463.4 Repayment of Advances

4 FAH-3 H-463.4-1 Traveler Responsibility

(TL:FMP-3; 5-30-95)

a. The traveler is responsible for repaying a travel advance by submission of a travel reimbursement voucher (see 4 FAH-3 H-465) and/or by direct refund.

b. When travel is indefinitely postponed or canceled, any travel advance received must be repaid immediately.

c. Interest, penalty, and administrative charges may be assessed on amounts outstanding more than 30 calendar days after travel completion. When the repayment of a travel advance is not made within 30 days after travel completion, collection will be in accordance with the time frames set forth in 4 FAH-3 H-462 Exhibit H-462.2 and the procedures set forth in 4 FAH-3 H-490.

d. When it is necessary to use salary offset to collect the travel advance (NOTE: Salary offset of a travel advance is 50 percent of disposable pay until repaid), the procedures set forth in 4 FAH-3 H-493.2 are applied in lieu of the procedures set forth in 4 FAH-3 H-493.4.

4 FAH-3 H-463.4-2 Advance Refund Responsibility of Others

(TL:FMP-21; 09-05-2003)

a. Post *management officers* or bureau fund managers are to ensure that all outstanding travel advances are deducted from travel reimbursement vouchers and shall notify the traveler, by memorandum, requesting that the advance be settled within 10 calendar days if:

(1) The final travel reimbursement voucher is not submitted within the time prescribed in 4 FAH-3 H-465;

(2) Repayment is not made following travel completion, indefinite postponement, or cancellation of travel; and/or

(3) The approved amount of the voucher submitted is insufficient to cover the amount of advance outstanding and that the excess advance is due and payable.

b. Certifying officers shall determine that outstanding travel advances are properly deducted before certifying a travel voucher. Travel advances made against a quarterly or annual authorization are deductible from the final voucher for that period. Travel advances made against one travel authorization may be deducted from the claim of another travel authorization when both memorandum accounts are the same (i.e. both 9059, or 9XXX).

c. If settlement is not made within 10 calendar days after the notification has been made according to section a above, bureau fund managers or post *management officers* shall refer the matter with appropriate fiscal data and surrounding details to FMP/F/DFS/FO for collection action by salary deduction.

d. Monthly reports provided for advances chargeable to Washington-held allotments are forwarded to post *management officers* and Department fund managers by FMP/F/DFS/FO/TA. Notification and collection action is performed at the post as needed. Post *management officers* and bureau fund managers will review, on a quarterly basis, the travel advance status reports, and inform FMP/F/DFS/FO of errors and/or collection difficulties within 30 days after receipt of the report.

e. Rate of exchange: A travel advance is repaid by refund or voucher deduction in the same kind and amount of currency in which the advance was made, or in the equivalent thereof as provided for in 4 FAM 320, *Collections*.

4 FAH-3 H-463.4-3 Interest Charged

(TL:FMP-3; 5-30-95)

a. Interest is assessed on any delinquent travel advance outstanding more than 30 calendar days after travel completion at the rate set by Treasury rules and regulations.

b. An advance is considered as delinquent and interest is applied when the required voucher or refund is not submitted within 30 calendar days of travel completion and is computed from the 31st calendar day until the date of refund or voucher submission with the approving official. Interest may be billed separately or deducted from any amount due a traveler's claim. Interest collected is deposited to miscellaneous receipts.

4 FAH-3 H-464 APPLICATION FOR TQSA OR QA ADVANCES

(TL:FMP-6; 11-30-95)

To apply for an advance for Temporary Quarters Subsistence Allowance (TQSA) or Quarters Allowance (QA), the employee submits Form SF-1190, *Foreign Allowances Application, Grant, and Report*, to the post officer authorized to approve the granting of such allowances. Such advance payments are made in accordance with 4 FAM 420.

4 FAH-3 H-464.1 Processing of Transfer Advances

(TL:FMP-3; 5-30-95)

a. Advances for Household Transfer Allowance (HSTA), Foreign Transfer Allowance (FTA), or miscellaneous expense allowance (MEA) are processed the same as advances for PCS (Permanent Change-of-Station) travel-related expenses and should be issued no earlier than 10 days prior to departure. For approving, calculating, issuing, and recovering such advances, see 4 FAH-3 H-463.

b. When an employee is eligible to receive an advance of both PCS travel-related expenses and of transfer allowances, the amount of each entitlement is computed separately but totaled and paid as a single advance.

c. The employee should be instructed upon arrival at the assigned duty station, either in the United States or the post, that an application Form SF-1190, *Foreign Allowances Application, Grant, and Report*, must be made to account for the applicable transfer allowance grant and a travel voucher/claim for the related travel expenses (see 4 FAH-3 H-463). Any advance in excess of the transfer allowance or related travel expenses not subsequently accounted for must be refunded by the employee.

4 FAH-3 H-464.2 Accounting for Transfer Allowance Advances

(TL:FMP-6; 11-30-95)

a. The fiscal data required for payments and repayments of transfer allowance or related PCS travel expense advances are charged to memorandum account 9059.

b. An account receivable (8XXX) is established to control TQSA or QA advances. QA advances are repaid through bi-weekly credit from the payroll system, (see 4 FAM 570). All other transfer allowance advances are

liquidated by submission of Form SF-1190 on which daily expenses are itemized.

4 FAH-3 H-465 TRAVEL CLAIMS

4 FAH-3 H-465.1 Traveler's Responsibility

4 FAH-3 H-465.1-1 When to File

(TL:FMP-3; 5-30-95)

a. A voucher/claim (expense report) for reimbursement of expenses is required to be submitted within:

(1) Five workdays after completion of authorized temporary duty (TDY) travel;

(2) Seven workdays after arriving for duty on post assignment or permanent change-of-station (PCS) travel; and

(3) Seven workdays after each 30 calendar days of extended travel, including long-term training or training in conjunction with PCS.

b. Employees are not to postpone this submission until completion of delayed travel by the employee's family or the delayed transportation of effects.

4 FAH-3 H-465.1-2 Where to File

(TL:FMP-21; 09-05-2003)

Generally, all travel vouchers or claims are submitted to the post *management officer*, or domestically to the executive office of the travel authorizing bureau or office responsible for assuring the prompt submission of vouchers by employees assigned to the post or bureau or office.

4 FAH-3 H-465.1-3 Voucher Forms to Be Used

(TL:FMP-20; 07-25-2003)

TDY travel claims in Washington are submitted on the USDA, National Finance Center Form AD-616. TDY travel claims filed at posts are submitted on *Form DS-189, Travel Reimbursement Voucher*, or equivalent. All PCS travel claims are submitted on *Form DS-189* and all transfer allowance claims are submitted on Form SF-1190.

4 FAH-3 H-465.1-4 Receipts Required to Be Attached

(TL:FMP-3; 5-30-95)

Original receipts are required to be attached on all travel vouchers or claims for itemizing each individual item of expense being claimed on the voucher in excess of \$25, including tax. Carbon copies are acceptable. This includes such items as taxi fares, transportation paid directly by the traveler, and car rental (if authorized). Lodging receipts are required to substantiate that the amount claimed is within the lodging limit.

4 FAH-3 H-465.2 Accounting for Transportation

4 FAH-3 H-465.2-1 When Provided by GTR or GTS

(TL:FMP-21; 09-05-2003)

Upon travel completion, travelers at post shall submit with the travel voucher (see 4 FAH-3 H-465.1), any unused tickets obtained by GTR or GTS, airline-denied boarding checks, unused GTRs, or promotional materials to the post *management officer* for TDY and PCS travel. Domestically, such documents are submitted with the travel voucher to the bureau/office executive officer who authorized the TDY travel or to FMP/F/DFS/FO for PCS travel for processing refunds on unused tickets (see 4 FAH-3 H-465.3).

4 FAH-3 H-465.2-2 When Provided by Separate Voucher

(TL:FMP-3; 5-30-95)

If tickets are purchased by the Government on a separate voucher, not GTR or GTS, furnish the name and location of the paying USDO or cashier, voucher number, and account charged on the Schedule of Voucher Payments.

4 FAH-3 H-465.2-3 When Paid by the Traveler

(TL:FMP-3; 5-30-95)

The traveler is responsible for obtaining a refund for any unused tickets acquired by using cash, personal check, travelers check, personal credit card, or Government-contracted individual charge card. Only the direct travel cost of the tickets used may be claimed on the travel voucher (see 4 FAM 470).

4 FAH-3 H-465.2-4 Information and Receipts Required

(TL:FMP-3; 5-30-95)

The documents to be submitted are supported by an itemized list, in duplicate, which includes the traveler's name, points of travel involved, unused GTR number, unused ticket number, denied-boarding compensation check number, promotional material (see 4 FAH-3 H-472.3-5 for handling of promotional material received from carriers), etc. A copy of the itemized list should be signed by the office receiving the documents and returned to the traveler as a receipt with the original being submitted with the traveler's claim.

4 FAH-3 H-465.3 Approving Official Responsibility

4 FAH-3 H-465.3-1 Redeem Unused Transportation

(TL:FMP-21; 09-05-2003)

The post *management officer* or the bureau/office executive office in Washington, receiving the voucher from the traveler, shall process any unused tickets for redemption in accordance with 4 FAH-3 H-472.3 and record balances due as accounts receivable to be reported monthly. Unused tickets remain attached to the PCS vouchers submitted in Washington for redemption processing by FMP/F/DFS.

4 FAH-3 H-465.3-2 Voucher Review for Leave

(TL:FMP-3; 5-30-95)

The approving official should review each voucher to ascertain that any leave (annual or sick) taken while in travel status by the employee is being properly reported on the employee's leave record and that no claim for reimbursement is being made for the period of leave.

4 FAH-3 H-465.3-3 Voucher Review for Approval

(TL:FMP-3; 5-30-95)

Prior to certification, each travel reimbursement voucher is examined to ascertain that the following information is provided:

(1) **Dates for Expenses Incurred**—The travel expenses incurred by the employee or family member or other traveler are for the period of travel stated in the travel authorization. A period of 2 days before or after the "on/or about date" shown on the travel authorization is allowed before an amended authorization is required. When the travel authorization directs attendance at meetings, or conferences, the traveler may schedule the arrival for the day prior to and departure for the day after the conference.

Any time over the authorized period of travel requires an amendment to the travel authorization.

(2) **Claimed Amounts**—The amounts claimed on the voucher must be proper and in accordance with the applicable regulations as cited on the travel authorization, provisions of law, this regulation, or other applicable regulations.

(3) **Partial Reimbursement Vouchers**—Travelers should submit a partial reimbursement voucher for each 30 consecutive calendar days of reimbursable travel or training. The post of assignment will set the procedures by which a partial reimbursement voucher may be processed. Vouchers for PCS travel are submitted at the assigned PCS post. Vouchers for long-term training are submitted in Washington.

(4) **Amount Payable to the Traveler**—The amount allowed for interim payment or final settlement of a voucher, less any outstanding travel advance (see 4 FAH-3 H-463.4) is the amount to be certified as payable to the traveler.

(5) **Items for Redemption**—Any unused tickets, exchange orders, coupons, etc., for transportation or accommodations purchased (not used by the traveler), unused GTRs, or denied boarding compensation checks, should be detached from the travel voucher and processed in accordance with 4 FAH-3 H-472.

(6) **Authorized Traveler(s)**—The traveler(s) authorized to travel at government expense is listed on the voucher. Family members traveling at no cost to the government must be included in the itinerary to reflect any extra cost that may be allowed when accompanying the traveler.

(7) **Fiscal Year Charged**—The fiscal year being charged is in accordance with the travel authorization (see 4 FAH-3 H-053).

4 FAH-3 H-465.4 Statistical Sampling

(TL:FMP-3; 5-30-95)

The audit of vouchers may be statistically sampled (random selection of vouchers to audit) as required by GAO (see 4 FAH-3 H-425).

4 FAH-3 H-465.5 Certification Exceptions

4 FAH-3 H-465.5-1 Foreign Service National Employees

(TL:FMP-3; 5-30-95)

Foreign Service National employees are reimbursed in accordance with local currency laws.

4 FAH-3 H-465.5-2 Employees Assigned to Posts

(TL:FMP-3; 5-30-95)

To ensure maximum use of foreign currency owned by the U.S. Treasury, U.S. employees assigned to posts shall be reimbursed in local currency for local travel expenses where such currency is available.

4 FAH-3 H-465.6 Suspensions and Disallowances

(TL:FMP-3; 5-30-95)

Travelers must indicate on their voucher the total amount being claimed and the amount of any advance to be applied in determining the net amount due the traveler. The certifying officer will furnish the traveler an explanation, in writing, of any differences between the amount claimed and the amount due as being approved for payment. When the traveler has evidence (receipt) as support for or objects to a suspended or disallowed amount, the traveler may submit a reclaim voucher to which the evidence or an explanation is attached.

4 FAH-3 H-466 GOVERNMENT CONTRACTED INDIVIDUAL CHARGE CARDS

4 FAH-3 H-466.1 Mandatory Compliance

(TL:FMP-3; 5-30-95)

Compliance with the following procedures is mandatory for the issuance, use, and maintenance of government contracted individual charge cards.

4 FAH-3 H-466.2 Applicability

(TL:FMP-3; 5-30-95)

Each Department employee expecting to travel more than once a year must apply for and use the charge card (where the charge card program

has been established). Applications are submitted to the charge card contractor through FMP/F/DFS/FO.

4 FAH-3 H-466.3 General Contract Information

(TL:FMP-3; 5-30-95)

a. The employee, as a cardholder, is issued a card valid for one or two years, without a credit history verification. No adverse credit report may be made if the cardholder is delinquent.

b. No interest, late payment charges, foreign currency conversion fees, or annual membership fees are assessed to the cardholder. No preset expenditure limits are placed on the card and the cardholder is provided travel accident insurance when purchasing transportation on the card.

c. Where the card is accepted, the cardholder is allowed personal check cashing privileges and, on an emergency basis at posts, may purchase travelers checks or cash from authorized contractor affiliated banks where the service is available.

4 FAH-3 H-466.4 Authorized Charge Card Use

4 FAH-3 H-466.4-1 Official Travel Expenses Only

(TL:FMP-3; 5-30-95)

The card is to be used according to the employee card account agreement for official travel expenses only such as payment of lodging and meal expenses, authorized excess baggage charges, (where permitted), the purchase of travelers checks for miscellaneous expenses, or the purchase of transportation. Use of the card may be suspended for misuse (see 4 FAH-3 H-466.8).

4 FAH-3 H-466.4-2 Purchase of Travelers Checks

(TL:FMP-3; 5-30-95)

A cardholder, in Washington, may purchase travelers checks from the Travel Management Center or designated provider. Such purchases are limited to the out-of-pocket travel expenses shown on the travel authorization. Any fee may be claimed as a miscellaneous expense on the travel claim.

4 FAH-3 H-466.5 Financial Obligation and Liability

4 FAH-3 H-466.5-1 Cardholder

(TL:FMP-3; 5-30-95)

A cardholder is liable for all billed charges except when a lost or stolen card is promptly reported. Government employees are required to pay their just financial obligations in a proper and timely manner pursuant to 3 FAM.

4 FAH-3 H-466.5-2 Government

(TL:FMP-3; 5-30-95)

The government assumes no liability for charges incurred on a charge card issued an employee, nor is the government liable for charges on lost or stolen cards.

4 FAH-3 H-466.6 Settlement of Charge Card Bills

4 FAH-3 H-466.6-1 Payment of Monthly Charge Card Billings

(TL:FMP-3; 5-30-95)

Payment by the cardholder should be for the amount billed which is due and payable within 25 days of the statement date. Deferred payments are not allowed.

4 FAH-3 H-466.6-2 Disputed Billings

(TL:FMP-3; 5-30-95)

The cardholder is responsible for contacting the charge card contractor to resolve any disputes in billings and to assure that any entitled credits are applied.

4 FAH-3 H-466.7 Lost or Stolen Charge Cards

4 FAH-3 H-466.7-1 Care and Security of the Card

(TL:FMP-3; 5-30-95)

The cardholder is expected to exercise the same care for security of the card and card number as for their own personal credit cards. If a card is lost or stolen, the cardholder must notify the contractor within 24 hours of discovery. The cardholder will be provided a replacement card.

4 FAH-3 H-466.7-2 Review of Charges

(TL:FMP-3; 5-30-95)

A cardholder must review all charges to determine those not made by the cardholder and provide the charge card contractor a signed statement (affidavit of forgery) of any charges considered to be fraudulent; otherwise, all charges are the responsibility of the cardholder.

4 FAH-3 H-466.8 Suspension or Cancellation

(TL:FMP-3; 5-30-95)

a. Cardholder use of the card may be suspended by the contractor, after consultation with the Department's program coordinator, when the cardholder has been delinquent for more than 60 days from the billing date, if a cardholder does not provide a valid and acceptable reason to the contractor.

b. A charge card may be canceled by either the cardholder, Department's program coordinator, or contractor. A charge card may not be unilaterally suspended or canceled by the contractor without the Department's program coordinator having prior consultation and giving written concurrence. Cancellation may take place for misuse by the cardholder and will take place when an employee separates from the Department.

c. A travel advance will not be issued to an employee when use of the charge card has been suspended or canceled due to the employee's negligence or nonpayment.

4 FAH-3 H-467 Government Contracted Traveler Checks

4 FAH-3 H-467.1 Permission to Maintain, Issue, or Sell Travelers Checks

(TL:FMP-21; 09-05-2003)

a. Post *management officers* shall request permission to maintain, issue, or sell government contracted travelers checks from the Director, International Financial Services (FMP/F/IFS) before initiating such a program. Such requests should include the following information:

(1) The facilities for securing the travelers checks (if separate from the cashier facilities);

(2) The total number of travel advances issued (cash and Treasury checks) for the previous twelve-month period; and

(3) The total dollar amount of travel advances issued for the same period.

b. Prior to authorizing a post to hold and issue travelers checks, FMP/F/IFS will consult with the servicing USDO to assure timely payments to the contractor. Approval is contingent upon post officials making unannounced verifications and the cashier(s) completing the Foreign Service Institute cashier training course.

4 FAH-3 H-467.2 Maintaining Travelers Checks

(TL:FMP-3; 5-30-95)

Travelers checks are negotiable instruments and must be treated the same as cash. See 4 FAM 310 and 4 FAM 390 for information regarding the accountable officer designated to handle and maintain travelers checks. In addition, an inventory will be maintained for the travelers checks which includes the number and denomination of checks received, issued, sold, voided, returned, and on hand.

4 FAH-3 H-467.2-1 Receipt of Travelers Checks

(TL:FMP-3; 5-30-95)

When authorized by FMP/F/IFS and as part of the separate agreement with the Government contractor, travelers checks may only be obtained through the contractor. The cashier must verify the number, amount, and check numbers of travelers checks received against the contractor receipt form. Once verified, travelers checks are to be stored in either a safe or vault (see 4 FAM 317 and 4 FAM 397).

4 FAH-3 H-467.2-2 Disbursing of Travelers Checks

(TL:FMP-3; 5-30-95)

Travelers checks are disbursed either as a travel advance (issued) or as a cardholder purchase for travel needs (sold). In either case, the traveler signs the purchase agreement for the checks being disbursed.

(1) **Issuance of Travelers Checks**—The issuance of travelers checks as travel advances is the same as cash advances. A travel advance in travelers checks, as determined in 4 FAH-3 H-463, is rounded to the nearest divisible amount available in the denominations of the predetermined check packets on hand, not individually. The traveler signs the purchase agreements for travelers checks received. The travel advance is recorded upon payment to the contractor for the travelers checks issued. The traveler must repay the government for the full value of any travelers checks issued as a travel advance.

(2) **Sale of Travelers Checks**—Travelers possessing a contractor issued government charge card and a valid travel authorization may purchase travelers checks not to exceed the estimated out-of-pocket expenses as shown on the travel authorization. The cardholder signs the purchase agreements for the travelers checks received and also signs a charge slip for the travelers checks being bought. All charge slips are forwarded to the contractor. The traveler must pay the charge card contractor when billed for the travelers checks bought.

4 FAH-3 H-467.2-3 Voided/Returned Travelers Checks

(TL:FMP-3; 5-30-95)

All voided or returned travelers checks determined to be nonissuable or consolable must be clearly marked as voided by the cashier. The cashier supervisor notifies the contractor by letter of the voided or returned checks. A photocopy of each check voided or returned is retained to show the reduction of the on hand inventory.

4 FAH-3 H-467.3 Payment and Accounting for Disbursed Travelers Checks

4 FAH-3 H-467.3-1 Payment for the Travelers Checks

(TL:FMP-3; 5-30-95)

After the cashier reconciles the purchase agreements to the travel advances issued and charge slip sales for all travelers checks disbursed, the contractor is sent the contractor's copies. The contractor is paid by voucher from the certifying officer at least weekly for all travelers checks disbursed or sold.

4 FAH-3 H-467.3-2 Accounting for Travelers Checks as Travel Advances

(TL:FMP-3; 5-30-95)

The travelers checks issued as travel advances are charged to the appropriate travel advance account (4 FAH-3 H-463). Each purchase agreement copy is attached to the travel advance application to confirm that the checks were issued to the traveler.

4 FAH-3 H-467.3-3 Accounting for Travelers Checks as Sales

(TL:FMP-3; 5-30-95)

The cashier sends the charge slips to the charge card contractor. The payment, based upon the purchase agreements of the travelers checks

sold, is made to the contractor and charged to an account receivable pending reimbursement from the charge card contractor. A copy of each purchase agreement is retained by the cashier with a copy of the charge slip to substantiate which checks were sold to the cardholder.

4 FAH-3 H-467.4 Reconciliation of On-Hand Inventory

(TL:FMP-3; 5-30-95)

a. At least once a month, the cashier supervisor will make a reconciliation of the Contractor Provided Inventory Record and Paid Unadvised Report to the physical on-hand inventory by denomination, number, and amount.

b. The total on-hand balance is to be reported on the monthly Cashier's Reconciliation Statement, FMC/RAMC-365 (see 4 FAM 390 and FMS Serviced Post User Manual, Appendix A).

4 FAH-3 H-467.5 Acceptance of Travelers Checks Issued or Sold

(TL:FMP-3; 5-30-95)

After a traveler has been issued or sold travelers checks, the traveler has full responsibility for their safekeeping and use. The cashier may not exchange for cash nor accept any travelers checks issued by the Department.

4 FAH-3 H-468 Congressional Travel Procedures

4 FAH-3 H-468.1 Authorization and Notification of Funds

4 FAH-3 H-468.1-1 Authorization Letter

(TL:FMP-3; 5-30-95)

a. The authorization (letter) required for purposes of 4 FAM 468, may be provided by the:

(1) Speaker of the House of Representatives in the case of a Member or employee of the House;

(2) Chairman of a standing or select committee of the House of Representatives in the case of a member or employee of that committee;

(3) President of the Senate, the President pro tempore of the Senate, the Majority Leader of the Senate, or the Minority Leader of the Senate, in the case of a Member or employee of the Senate;

(4) Chairman of a standing, select, or special committee of the Senate in the case of a member or employee of that committee or of an employee of a member of that committee; or

(5) Chairman of a joint committee of the Congress in the case of a member or employee of that committee.

b. The authorization provided is the sole authority for financing the three basic elements of congressional travel (transportation, per diem, and other official expenses). The authorization letter will include the members of the delegation and the destination countries. Changes in delegation composition or the country of destination must be specifically sanctioned in writing by the authorizer.

4 FAH-3 H-468.1-2 Notification of Post

(TL:FMP-3; 5-30-95)

a. The Department’s legislative affairs office or the Under Secretary for Management (H or M) will cable the post(s) being visited with the authorizations for the payment of per diem, transportation and other expenses in strict conformity with the letter of authorization. Any authorized extraordinary expenses will be specifically delineated in the cable. Authorizing cables, which include the accounting strip code, can only be sent after the Department has received the congressional letter of authorization.

b. The authorization may only be transmitted to posts by H or M, as the cable constitutes the legal authority to incur expenses to provide the support requested by the delegation. Posts do not have this authority until the cable has been received from H or M. **NOTE: Posts are not permitted to transmit authorizations for Congressional travel between posts.**

4 FAH-3 H-468.2 Funding of Congressional Accounts

(TL:FMP-3; 5-30-95)

a. The Department administers the following congressional accounts at the request of and on behalf of the Congress:

ACCOUNT SYMBOL	ACCOUNT TITLE
00X0188.1	Congressional Use of Foreign Currency, Senate
00X0488.1	Congressional Use of Foreign Currency, House of Representatives

b. Although the Department administers these accounts, they are not Department of State funds. The statute assigns the responsibility for the use of these funds and their accountability to the Congress. Thus, neither the Department in Washington nor any overseas post may incur any obligation for services to or finances for any CODEL or STAFFDEL delegation member not covered by a specific congressional authorization.

4 FAH-3 H-468.3 Per Diem and Other Expenses

4 FAH-3 H-468.3-1 Per Diem Allowed

(TL:FMP-3; 5-30-95)

a. Congressional travelers receive in local currency owned by the United States an amount not to exceed the equivalent of \$75 per day per person or the maximum per diem allowance established under the authority of subchapter I of Chapter 57 of Title 5 of the United States Code for employees of the United States Government while traveling in a foreign country (the locality of travel), whichever is greater, exclusive of the actual cost of transportation. The maximum per diem allowance is calculated as the sum of the location's maximum lodging limit allowed plus the meals and incidental expenses (M&IE) rate, as published in section 925, Supplemental to Standardized Regulations (Government Civilians, Foreign Areas). When no lodging cost is incurred, (e.g. the traveler stays in no-fee Government quarters or in a private residence), the traveler is entitled only to the greater of either \$75 or the M&IE rate. In all instances, a minimum of \$75 should be disbursed as required by Public Law 95-384.

b. When the Congressional authorizer specifically requests enhanced per diem to cover exceptional subsistence expenses deriving from special or unusual circumstances, the authorization cable shall state explicitly the maximum per diem allowance and enhanced rate authorized. In these instances, per diem shall be calculated as the greater of either:

- One hundred and fifty percent of the otherwise applicable per diem; or
- the otherwise applicable per diem plus \$50.

c. When no lodging costs are incurred but special circumstances have led the congressional authorizer to request an enhanced M&IE, the latter shall be calculated as the greater of either:

- One hundred and fifty percent of the otherwise applicable M&IE rate;
- or
- the otherwise applicable M&IE rate plus \$25.

d. Posts are to disburse per diem monies in local currencies for each night spent in the country of jurisdiction. If U.S. currency is specifically

required for payment of hotel expenses, or has been specifically requested in the authorizing cable, posts are to disburse in dollars. Post with insufficient U.S. dollars should advise the Department (Attention H or M) in sufficient time to permit dollar disbursement to travelers before departing the U.S. Posts with adequate U.S. dollar reserves may be requested to disburse dollars to the travelers to cover per diem for subsequent stops.

e. Per diem is computed on a full day basis and is paid at the rate where the traveler is located at midnight. Disbursements to Congressional travelers are not advances and are not paid at the 80-percent limit applied to Executive Branch travelers.

4 FAH-3 H-468.3-2 Other Services

(TL:FMP-3; 5-30-95)

a. When "other services" are authorized, expenses for the following may be incurred on demand and without additional specific authorization and are chargeable to the appropriate Congressional account (see 4 FAH-3 H-468.3-1) and sub-object 2168:

—Car and/or bus rental;

—Control room(s), rental of office equipment (e.g. copiers or fax machines);

—Supplies and publications;

—Official long distance phone calls, Embassy tie-lines; and

—Support-related overtime pay.

b. Unusual and extraordinary expenses require specific authorization from the Congressional authorizer. Such expenses are:

—Charter of aircraft;

—Purchase of airline tickets on foreign carriers;

—Reciprocal hospitality functions;

—Interpreters, photographers, or security guards; and

—Special meeting rooms other than control rooms.

4 FAH-3 H-468.3-3 Accommodation Exchange

(TL:FMP-3; 5-30-95)

Upon departure of CODELs and STAFFDELS, unused local currencies disbursed to travelers from one of the two congressional funds (see 4 FAH-3 H-468.2-1) may be converted to U.S. dollars through reverse accommodation exchange. Final accountability for such conversions rests with the individual traveler. Unspent monies disbursed and charged against either 00X0188.1 or 00X0488.1 may, at the option of the traveler, be returned at post for credit to the charged account. Unused currencies disbursed to travelers should be returned for credit and may not be converted to dollars via reverse accommodation exchange.

4 FAH-3 H-468.4 Accounting and Reporting for Congressional Travel

4 FAH-3 H-468.4-1 Accounting Strip Code

(TL:FMP-3; 5-30-95)

a. Authorization cables provide the accounting strip code for obligating and liquidating charges and consist of an appropriation/allotment/obligation number. Sub-objects, which are not included in the authorization cable but must be used for post level liquidations and reporting are: 2166 for transportation (including local); 2167 for per diem; and 2168 for other official expenses. Posts are to use only the above sub-objects; no other sub-objects apply.

(1) Voucher documents supporting transactions must indicate full accounting data as shown in the authorization cable as well as the sub-object code.

(2) Expenditure amounts shall be reported in dollars only. For Foreign Service Accountability (FSA) accounts, the USDO shall process the charges and credits to the proper appropriation(s) as reported on Form SF-1221, *Statement of Transactions According To Appropriations, Funds, And Receipt Accounts* (Foreign Service Account).

b. Any funds originally charged to 00X0188.1 or 00X0488.1 that are returned should be credited back to the proper account.

4 FAH-3 H-468.4-2 Reporting

(TL:FMP-3; 5-30-95)

a. The Department is obliged to report promptly and fully to the Congress the itemized charges associated with support for foreign

congressional travel, in order for Congress to meet its statutory reporting obligations. Posts must report within 10 days all disbursements of per diem or payments for lodging for each traveler, as well as itemizing the expenditures for authorized other services.

b. The information shall be cabled to the Department: Attention H with a copy to FMP/F/IFS. EXCEPTION: When the travel is incident to travel by members or staff of the Commerce, Justice, State Subcommittees of the House and Senate Appropriations Committees, the information should be cabled to the Department: Attention M, with copies to FMP/F/IFS.

c. All supporting documentation shall be retained at post and not sent to either the Department or Congress in Washington.

d. The following is the required cable report format for all congressional funded travel:

Expenditures for CODEL Jones visit to (post name), (dates of visit)

Per Diem—00X0488.1-2089-210489-2167 Dols 700

—Jones, Rep. John H Dols 100

—Adams, Rep. George Dols 200

—Jefferson, Martin Dols 200

—Smith, Mary Dols 200

Per Diem returned unspent (Jones) Dols 100

Transportation—00X0488.1-2089-210489-2166 Dols

—Rental of Vehicles Dols 485

Other Expenses—00X0488.1-2089-210489-2168 Dols 670

—Control Room Dols 225

—Overtime Local Staff Dols 325

—Interpreters Dols 120

4 FAH-3 H-469 UNASSIGNED

4 FAH-3 H-462 Exhibit H-462 TIME FRAMES FOR TRAVEL AND TRAVEL ADVANCES

(TL:FMP-21: 09-05-2003)

1. Travel authorization: The travel order is issued, and if a travel advance is allowed, application should be submitted if the advance is to be issued as:

	Before Departure
EFT payment to payroll account:	10 calendar days
Travelers checks (if allowed locally):	5 calendar days

2. Traveler: When travel is completed or cancelled, a voucher and/or refund of any advance must be submitted for:

	After Completion
TDY travel:	5 work days
PCS travel:	7 work days
Extended travel (for each 30-day calendar period):	7 work days

3. *Management officer* or bureau/office fund manager: If a travel voucher is not submitted, the traveler is notified to submit a voucher or repay advance within 10 calendar days of the notice for:

	After Completion
TDY travel:	7 work days
PCS travel:	9 work days
Extended travel (for each 30-day calendar period):	9 work days

4. Approving official: Approves voucher submitted by traveler:

	After Submission
	2 work days

5. Voucher processing office: If voucher is timely submitted, audit and certify the voucher so that payment is made within:

	After Submission
	25 work days

6. *Management officer* or bureau/office fund manager: Refer any advance, which has not been repaid within 30 days of the completion of travel to FMP/DFO/FO/TA for salary offset, under the procedures set forth in 4 FAH-3 H-493.4. [NOTE: Salary offset of a travel advance is 50 percent of disposable pay until repaid. (See 4 FAM 540) If a voucher is submitted after the advance has been forwarded by FMP/DFO/FO/TA to FMP/DFO/CAP for salary offset or collection has begun, the voucher will be processed as if no advance were issued.]

	After Completion
	30 calendar days