

U.S. ARMY ENGINEER DISTRICT, BUFFALO
1776 Niagara Street, Buffalo, NY 14207

Standard Operating Procedure
CELRB-RM-F SOP No. 37-4-4

29 March 1999

TDY AND PCS TRAVEL PROCEDURES

1. Purpose: To define the responsibilities and procedures for travel orders and travel vouchers. This SOP augments the USACE Finance Center (UFC) SOP and other references provided below.

2. Reference:

- a. Commander's Policy Letter No. 9 - Official Government Travel & Travel Charge Card
- b. Joint Travel Regulation (JTR), volume II, Civilian Travel
- c. CEFC-AO SOP No. UFC 98-05, 12 June 1998, TDY and PCS Procedures
- d. Buffalo District Travel Guidance, August 1997
- e. CEFC-AO-T memo dated 11 Jun 98, subject: Travel Advance Requests
- f. Other miscellaneous travel correspondence and guidance
- g. Memorandum of Understanding (MOU) Between the USACE Finance Center (UFC) and Buffalo District for Consolidation of Operating Finance and Accounting Functions Using CEFMS as the Accounting System, signed and dated in January and February 1998.

3. Definitions of various terms can be found in Appendix A of the JTR, Vol II.

4. Responsibilities:

- a. Logistics is responsible for travel:
 - (1) Authorize/authenticate travel orders
 - (2) Publish information/guidance and implement changes concerning travel, to include airfares and official mileage.

(3) Assist district employees with preparation of travel orders, print airline tickets, and act as liaison between the district and the travel agent, Carlson Wagonlit.

(4) Reconcile and pay the monthly corporate travel bill to Nationsbank.

(5) Issue government vehicles for travel and certify when government vehicles are not available. Bill appropriate offices for use of vehicles.

(6) Prepare/update delegation of Travel Approving Officials for Commander's signature.

b. Finance and Accounting is responsible for travel vouchers and financial issues:

(1) Publish information/guidance and implement changes concerning travel funding issues, per diem rates, and allowed expenses.

(2) Negotiate Impact and Implementation issues with the union.

(3) Act as liaison between district personnel and the USACE Finance Center (UFC) in the preparation, processing, and payment of travel vouchers.

(4) Provide training to district employees.

(5) FAO approves travel advances by hard copy signature.

(6) Provide Travel Charge Card services through appointment of a Coordinator in F&A. See SOP No. 37-4-5.

(7) Perform travel voucher audits as required.

(8) Providing sign up forms for Electronic Funds Transfer (EFT) and forwarding completed forms to UFC.

c. Travel Approving Officials are responsible for ensuring travel orders and vouchers are valid, complete, accurate, cost effective and comply with regulatory guidance and the Commander's policy. TAOs sign orders as the approver and as the funds certifier. TAOs also approve the vouchers for payment. TAOs must maintain approved travel vouchers on file for three years for possible audit. Any cost comparison worksheets must be filed with the voucher. TAOs will forward travel vouchers to F&A as requested for audit.

d. Travelers are responsible for timely submittal of travel vouchers.

e. Human Resources is responsible for preparing PCS estimates for the receiving organization who will then prepare a PCS PR&C based on the estimates. The TAO will approve

the PCS PR&C and notify HR. Jim Howard will then obligate the PR&C. The PR&C and CEFMS travel order number should be annotated on the handtyped PCS travel order for future reference and payment. This should be obligated before PCS travel begins.

f. UFC responsibilities are as stated in references c and g.

enclosures

M. CHRISTINE MOONEY
Finance and Accounting Officer

Appendix A - World Wide Websites

APPENDIX A

WORLD WIDE WEBSITES:

www.gsa.gov/regions/r9/travel/balv.htm	GSA website for best available lodging values
www.dtic.mil/armylink/news/	Connect to the Army Central Reservation Center homepage
www.dtic.mil/perdiem/	Connect to Official DoD Per Diem Rates or to Travel Regulations for the JTR or JFTR
dtod-mtmc.belvoir.army.mil	Defense Table of Official Distances (need LM user ID and password)
pub.fss.gsa.gov/services/citypairs/	GSA Services Acquisition Center for airfares
www.wes.army.mil/SSE/travel/global.htm	Click on OSD logo for Reengineered Travel web page for info on Defense Travel System
www.1travel.com	Search for airfares
www.fc.usace.army.mil/publications/pub_a.html	View/download/print USACE Finance Center's SOPs
USACE Finance Center POC for Travel:	Shelia D'Acquisto, Accounting Tech, 901-874-8558 Judy Morgan, Lead Acctg Tech, 901-874-8513 Peggy Vangorp, Lead Accountant, 901-874-8515 Brenda Mixon, Chief, Travel, 901-874-8642
Army Central Reservation Center (ACRC)	Call 1-800-GO-ARMY-1 for Lodging Success Program (LSP) reservations or nonavailability numbers.