

U.S. Fish & Wildlife Service

Temporary Duty Handbook

A Guide to the TDY Process



will become available for vouchering within approximately fifteen minutes. Travelers using autobook must print the GovTrip authorization, obtain a supervisor's signature on the authorization, and upload a copy as part of the receipt packet. If a traveler requires post-travel approval on a travel expense or entitlement that does not impact trip locations or dates, he / she may obtain approval outside the system (e.g., FWS Form 3-2388) and include the approval as part of the receipt packet without resubmitting the authorization.



Travelers should not amend travel authorizations because actual expenses differ from cost estimates included in the authorization. Adjustments to expense amounts may be made directly to the travel voucher. It is the traveler's responsibility to ensure that all expenses included on the travel voucher are supported by the appropriate approvals.

The traveler must make all required adjustments to the travel authorization and obtain approval from his / her Approving Official on the final authorization prior to initiating the travel voucher in GovTrip. Creating a travel voucher prior to revising the travel authorization creates versioning issues in GovTrip. If a traveler creates a travel voucher and then identifies required changes on the corresponding authorization, he / she should delete the travel voucher, revise the travel authorization, and then create a new voucher from the finalized authorization. See Chapter 4, Section 4.2 *Autobook* for additional information on the autobook functionality and its impact on the approval process.



A traveler should review his / her travel authorization as soon as possible following a TDY trip, in order to ensure that he / she can re-submit the authorization, if necessary, and still submit a travel voucher within five business days of the end of the TDY trip.

Even when a traveler needs to adjust the travel authorization, he / she is still required to file a voucher within five business days of completing the trip. A traveler who recognizes the need for a revision to a travel authorization when approaching the five-day deadline should work with his / her Approving Official to ensure the process is completed in a timely manner.

7.2.2 Confirm Transportation Costs, Per Diem Entitlements, and Other Expenses

Once a traveler finalizes the travel authorization, he / she must use GovTrip to create a travel voucher from the authorization. The traveler must use the travel voucher to capture the actual costs incurred during the trip and account for any discrepancies between the travel authorization and actual trip that did not require an amendment of the travel authorization. The following examples are common actions that travelers must take to properly complete their travel vouchers:

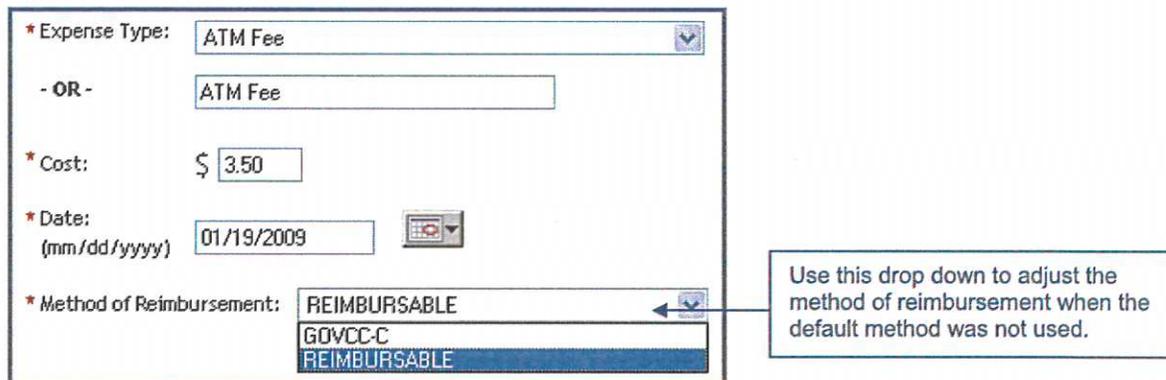
- Add or remove Government-provided meals from per diem calculations made on the authorization.
- Submit additional taxi expenses when not authorized a rental car.
- Record a baggage fee that the airline charged for the first or second checked bag (within the allowable weight limit).
- Update the estimated cost associated with tolls to the actual cost.

When the traveler is verifying transportation, lodging, and other expenses, he / she must also verify the method of reimbursement for each expense. The traveler must claim reimbursement under the default method of reimbursement in GovTrip, unless he / she used cash or a personal form of payment to cover an expense. If the traveler used cash or a personal form of payment to cover an expense, he / she must update the method of reimbursement to "Reimbursable."

The following screenshot shows the field in GovTrip that displays the method of reimbursement for non-mileage expenses, which is automatically populated based on expense type. Travelers can access this screen by selecting the "Edit" option for a given expense listed in the Expense Summary. For step-by-step

instructions on accessing this functionality and updating expenses, visit <https://dfm.fws.gov/Travel/index.htm> and refer to User Guide 4.0 *Completing a Travel Voucher*.

Figure 7-1 - Method of Reimbursement



* Expense Type: ATM Fee

- OR - ATM Fee

* Cost: \$ 3.50

* Date: 01/19/2009

* Method of Reimbursement: REIMBURSABLE
 GOVCC-C
 REIMBURSABLE

Use this drop down to adjust the method of reimbursement when the default method was not used.



The Service may permit a cardholder with the travel business line to use his / her travel card to make an ATM cash withdrawal to cover incidental travel expenses incurred as part of a TDY trip. Employees may withdraw cash up to five calendar days before starting travel or while in travel status. Employees may not use the travel card to withdraw cash for personal use or to withdraw cash after the official travel has taken place. The ATM Fee drop down option refers to the access fees and cash advance fees that travelers may incur when withdrawing cash for official travel. Only the fees are reimbursable. Travelers **must not** include the amount of the ATM cash withdrawal on their travel vouchers.

The following table illustrates the default method of reimbursement for each type of travel-related expense. A traveler who is issued a Government charge card with the travel business line (i.e., a travel card) must use the charge card to cover the **bolded** expenses in the table whenever the vendor accepts the MasterCard brand. Failure to adhere to this requirement is considered misuse of the travel card, and may result in disciplinary action. The traveler is encouraged, but not required, to use his / her travel card for all other official travel-related expenses.

Table 7-2 - Default Method of Reimbursement

| Government Charge Card | Reimbursable |
|--|--|
| <ul style="list-style-type: none"> • Transportation tickets (e.g., airline, rail, ferry, and bus tickets) • Transaction fees (e.g., travel booking and TAV fees)⁸ • Lodging and lodging taxes • Rental vehicles • Fuel and oil for rental vehicles • Taxis and shuttle buses • Laundry and dry cleaning • Parking • Data services (e.g., Internet) • Baggage charges and excess baggage fees • Shipping (e.g., FedEx) expenses • Phone calls | <ul style="list-style-type: none"> • Meals • ATM fees (e.g., access fees, cash advance fees) • Tolls • Transportation and baggage tips |

⁸ For Service employees without travel card, purchase card should be used. For invitational travelers, corporate card should be used.