APPENDIX D

TRAVEL

D-1. **Travel Orders.** Travel Orders are created in CEFMS by the RAO support staff. Temporary Duty Travel (TDY) is travel to any destination other than the traveler's home of record to perform duties for a specified period of time. TDY travel for RAs normally begins and ends at their home of record. Travel orders establish the conditions under which official travel and transportation is authorized at Government expense. The traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense. The purpose of travel orders are to:

- Provide the employee with information regarding what expenses will be paid.
- Provide the commercial transportation office or travel service vendor with necessary documentation for the use of travel programs.
- Provide financial information necessary for budgetary planning.
- Identify the purpose of the travel.

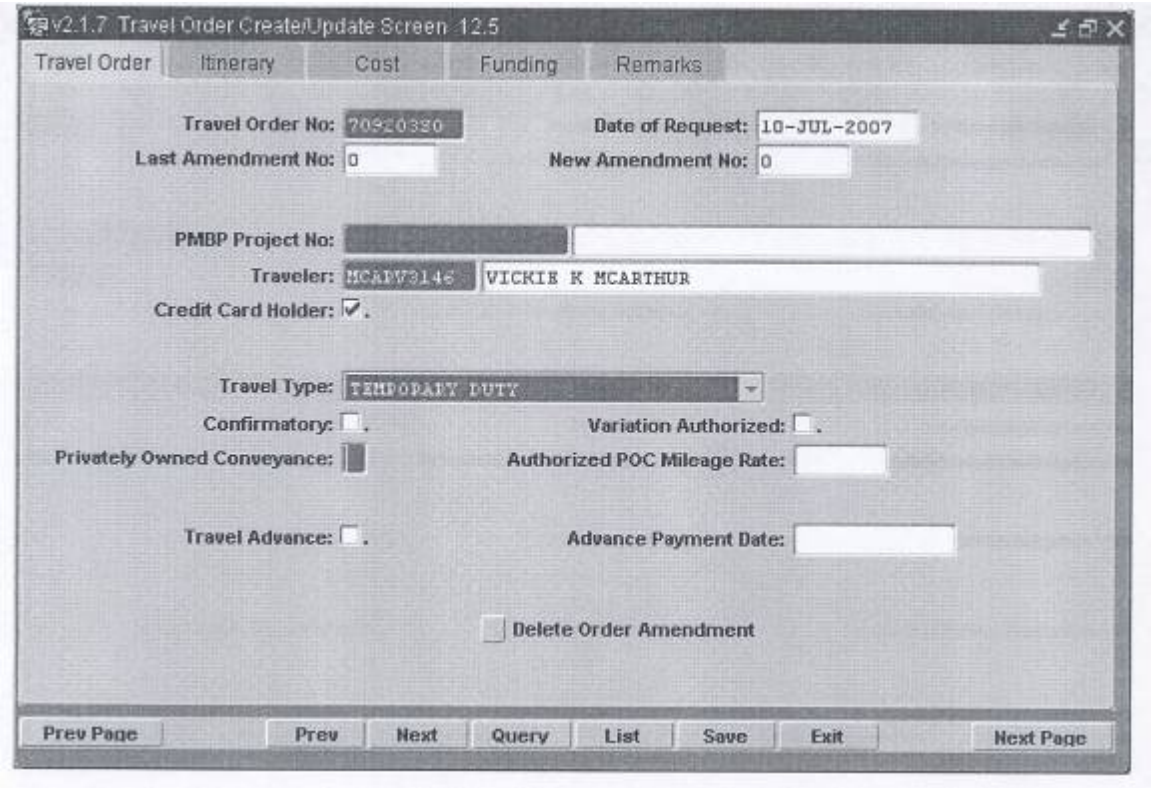
Travel orders will be issued before travel begins. **Employees are not to deploy** until they receive travel orders unless they are a first responder. **Any other employee who deploys before receiving travel orders will have to return home, at their own expense, and may not be selected for duty again.**

Confirmatory Travel for First Responders. When disasters occur RAO First Responders may be requested to provide support that requires them to travel before funding for travel orders is available. If this occurs, the Emergency Manager or their designee from the District requesting help must prepare a confirmatory travel authorization memo and forward it to the RAO PM. The confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. In addition it must include:

- Date requested
- Date to proceed
- Approximate number of days of TDY
- Mode of transportation.
- Itinerary
- Estimated costs
- TDY purpose
- Verbal or mission assignment number

The First Responder will make travel arrangements (flight, rental car, hotel, etc.). The RAO support staff will do confirmatory travel orders (DD 1610) as soon as funding is received (confirmatory travel orders must be done within 15 calendar days of when travel began in accordance with ER 55-1-2). The confirmatory travel orders must include appropriate statements regarding justification, prior authorization and/or mission assignment. CELA-T will be contacted when confirmatory travel orders are authorized and will authorize Carlson/SATO to issue the airline tickets.

Creating RAO Travel Orders. Travel Orders are created in CEFMS. The directions that follow apply to Travel Orders for RAs traveling to a disaster site. There may be some variances when travel for other reasons is involved, so for complete instructions on how to create travel orders, see the CEFMS User Manual, Section 16-Travel, or go the following website. https://cefmsdev2.usace.army.mil/cefms/doc/user_manuals/travel.pdf .

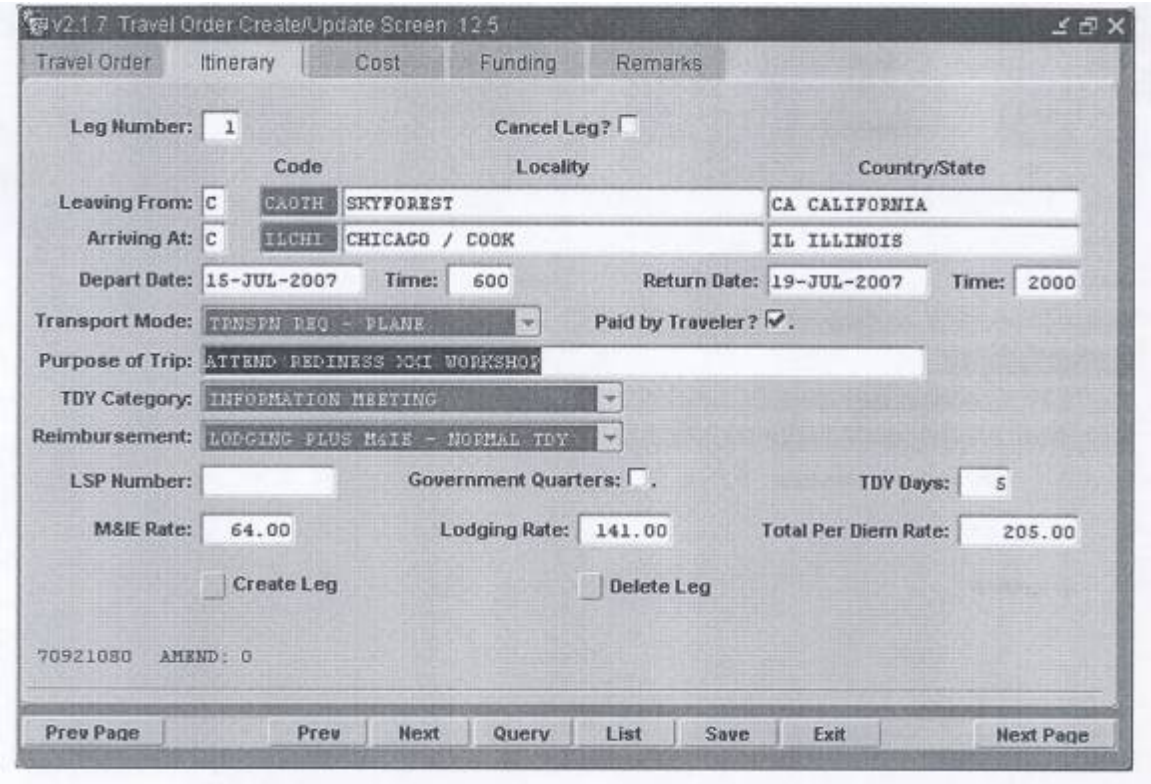


Travel Order Create/Update Screen 12.5, Travel Order– The Travel Order Create/Update Screen is filled out as follows.

- Travel Order No: Generated automatically
- Date of Request: Generated automatically
- Traveler: First four letters of last name plus first letter of first name plus last four numbers of their Social Security Number.
- Credit Card: Generated automatically
- Travel Type: 1 Temporary Duty

- Confirmatory: N
- Variation Authorized: Y
- Privately Owned Conveyance: Y or N
- Authorized POC Rate: Allowable cost per mile of travel
- Travel Advance: Never authorized

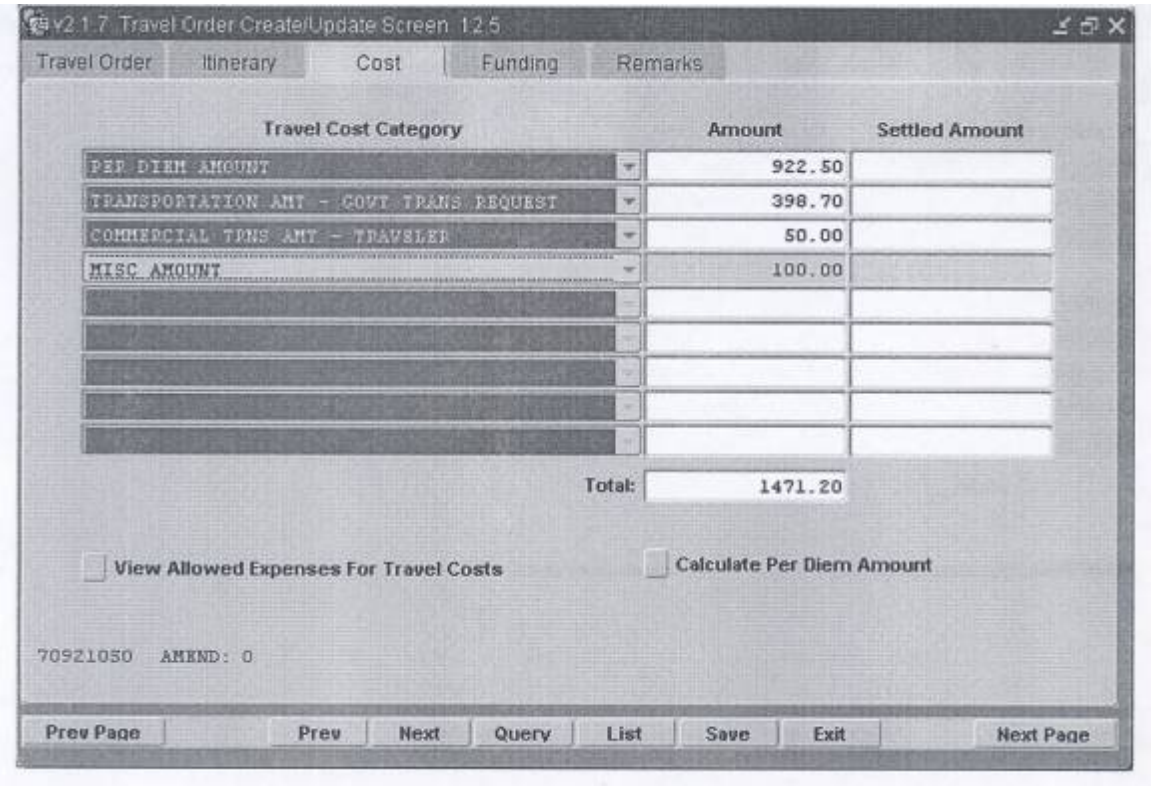
Save before moving between tabs. Click on tabs at the top of the screen to navigate to the next Screen. **Do not exit.** It will take you completely out of the travel order screens.



Travel Order Create/Update Screen 12.5, Itinerary – The Itinerary is filled out as follows.

- **Leaving From –** Location departing from
- **Arriving At –** Location traveling to
- **Depart Date –** Date traveler will depart on TDY
- **Time –** Estimated time of departure
- **Return Date –** Date traveler is scheduled to return from TDY

- **Time –** Estimated time of return
- **Transport Mode –** Hit down arrow for a list of codes
- **Paid by Traveler –** Automatically checked if traveler has a CitiCorp Travel Card
- **Purpose of Trip –** Description of purpose of travel plus mission number and location of the tasker to which the traveler is assigned.
- **TDY Category –** Special Missions (for disaster recovery – could be different for other missions). Click down arrow for options.
- **Reimbursement –** Super Actual Exp Lodging Plus (SAEL) (for disaster recovery unless otherwise specified)
- **TDY Days –** Number of travel days travel order is for – generated when dates of travel are entered
- **M & IE Rate –** Per diem rate for the TDY location – generated automatically
- **Lodging Rate –** Lodging rate for the TDY location – generated automatically
- **Total Per Diem Rate –** M & IE rate plus lodging rate – generated automatically

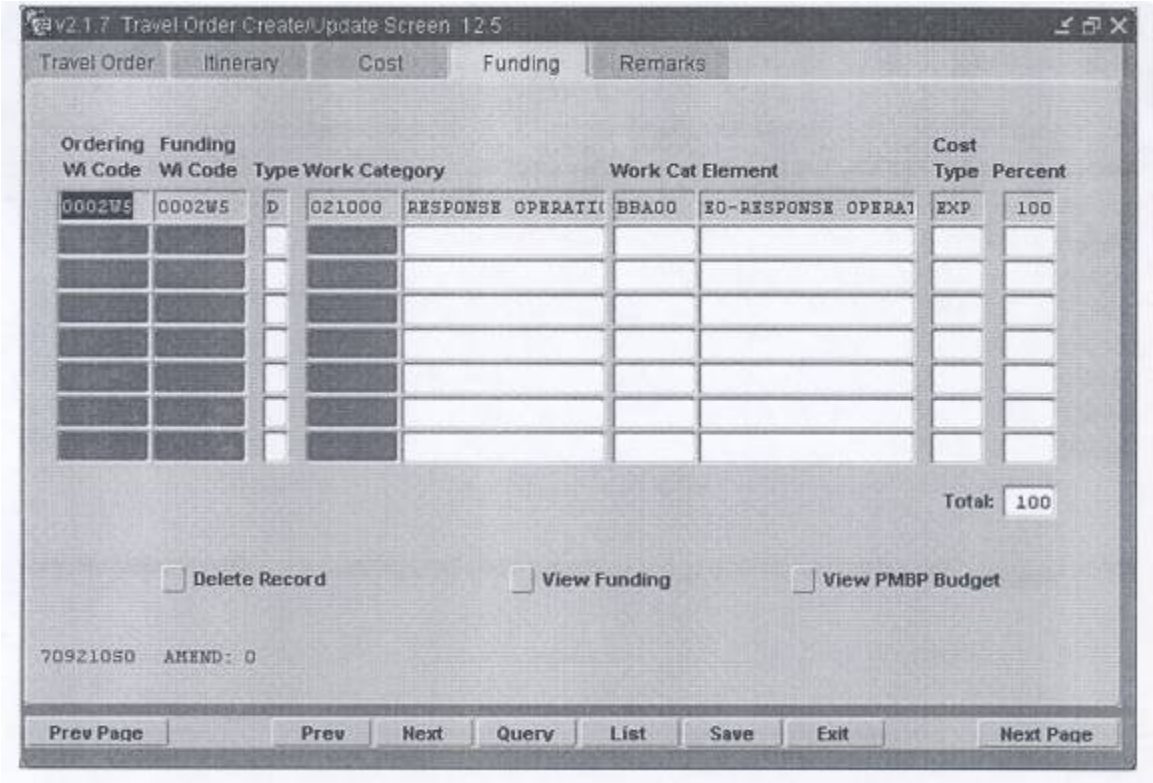


Travel Order Create/Update 12.5, Cost – The purpose of this screen is to provide estimated travel costs. Estimates are normally based on 30 days of TDY. The RAO PM will notify the travel order creator of any exceptions. To see all travel cost descriptions click on the down arrows. When creating travel orders use only those that apply to the particular travel order being created. CEFMS will not allow checking all cost categories.

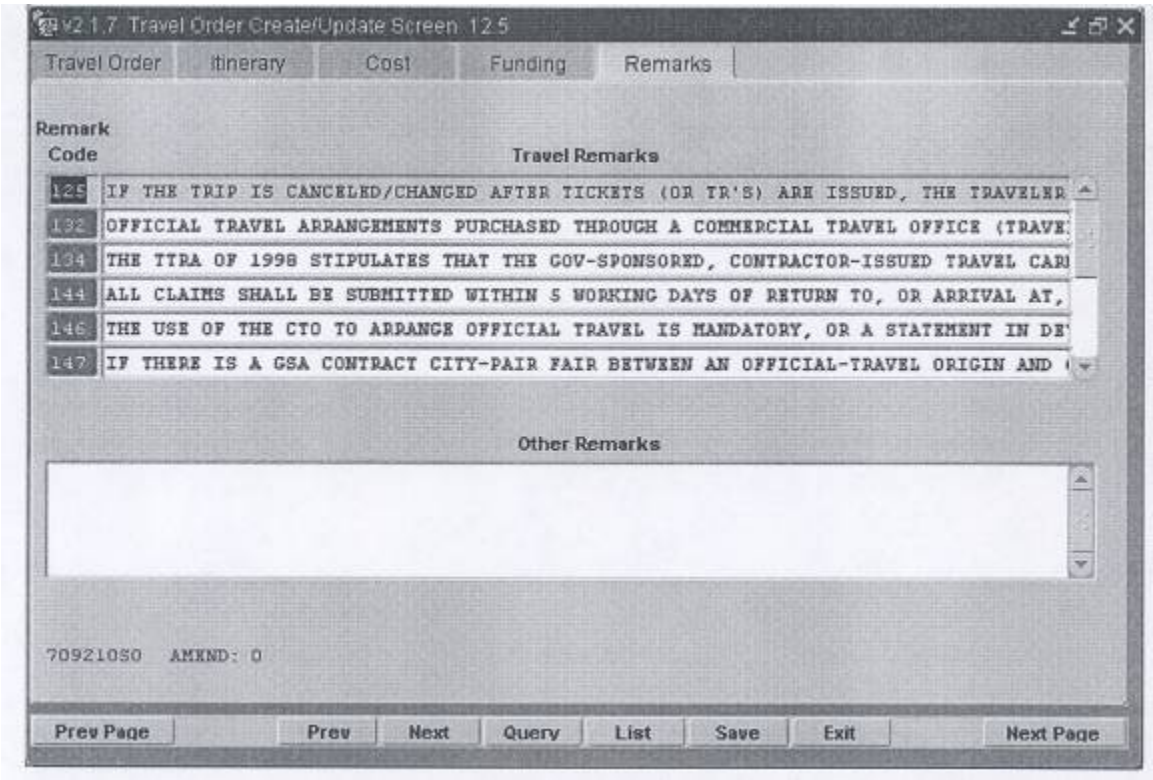
- **Per Diem Amount** – Estimated cost based on the allowable per diem for the TDY location. When disasters are involved, lodging costs may be considerably higher than the allowable rate so the estimate should be increased accordingly [a Super Actual Expense Lodging Plus (SAEL)]
  authorization should be in hand before making increases).
- **Transportation Amt – Govt Trans Request** – Estimated cost of commercial air transportation.
- **Commercial Trans Amt - Traveler**– Estimated cost of commercial transportation other than air (i.e. taxi, metro, bus, etc.)
- **Rental Car Amount** – Estimated cost for a rental car for 30 days (when rental car is authorized on an ENGLink tasker or by a tasker official of the supported district) Note – Rental cars and any miscellaneous equipment (eg. GPS) must be authorized by the local supervisor.
- **GPS** – only permitted if authorized on the tasker or via email (non-tasker initiated deployment)
- **4X4 Vehicles** – Only permitted if authorized on the tasker or via email (non-tasker initiated deployment)
- **Misc Amount -** Includes all costs for miscellaneous items reimbursable to the traveler in accordance with the Joint Travel Regulations.

If a POV is used for transportation (rather than air), Privately Owned Conveyance must be checked on the Travel Order screen. This will allow you to enter POV transportation costs rather than air transportation costs.

- **Privately Owned Conveyance Mileage** – Estimated allowable mileage reimbursement for use of a privately owned vehicle for travel to and from the TDY site.
- **Vicinity Mileage Amount-POC** – Estimated allowable mileage reimbursement for use of a privately owned vehicle for mileage in the vicinity of the TDY site.



Travel Order Funding Screen – The funding source and appropriate work item(s) are entered in the appropriate blocks on this screen. This information will be provided by the Program Analyst.



Travel Order Create/Update Screen 12.5, Remarks – The standard travel order remarks are already populated in the "Standard Remarks" screen. The following should be selected in the "Remarks" screen if they are authorized.

- 106 – Authorization for excess baggage (fill in weight for 150 pounds)
- 112 – Rental Vehicle Authorized
- 119 – Dual Lodging approved as advantageous to meet mission requirements
- 124 – Mileage to/from Airport
- 126 – Long Distance Phone Calls/Fax (Business)
- 133 – Long Distance Phone Calls/Fax (Personal)
- 135 – Traveler is exempt from the mandatory use of the travel charge card (to be used when applicable)
- 136 – Actual expense allowance authorized while at TDY site (if approved AELP authorization is on file for the event)
- 151 – Commercial Air Baggage Fee is Authorized for 1 Bag (allowed for TDY of 2 weeks or less
- 152 – Commercial Air Baggage Fee is Authorized for 2 Bags (allowed for TDY of more than 2 weeks.
- 210 – Non-contract carrier authorized (used because there are times and locations where no contract carriers are available)

Travel Order Create/Update Screen 12.5, Other Remarks - The following should be added to the "Other Remarks" screen when authorized.

- Third bag authorized – Occurs in unique circumstances due to duration of tour and location
- SAEL authorized – If authorized
- AELP authorized – If authorized
- 4 X 4 authorized – Must be authorized in tasker (non-tasker, authorized by email)
- GPS authorized – Must be authorized in tasker (non-tasker, authorized by email)
- Individual is authorized a return trip to residence/permanent duty station every 30 days after the initial 30 day deployment. While on R&R no expenses are authorized except the retention of the individual's lodging and rental car at their temporary duty station – May be authorized if deployed for a period of 60 days or more for disaster work.

Requesting Travel Orders. Once the travel orders have been created, they must be requested. The travel order creator will request the orders. Requesting is done in the CEFMS Request Travel Order Request Approval Screen. The requestor must have trav_req authority to request the orders.

Travel Order Approval. Travel orders can be approved on screen 12.72. The approving official cannot be the traveler or requestor and must have trav_appr authority.

Funding Approval. The Funds approving official must have trav_cert and Purchase Request (PR) authority for the work item funding the travel order. The Travel Requestor cannot be the travel approver. The Travel Order approver or Travel Requestor may be the Travel Funds approver. Funding approval is done on screen 12.70. If a travel order is disapproved by the Funds Approving Official, it may be modified and resigned.

Authenticating Travel Orders. Travel orders for Reemployed Annuitants are authenticated by CELA-T. This process obligates the funds previously reserved by the Funds Approving Official.

Other Travel Order Information. If travel orders are not received before the scheduled departure date, the traveler should contact their POC for travel orders (reference Attachment 10). After travel orders have been created and approved, they will be emailed to the employee. Travel orders are valid for up to 7 days before or after the beginning date on the travel order, depending on the length of the travel order (e.g., if an employee's travel orders state that the beginning date is 1 January, the employee can depart as much as 7 days before or 7 days after 1 January). After that date, amended travel orders must be issued. Tasker initiated travel orders provide for a variation in travel destination in the event of changes due to unforeseen circumstances. When this occurs and there is a change in funding or when there is a change in

funding for other reasons (eg. change from pre-declaration to post-declaration of a disaster event) while in travel status, new travel orders must be issued and the traveler must close out their previous travel orders by submitting a travel voucher for all expenses incurred. This includes travel (air, personal auto, etc.), hotel and other miscellaneous expenses. Closing out the contract for a rental car is not generally cost effective because rental car contracts are usually by the month and carry a penalty if closed out early. Instead, the costs should be pro-rated.

Deobligation of Settled TDY Travel Orders.

Deobligation of settled travel orders will be processed as follows.

- The order type must be TDY or invitational TDY
- The final voucher must have been filed and processed
- Settlement must have been more than 30 days ago
- No outstanding/pending travel settlements can exist
- No outstanding Travel Order amendments can exist

CEHEC-RM-F will execute the program the day after the final disbursement day at the UFC each month. The traveler and travel order approver will be notified if any outstanding documents are pending that are preventing deobligation. Travelers will still be able to enter supplemental vouchers, if needed, and travelers on long-term TDY will be able to enter partial travel vouchers until travel is complete. Questions should be directed to CELA-T.

D-2. **Travel Arrangements.**

Initial Travel to TDY Site. Once travel orders are complete, travel arrangements can be made through the government contracted commercial travel office, Carlson/SATO (reference Attachment 10). NOTE: for rental cars (must be authorized by local supervisor) employees have the option of making their own arrangements directly with a rental car company. This is allowable as long as they get the government rate for the type/size of rental car authorized. Hotel arrangements for tasker initiated travel are normally made through a POC identified in the tasker. When traveling for non-tasker initiated reasons, employees have the option of making their own hotel arrangements, having Carlson/SATO make arrangements or working with the field manager to make arrangements. Hotel costs above the local federal lodging rate must be approved in advance by the field supervisor and be included in the travel orders. NOTE – Hotels in many states are exempted from charging state/local sales tax for hotel rooms to Federal travelers when on official business (must have travel orders). Travelers should determine if this applies, and if it does, obtain the proper documentation to preclude paying sales tax. Once travel arrangements are made, Carlson/SATO will email a copy of the itinerary to RAO who will in turn email it to the traveler. The traveler may have the itinerary copied to their email if they want, but it is **very important** that the primary e-mail be sent to RAO. **Employees are not to depart for their destination until they receive this documentation.**

Temporary Return to Duty Station During Extended TDY (commonly referred to as R&R). Deployed RAs can make their own arrangements for R&R travel through Carlson/SATO (reference Attachment 10). Once travel arrangements are made, Carlson/SATO will email a copy of the itinerary to RAO who will in turn email it to the traveler. The traveler may have the itinerary copied to their email if they want, but it is **very important** that the primary e-mail be sent to RAO. Employees will notate their travel voucher and time sheets when taking R&R.

CitiCorp Government Travel Credit Card. Although not mandatory, all RAs are offered the opportunity to apply for and obtain a CitiCorp Government Travel Credit Card for use when making official travel reservations and paying official travel related expenses while deployed (Reference Appendix F). The credit card request form (with instructions) is included in the packet forwarded to the RA from HECSA CPAC during the hiring process. It is the employee's responsibility to apply for and safeguard the travel card, to use it properly, and to ensure that all bills are paid. The employee must also take and pass an on-line test before the travel card will be issued (website address is on the information from the HECSA CPAC). A restricted travel card can be issued to individuals who have low credit scores, no credit at all, or refuse a credit check (restricted card credit limit is $4,000). All persons who have the CitiCorp Travel Card, and use it for travel, **must use split disbursement when filing travel vouchers.** This ensures that the travel card contractor will be paid directly from travel voucher proceeds. The standard Travel Card credit limit is normally set at $7,500. These limits can be temporarily increased during deployment, if necessary. The amount of increase will be determined on an event by event basis and will be coordinated between the RAO PM and CEHEC-RM-M. RAO will contact the CEHEC-RM-M Customer Service Representative (CSR) who will coordinate the increase with CitiCorp. When a group or groups of RA's are deployed, RAO will forward a consolidated request for a temporary increase in the travel card limit for those having travel cards, when needed. This will help streamline the deployment process and prevent the RAs from exceeding the standard travel card credit limit of $7,500. The Travel Card will be deactivated after 12 months if not used. It can be reactivated by contacting the RAO support staff. The RAO support staff will contact the CEHEC-RM-M CSR who will contact CitiCorp.

Travel for when Deployment is Extended.

Tasker Initiated. If the field supervisor and deployed RA agree to extend the deployment, the field office is responsible for issuing an extension tasker in ENGLink. Once an extension tasker has been issued, the tasker must be approved by the RAO PM. When approved, the field office will review and accept the extension (unless there are new or extenuating circumstances). If necessary, additional funding will be sent by the requesting organization to the Headquarters' S0 database (S0Y1600) to cover any additional travel and labor costs (reference Appendix C for funding information). Travel orders for extensions are not to be done until the extension tasker has been completed in ENGLink. Once additional funding (if needed) is received, a travel order amendment will be created and issued by the RAO support staff. The amendment will show the extension date. The amended travel order will be emailed or faxed to the employee. If the amended travel order is not received prior to the beginning of the extension, the point of contact (POC) for travel orders should be contacted (reference Attachment 10).

Non-Tasker Initiated. If the supervisor and deployed RA agree to extend the deployment, the supervisor will email the RAO PM and request that travel for the RA be extended. The request must be approved by the RAO PM. When approved, additional funding (if necessary) will be sent by the requesting organization to the Headquarters' S0 database (S0Y1600) to cover additional travel and labor costs. When additional funding is received, a travel order amendment will be created and issued by the RAO support staff. The amendment will show the extension date. The amended travel order will be emailed or faxed to the employee. If the amended travel order is not received prior to the beginning of the extension, the POC for travel orders should be contacted (reference Attachment 10).

D-3. **Travel Vouchers (DD1351-2).**

Filing Travel Vouchers.

Employees are required to file travel vouchers every 14 days during deployment. All travel vouchers (including the final voucher) and supporting receipts (lodging receipts and all receipts for reimbursable items) are to be faxed or emailed to RAO (reference Attachment 10) for processing. Do not send the original receipts (reference TDY Fax Form and Audits, Page D-17 for more information). RAO travelers are subject to billing for any amount paid that is not in accordance with the joint travel regulations or is outside the approved limitations established on the travel orders. When travel vouchers are received, they are entered into CEFMS. Only items that are related to travel and transportation are reimbursable using travel vouchers. All other approved expenditures for items that are considered mission essential, but that are not travel related, must be reimbursed using an SF 1164, Claim for Reimbursement for Expenditures on Official Business (reference Appendix G for more information).

Filling Out Travel Vouchers. (reference Attachment 12 for a DD 1351-2, Travel Voucher or Subvoucher)

- **1. Payment** – Mark correct box
- **Split Disbursement –** Mark Pay box if using a Government Travel Card and input dollar amount of charges to charge card. If unsure of the amount of charges, estimate the amount, being as accurate as possible.
- **2., 3. and 4.** are self explanatory.
- **5. Type of Payment –** Mark TDY
- **6. a, b, c, d, e and 7** are self explanatory
- **8. Travel Order/Authorization Number –** Get from Travel Order
- **9. Previous Government Payments/Advances –** Not applicable
- **10. For D.O. Use Only** – Not applicable
- **11. Organization and Station –** Enter RAO
- **12. 13. & 14. –** Leave blank
- **15. a. –** Enter departure and arrival dates
- **15. b. –** Enter departure and arrival locations

- **15. c. Means/Mode of Travel –** See "Means/Mode of Travel", second page of travel voucher for codes
- **15. d. Reasons for Stop –** See "Reason for Stop", second page of travel voucher for codes
- **15.e. Lodging Cost –** Enter nightly lodging cost. Do not enter taxes on lodging cost. They should be entered as a Reimbursable Expense (block 18)
- **15.f. POC Miles –** Enter the number of miles if privately owned vehicle was driven to TD
- **16. POC Travel –** Mark appropriate box
- **17. Duration of Travel –** Mark appropriate box
- **18. Reimbursable Travel Expenses –** Include such reimbursable expenses as taxes on hotel rooms, laundry, allowable phone calls, vicinity mileage (requires completing Vicinity Travel Log) – Reference Attachment 22), POV mileage to and from airport, gasoline costs for rental car, rental car costs, etc.
- **19. Government Deductible Meals** – Not applicable
- **20. a. & b. Claimant Signature and Date –** Claimant signs and dates here
- **20 c. & d. Supervisor Signature and Date** – Field Supervisor signs and dates here
- **29**. **Remarks –** Any remarks that will help explain things that might be considered unclear or questionable should be entered here. If on R&R to an alternate location (location other than the employee's home of record) it will be noted here and will say that the employee is authorized per diem for non-workdays up to the amount payable if the employee had remained at their duty station. If the Travel Voucher is the final Travel Voucher being submitted after an extended TDY, that fact should be noted here.

<u>Things to Remember:</u>

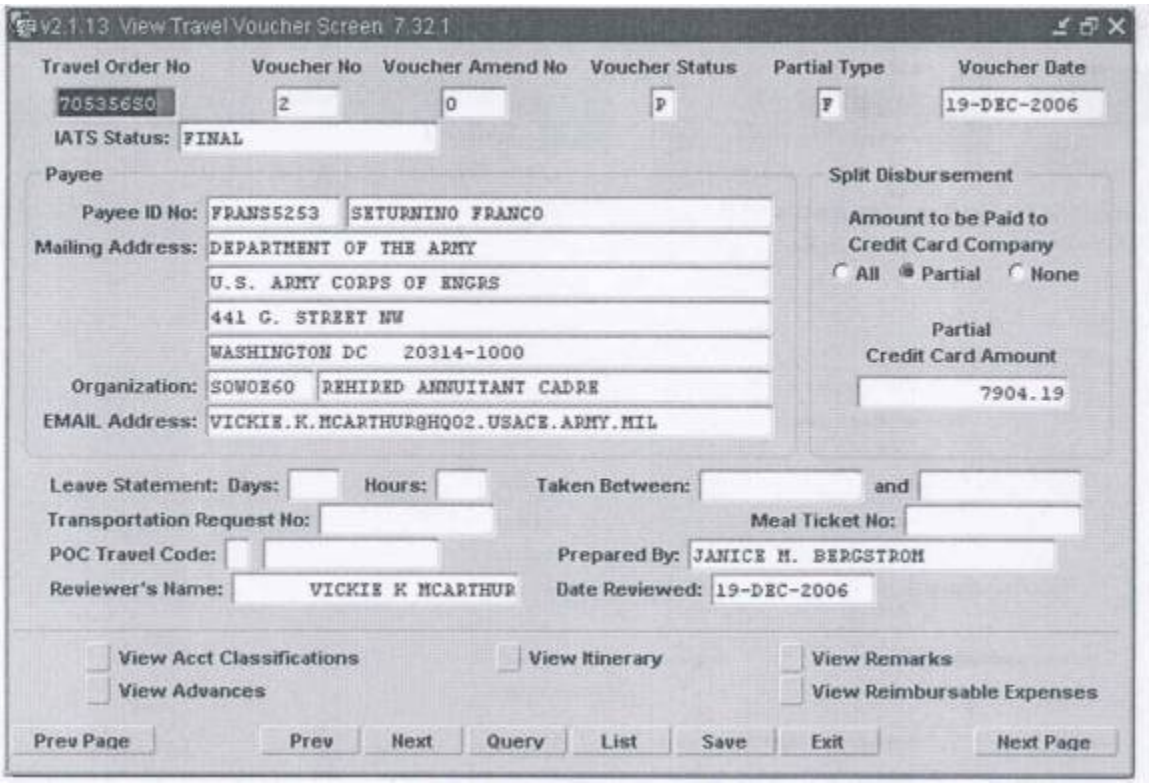
- Travel Vouchers should be done every 14 days.
- Travel orders should not be sent with Travel Vouchers. The RAO office already has copies of the travel orders.
- Travel vouchers should be clearly marked as a continuation or final travel voucher. (Done in Block 29. Remarks). If R&R has been taken during the period of time covered by the travel voucher, it should be clearly marked (also Block 29. Remarks)
- If a travel card holder, the employee must ensure that split disbursement is checked and that the voucher specifies the amount to be sent to the travel card company. Not doing so could delay processing of the travel voucher.
- Employees must ensure that receipts are not included that are dated before or after the beginning or ending dates of travel shown on the itinerary. CEFMS will not allow the inclusion of these items for payment.
- Explanations of any expenses that might be considered questionable will be included in the "Remarks" block of the travel voucher. A phone number where the RA can be reached if there are questions should also be included.

- All receipts must fall within the time frame of the lodging receipts (eg. if the lodging receipt is from 12/1 to 12/14 all other receipts must fall within that time frame.
- Rental car receipts must be on a separate page from other receipts.
- A phone number where the RA can be reached should be provided. Home phone numbers are of no value if the RA cannot be reached there.
- The RAO office must be notified before an RA switches modes of transportation (eg. switching from a rental vehicle to a private vehicle).
- When traveling for R&R an RA must have lodging receipts for at least two days after returning from R&R for CEFMS to process the travel voucher.
- If additional space is needed for reimbursable expenses use DD Form 1351-2C.

Most Common Problems with Travel Vouchers

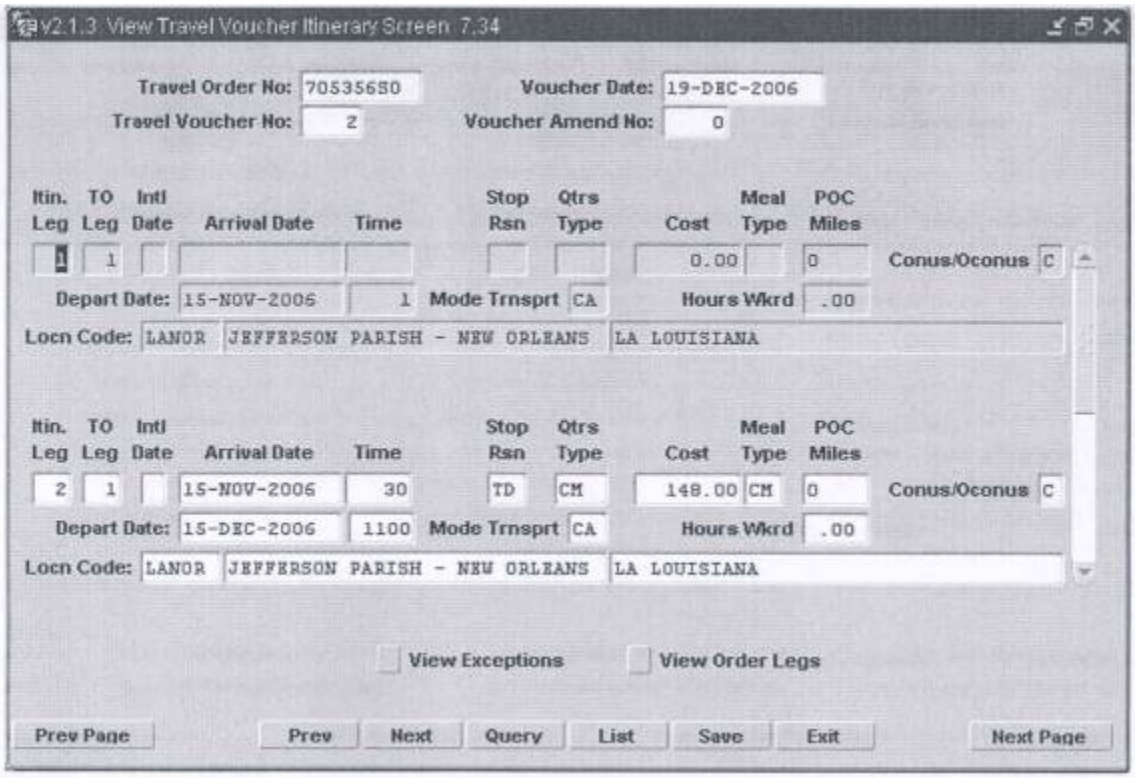
- They are not legible
- Receipts have been marked on
- Incorrect dates are used
- The vouchers are not signed and dated

Entering Travel Vouchers in CEFMS.



- **Travel Voucher Screen 7.32.1.** When the Travel Order No. is entered all blocks with the exception of the following will populate automatically.

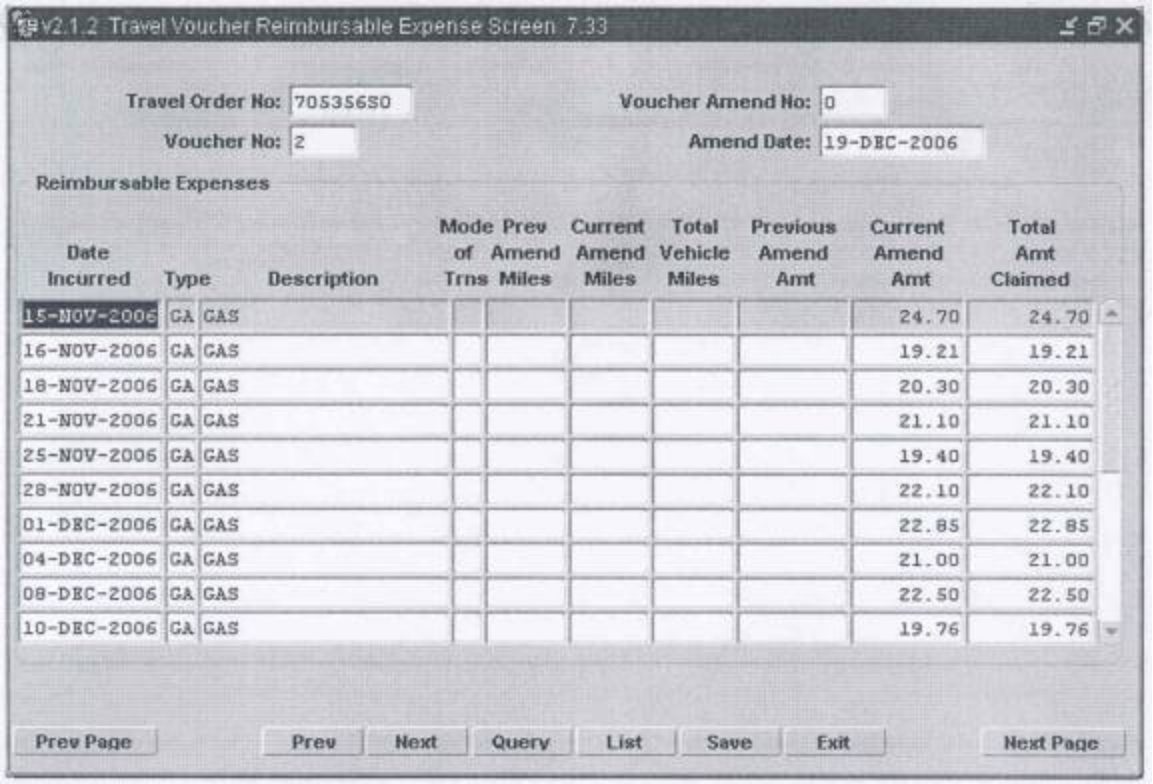
    - **Voucher Status –** Can be P (Partial) or F (final)
    - **Partial Type –** B (beginning or first travel voucher), M (middle –used for all but the beginning and final travel vouchers), or F (final travel voucher).
    - **Partial Credit Card Amount –** Amount of travel settlement that is to go for paying travel card expenses.



- **<u>Travel Voucher Itinerary Screen 7.34</u>.** All blocks will populate with the exception of the following.

    - **Stop Rsn –** Press F4 for a list of codes and select the code that applies. Use VR if the traveler is on R&R.
    - **Cost –** Daily cost of hotel room
    - **Itin Leg –** Applicable leg of itinerary
    - **Arrival Date & Time –** Date and Time of arrival
    - **Departure Date &Time –** Departure Date and Time
    - **Mode transport –** Press F4 for a list of codes and select the code that applies.

  It is very important to ensure that the Locn Code is correct on the screen because per diem varies according to the location of the TDY. If the Locn code is incorrect, the amount of per diem paid the traveler will be incorrect.



v2.1.2 Travel Voucher Reimbursable Expense Screen 7.33

Travel Order No: 70535650 Voucher Amend No: 0

Voucher No: 2 Amend Date: 19-DEC-2006

Reimbursable Expenses

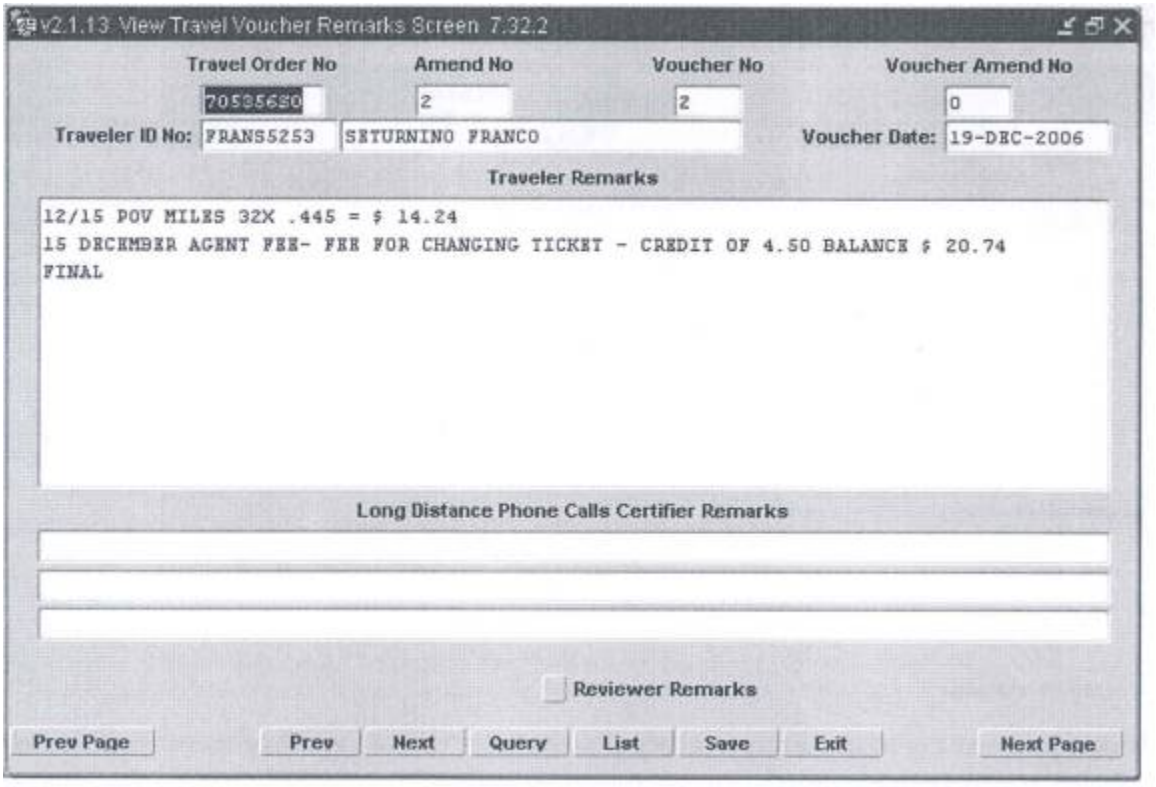
Date Incurred	Type	Description	Mode of Trns	Prev Amend Miles	Current Amend Miles	Total Vehicle Miles	Previous Amend Amt	Current Amend Amt	Total Amt Claimed
15-NOV-2006	GA	GAS						24.70	24.70
16-NOV-2006	GA	GAS						19.21	19.21
18-NOV-2006	GA	GAS						20.30	20.30
21-NOV-2006	GA	GAS						21.10	21.10
25-NOV-2006	GA	GAS						19.40	19.40
28-NOV-2006	GA	GAS						22.10	22.10
01-DEC-2006	GA	GAS						22.85	22.85
04-DEC-2006	GA	GAS						21.00	21.00
08-DEC-2006	GA	GAS						22.50	22.50
10-DEC-2006	GA	GAS						19.76	19.76

Prev Page Prev Next Query List Save Exit Next Page

- **<u>Travel Voucher Reimbursable Expense Screen 7.33</u>.** The Travel Voucher Reimbursable Expense Screen is used to record any/all authorized reimbursable expenses against a travel order. The only reimbursable expenses that can be claimed are those specified on the travel order (see the remarks section on the travel order) or in FEMA guidance, i.e. if a rental car is not specified on the travel order, it cannot be claimed as an expense. The following blocks must be filled in.

    - **Date Incurred –** Date of expense
    - **Type –** Press F4 for a list of codes and select the one that applies
    - **Current Amend Amt –** Enter the amount claimed

  If a code that involves vehicle use is entered in "Type" the number of miles used must be entered. If the miles shown are a private auto (PA) i.e. vicinity mileage or trip to airport, the program will automatically compute the cost. If the entry is for a rental car (RC), the actual cost must be entered.



- **<u>Travel Voucher Remarks Screen 7.32.2</u>.** Travel voucher remarks should be as detailed as possible and cover anything that might be considered questionable. For example, if an employee has taken R&R it should be specified in the remarks section or if an employee has taken R&R and has traveled to a location other than their home of record, it should be specified in the remarks section. The following remarks are standard on all RAO travel vouchers that involve travel for emergency operations purposes.

    - Super Actual Expense Lodging (SAEL) Authorized (if previously authorized)
    - Continuous TDY

- **<u>Travel Voucher Approval</u>.** Certification of the travel voucher is done on the travel voucher approval screen. After carefully scrutinizing the claim, the reviewer (approver) must electronically sign the document. Since RAO employees cannot electronically sign their vouchers, their manually signed copy must be furnished to the RAO support staff.

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Date: 10-JUL-2007

T D Y F A X F O R M

TO:	USACE FINANCE CENTER
OFFICE SYMBOL:	CEFC-R
CONTACT:	SYLVIA SHAWVER
PHONE NUMBER:	(901) 874-8459
FAX NUMBER: OR EMAIL ADDRESS:	(901) 874-8662 cefc-tdy@usace.army.mil
DATE:	10-JUL-07
TRAVEL ORDER:	70000050
TRAVEL VOUCHER NO:	4
TRAVEL VCHR AMEND NO:	1
TRAVELER/PAYEE NAME:	JOHN DOE
TRAVEL VOUCHER DATE:	10-JUL-07

Please attach all required receipts.
Please ensure all receipts are legible.
Upon approval by the Travel Approving Official of this travel voucher in CEFMS, this form and the receipts must be immediately faxed to USACE FINANCE CENTER (UFC) at 901-874-8662 or emailed to cefc-tdy@usace.army.mil.
If you receive payment for expenses claimed without legible, required receipts you may be billed for the unsupported reimbursement.

Receipts to Send to UFC

All Lodging
All Reimb Exp equal to or greater than $75

<u>TDY Fax Form and Audits</u>. As part of the TDY travel voucher approving process, the Travel Approving Official must acknowledge in CEFMS that a CEFMS generated TDY Fax Form has been printed and that the form and all applicable receipts (lodging and receipts for reimbursable items of $75 or more) will be faxed or emailed to the USACE Finance Center(UFC) in Millington, TN. This form can be printed by the traveler, travel order approver or administrative

support. Once the form is printed the receipts will be annotated with the travel order number and the TDY Fax Form and receipts will be faxed or electronically forwarded to the UFC . When the receipts are received at the UFC, they will be imaged and will become the official support for the TDY travel disbursements. Since the UFC has authority to use scanned originals as official support for payments, the original documents will no longer have to be forwarded to CECW-HS-RAO by the traveler when deployment is complete. Travelers are however required to maintain their original travel receipts for five years after travel vouchers were submitted for payment.