

**PART 301-52-CLAIMING REIMBURSEMENT**

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**301-52.3(a) Am I required to file a travel claim in a specific format and must the claim be signed?**

Yes. You are required to submit a travel voucher in **both** hard copy and electronic format to your servicing finance office for payment within 5 working days upon completion of your trip. Hard copy travel vouchers must be signed in ink by you and your approving official, and supported by all of the necessary receipts as prescribed in FTR, Chapter 301-52.4. Electronic travel vouchers must be electronically signed and routed by you and your approving official.

**NOTE:** Excepted employees are not required to electronically sign and route electronic travel vouchers. See Dispatch 3, Routing in a Nutshell (March 2009)

**301-52.3(b) Who has the authority to approve travel vouchers?**

Electronic and hard copy travel vouchers are legally binding documents and may be approved by the employee's approving official provided that the travel authorization has been authorized by the authorizing official from the funding office.

Hard copy travel vouchers must be signed by the appropriate approving official and must include any applicable receipts when sent to the finance office for processing.

Note: Post-approved expenses on the hard copy travel voucher must be authorized by the authorizing official from the funding office in the remarks section of the travel voucher.

**301-52.4(a) What is a proper travel voucher?**

A proper travel voucher must meet the requirements in *FTR, Chapter 301-52.2, FTR, Chapter 301-52.4, and DOC Travel Handbook, 301-52.101* and be submitted in **both** electronic and hard copy form. Hard copy travel vouchers submitted without electronic travel vouchers will not be processed (paid) until the electronic travel voucher is properly routed to and received by finance.

**301-52.8(a) Who is responsible for determining if a travel voucher is proper?**

Both the approving official and finance are responsible for determining if a travel voucher is proper.

**301-52.9(a) What happens when an approving official deems a travel voucher improper?**

If a travel voucher is not proper, the approving official must return the travel voucher to the employee with an explanation. Whenever a corrected travel voucher is resubmitted for processing, the approving official is responsible for ensuring that a new signature date is included on the travel voucher for purposes of calculating interest before the travel voucher is forwarded to the servicing finance office for reimbursement.

**301-52.9(b) What happens when finance deems a travel voucher improper?**

If a travel voucher does not include sufficient supporting documentation as outlined in FTR, Chapter 301-52.2 and 301-52.4, finance will disallow payment for the unsupported expense(s) and reimburse for the expenses that were supported. Finance will send an email notification to the employee within 24 hours of disallowing an expense. Employees may submit a reclaim travel voucher with necessary supporting documentation to finance for claimable, but disallowed expenses.

**301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?**

NOAA must reimburse employees within 30 calendar days of either the claimant's signature date which appears on the hard copy travel voucher or the electronic signature date which appears in the "Document History" field of the electronic travel voucher, whichever is dated later.

**NOTE:** NOAA must reimburse excepted employees within 30 calendar days of the claimant's signature date which appears on the hard copy travel voucher or the finance office "received date stamp", whichever is dated later.

**301-52.17(b) What date will the servicing finance office use to determine if interest is due when the claimant's signature date does not appear on the travel voucher?**

In cases where the claimant's signature date does not appear on the hard copy travel voucher, NOAA must reimburse employees within 30 calendar days of either the electronic signature date which appears in the "Document History" field of the electronic travel voucher or the finance office "received date stamp", whichever is dated later.

**301-52.17(c) What date will the servicing finance office use to determine if interest is due when both the claimant's signature and signature date are not shown on the travel voucher?**

The servicing finance office will return the travel voucher to the claimant for signature and date, and the new date of the claimant's signature will be used to determine if interest is due.

**301-52.17(d) When does an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information**

An approving official must resolve or document disagreement with the claimant's signature date, and annotate any other travel voucher information which will affect the payment of interest **prior** to submission of the travel voucher to the servicing finance office.

**301-52.19(a) How will interest be paid on a travel voucher reimbursement?**

When interest is due, the servicing finance office must pay interest using the prevailing Prompt Payment Act interest rate, beginning on the 31<sup>st</sup> day after either the claimant's signature date on the hard copy travel voucher or electronic signature date on the electronic voucher, whichever is dated later. Your servicing finance office will issue one payment for both the travel voucher reimbursement and interest.

