

MEMORANDUM FOR: All NOAA and BIS Employees

FROM: Jon P. Alexander  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 24

This transmittal updates several chapters of the NOAA Travel Regulation (NTR). This Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.corporateservices.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your NTR.

1. Filing Instructions for the NOAA Travel Regulation (NTR). Replacement pages for your NTR are attached as follows:

Remove

Pages 301-2-9  
dated November 1, 2009

Pages 301-51-4  
dated November 1, 2009

Pages 301-52-1 thru 301-52-2  
dated January 1, 2002

Insert

Pages 301-2-9  
dated March 1, 2010

Pages 301-51-4  
dated March 1, 2010

Pages 301-52-1 thru 301-52-4  
dated March 1, 2010

2. Explanation of Changes. The attached pages are issued to update several chapters of the NOAA Travel Regulations.

- Chapter 301-2-9, sections 301-2.1(u) and 301-2.1(v) have been moved to Chapter 301-52.
- Chapter 301-51-4 has been updated to provide the new phone number for the new NOAA Travel Card Agency Organization Program Coordinator (AOPC). NOAA's new travel card AOPC is Jessica Hammond; phone: (301)444-2109; fax: (301)413-3066.
- Chapter 301-52, all sections have been updated to reflect NOAA's new policy on the electronic routing of travel documents.

3. File this cover memorandum in the front of the NTR. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Finance Office listed below:

Seattle------(206) 526-6008  
Kansas City------(816) 426-3044  
Norfolk------(757) 441-6897  
NOAA Travel Office------(301) 444-2136

Attachments

**NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301**

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u> <u>Transmittal #</u>	<u>Page</u> <u>Transmittal #</u>	<u>Page</u> <u>Transmittal #</u>
<b>CHAPTER 300</b>	2-17.....23	<b><u>Part 301-51</u></b>
300i.....10	2-18.....23	51-1.....23
	2-19.....23	51-2.....23
<b><u>Part 300-2</u></b>	2-20.....23	51-3.....23
2-1.....10		51-4.....24
2-2.....10	<b><u>Part 301-10</u></b>	51-5.....23
2-3.....10	10-1.....21	51-6.....23
	10-2.....21	51-7.....23
<b><u>Part 300-4</u></b>	10-3.....20	51-8.....23
4-1.....12	10-4.....20	
4-2.....12	10-5.....20	<b><u>Part 301-52</u></b>
	10-6.....20	52-1.....24
<b>CHAPTER 301</b>		52-2.....24
301-i.....10	<b><u>Part 301-11</u></b>	52-3.....24
	11-1.....10	52-4.....24
<b><u>Part 301-1</u></b>	11-2.....10	
1-1.....23	11-3.....23	<b><u>Part 301-53</u></b>
1-2.....23	11-4.....10	53-1.....12
	11-5.....10	
<b><u>Part 301-2</u></b>	11-6.....10	<b><u>Part 301-74</u></b>
2-1.....23		74-1.....10
2-2.....23	<b><u>Part 301-12</u></b>	74-2.....23
2-3.....23	12-1.....10	
2-4.....23	12-2.....10	
2-5.....23	12-3.....10	
2-6.....23		
2-7.....23	<b><u>Part 301-32</u></b>	
2-8.....23	32-1.....22	
2-9.....24	32-2.....19	
2-10.....23	32-3.....19	
2-11.....23		
2-12.....23		
2-13.....23		
2-14.....24		
2-15.....23		
2-16.....23		

**NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306**

<u>Page</u>	<u>Trans #</u>	<u>Page</u>	<u>Trans#</u>	<u>Page</u>	<u>Trans #</u>	<u>Page</u>	<u>Trans #</u>
<b><u>CHAPTER 302</u></b>		<b><u>Part 302-11</u></b>		<b><u>CHAPTER 306</u></b>		<b><u>Part 306-7</u></b>	
302i.....	16	11-1.....	16	306-i.....	23	7-8.....	6
<b><u>Part 302-1</u></b>		<b><u>Part 302-12</u></b>		<b><u>Part 306-3</u></b>		7-9.....6	
1-1.....	16	12-1.....	23	3-1.....	23	7-10.....	17
<b><u>Part 302-2</u></b>		12-2.....	23	3-2.....	23	7-11.....	17
2-1.....	16	12-3.....	23	3-3.....	23	7-12.....	17
2-2.....	21	12-4.....	23	3-4.....	23	7-13.....	17
2-3.....	16	12-5.....	23	<b><u>Part 306-4</u></b>		7-14.....	17
2-4.....	16	12-6.....	23	4-1.....	6	7-15.....	17
2-5.....	16			4-2.....	6	7-16.....	17
2-6.....	16			<b><u>Part 306-5</u></b>		7-17.....	17
2-7.....	16			5-1.....	17	7-18.....	17
2-8.....	21			5-2.....	23	7-19.....	17
2-9.....	16			5-3.....	18	7-20.....	17
2-10.....	16			5-4.....	18	7-21.....	17
2-11.....	16			5-5.....	17	7-22.....	17
2-12.....	16			<b><u>Part 306-6</u></b>		7-23.....	17
<b><u>Part 302-3</u></b>				6-1.....	23	7-24.....	17
3-1.....	16			6-2.....	23	7-25.....	17
3-2.....	16			<b><u>Part 306-7</u></b>		7-26.....	17
<b><u>Part 302-7</u></b>				7-1.....	23		
7-1.....	16			7-2.....	23		
7-2.....	16			7-3.....	23		
<b><u>Part 302-9</u></b>				7-4.....	23		
9-1.....	16			7-5.....	23		
9-2.....	16			7-6.....	23		
9-3.....	16			7-7.....	23		
9-4.....	16						

**301-2.1(t) How are trip authorization numbers assigned?**

An individual trip authorization number will be a sequential number within the blanket travel authorization number (positions 6-9). For example: If the blanket domestic/non-foreign travel authorization number is YXXXXB0050; the trip authorization numbers will be YXXXXB0051 through YXXXXB0099.

**301-51.8 How does the NOAA office obtain travel advances?**

The NOAA office can obtain travel advances one of the following ways:

(a) **Travel Advance:** The NOAA office will submit a travel advance form and a travel authorization to the servicing finance office. The travel advance will be deposited directly to the traveler's bank account within 2 – 3 days (notify your servicing finance office for direct deposit set-up); or

(b) **Convenience Check:** Effective April 10, 2009, the DOC Office of Financial Management transferred to the DOC Office of Acquisition Management the management and oversight responsibility for Imprest Fund Replacement Convenience Checking Accounts. As a result, effective June 15, 2009, Agency Program Coordinators (APCs), are responsible for convenience check issuances and oversight, including Imprest Fund Replacement Convenience Checking Accounts. Please see the Commerce Acquisition Manual (CAM), Section 4, Convenience Checks for more information:

<http://oam.ocs.doc.gov/docs/CAM%201313.301%20Revised%20July%2009%20-%20Final.pdf>

**301-51.9 Who do I contact to apply for a JPMC Government travel card?**

- (a) All Line and Corporate Offices, other than NMFS and NWS, will call (301) 444-2109, fax (301) 413-3066;
- (b) NMFS employees will call (301) 713-1364 x194, fax (301) 713-2258; and
- (c) NWS employees will call (301) 713-0420 x123, fax (301) 608-0850.

**PART 301-52-CLAIMING REIMBURSEMENT**

Sec.

- 301-52.3(a) Am I required to file a travel claim in a specific format and must the claim be signed?
- 301-52.3(b) Who has the authority to approve travel vouchers?
- 301-52.4(a) What is a proper travel voucher?
- 301-52.8(a) Who is responsible for determining if a travel voucher is proper?
- 301-52.9(a) What happens when an approving official deems a travel voucher improper?
- 301-52.9(b) What happens when finance deems a travel voucher improper?
- 301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?
- 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?
- 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?
- 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 which will affect the payment of interest?
- 301-52.19(a) How will interest be paid on a travel voucher reimbursement?

**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) for information on excepted employees:

<http://www.corporateservices.noaa.gov/~cbs/travel.htm>

**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 which will affect the payment of interest?**

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.