

Travel Voucher Check List

See NFC Procedures Manual Title VI, System Access Manual; Chapter 6, Travel and Transportation; Section 1, Travel Online Data Entry, for specific instructions on how to complete the travel voucher. Much of the information is similar to the AD-202. The information below is meant to be a reminder of items to verify while completing the voucher.

- _____ If the traveler was in travel status for less than 12 hours, no per diem can be claimed.
- _____ Verify that the travel was within the dates specified on the AD-202 and that the receipts for lodging were for the locations shown on the AD-202. The AD-202 will need to be amended before doing the voucher if travel dates vary from the original AD-202, or the hotel receipts are for towns/counties other than those listed on the AD-202. Be sure that all expenses being paid on the voucher were authorized on the AD-202. (May check "Post-Approval" Block on voucher to authorize minor changes.)
- _____ If purpose code 03 for training was used on the AD-202, include the Training Document Number from the SF-182 in BLOCK 10.
- _____ If the traveler used a personal credit card or cash to pay for air transportation or car rental, the traveler is not entitled to reimbursement for the common carrier and car rental.
- _____ Receipts are required for all lodging, common carrier, and car rental expenditures and other expenditures over \$75.00.
- _____ If the voucher deviates from approved official travel itinerary, reconstruction must be shown. Be sure to pay only according to the constructed travel, and the following statement should be in the "Remarks" section: "Deviation from official travel was for personal reasons and no extra expense to the government is claimed."
- _____ For Domestic travel, only the actual room charge will be included under "Lodging". State/local taxes incurred will be included as a miscellaneous expense on the AD-616 or AD-616R, Travel Voucher. For foreign travel, this breakdown is not necessary. If the employee obtains lodging away from or outside the temporary duty location because of personal preference or convenience, the allowable per diem will be limited to the maximum per diem rate authorized for the temporary duty station. If lodging accommodations are not available within the temporary duty location, the agency approving official may authorize, on a case by case basis, lodging in an adjacent locality with a higher per diem rate than that prescribed for the temporary duty location.
- _____ Check if the traveler has an outstanding travel advance that needs to be applied to the voucher.
- _____ Verify that the correct accounting code is being used, especially at fiscal year end.
- _____ If meals were provided at no cost to the traveler, be sure to make appropriate deductions from the M&IE amounts. See page 10.

Completing the Travel Voucher

Prepare the back page of the travel voucher. Then access the TRVL program to input final data. When you see the following screen, enter 11 to complete a voucher followed by the enter key:

SECTION A--IDENTIFICATION

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TV00001          NATIONAL FINANCE CENTER          13:28:24          04/01/03
TRAVEL SYSTEM (TRVL) MENU
(REMOTE)
MODE   TASK      DESCRIPTION          MODE   TASK      DESCRIPTION
-----
ENTRY  10  AUTHORIZATION/ADVANCE  REPORTS  30  INQUIRY REPORT PRINT
      11  VOUCHER (TDY)
      12  VOUCHER (RELOCATION)

INQUIRY  20  INQUIRY MENU

                                ENTER TASK: 11
SELECT SPECIFIC TASK  ----- HIT "ENTER" KEY
CLEAR= EXIT          PF1= SIGNON SCREEN          PF11= SELECT DOCUMENT
ENTER= PROCESS
    
```

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TV01101          AD-616/SECTION A - IDENTIFICATION  08:33:10          04/01/03
                                TEMPORARY DUTY TRAVEL
1. AUTHORIZATION NO:  3CS0336450008      2. SOCIAL SECURITY NO: 123 45 6789
3. NAME >>   LAST:  SINATRA              FIRST: FRANCIS      MI: A
4. AGENCY CODE: 03  5. AGENCY OON: AG03364505  6. TRAVELER OON:
7. TRAVEL DATES >> FROM: 03 21 03          THRU: 03 25 03      8.
TYPE CLAIM:          DM                    9. RECLAIM AMOUNT:
10. LEAVE TAKEN:     N (Y/N)              11. TRAINING DOC NO:
CITY      ST
12. OFFICIAL DUTY STATION>> MORRIS          MN
13. RESIDENT >>     MORRIS              MN  14. POST APPROVAL: Y (Y/N)
15. TOTAL NIGHTS LODGING: 4      16.NO. OF NIGHTS IN APPROVED ACCOMMODATIONS:
                                SECTION B - MAILING ADDRESS OPTIONS
17 THRU 21 (Y/N)>>  17.SALARY CHECK: Y  18.T&A CONTACT POINT:
19.SPECIAL:          20.FOREIGN:          21.TRAVEL EFT ACCT:
ADDRESS:
ADDRESS:
CITY:          ST:          ZIP CODE:
ENTER REQUIRED DATA -- PRESS "ENTER" KEY TO PROCESS/ADD
CLEAR= EXIT    PF1= MENU    PF5= AUTH    PF9= HOLD    PF11= SELECT DOC
ENTER= PROCESS PF2= INQ    PF8= HOLD & EXIT PF10= INIT
    
```

BLOCKS 1-3. Enter the Authorization number, Social Security number and name of the traveler. Enter last name, first name and middle initial (do not use punctuation). Items such as Jr., Sr., and III are to be shown as part of the last name (e.g., Stone Jr). If the employee has a 2-part (double) last name, separate one part from the other with a space. Do NOT include hyphens for hyphenated names.

BLOCK 4. Agency Code is 03.

BLOCK 5. AGENCY OON (ORIGINATING OFFICE NUMBER)
Should fill in automatically. (i.e. AG 03" followed by your mode code -- AG 03 3645 05 for Morris, MN)

BLOCK 6. TRAVELER OON
Enter the OON of the traveler **ONLY** if it is different than the agency OON shown in Block 5.

BLOCK 7. DATES OF TRAVEL EXPENSES
Type in the travel dates in the format mm dd yy

BLOCK 8. TYPE OF CLAIM
DM - Domestic
FG - Foreign (even when combined with domestic)
FT - Foreign Transfer
OC - Outside continental U.S. (Alaska, Hawaii, Puerto Rico, and Virgin Islands, even when combined with domestic)
GR - Escorted group
RT - Return Travel
TS - Transfer of Station
OT - Outside CONUS Transfer of Station

BLOCK 9. RECLAIM AMOUNT INCLUDED
Leave this blank. All reclaim vouchers must be mailed to NFC for manual processing.

BLOCK 10. LEAVE TAKEN
"N" for no. Key in "Y" when leave is taken during the period of travel.

BLOCK 11. TRAINING DOCUMENT NO.
Complete this field if the purpose of the travel is for training (Code 3). If the travel is for informal training not requiring NFC payment through an assigned SF-182, leave this field blank.

BLOCK 12. OFFICIAL DUTY STATION
Enter the city and state of Official Duty Station.

BLOCK 13. RESIDENT
Enter the city and state where traveler resides, if different than duty station.

BLOCK 14. POST APPROVAL INDICATOR
Enter a Y in this block to approve minor changes. Enter an N or leave the block blank if post approval is not required. **Foreign travel cannot be post-approved.**

BLOCK 15. TOTAL NIGHTS LODGING
Enter the total number of lodging nights.

BLOCK 16. NUMBER OF NIGHTS IN APPROVED ACCOMMODATIONS PER THE FIRE SAFETY ACT STANDARDS
Enter the number of nights the traveler stayed in approved accommodations per the Fire Safety Act Standards. Although the Hotel and Motel Fire Safety Act of 1990 reporting requirements have been rescinded by the GSA as of September 23, 1996, ARS policy requires reporting.

Use of approved fire-safe accommodations by government employees on official business:

This information applies to the hotel/motel lodging industry and to all Federal agencies. The General Services Administration (GSA) and the Federal Emergency Management Agency (FEMA) are in partnership to ensure all Federal travelers stay in fire-safe accommodations. State and local Governments, corporations, and institutions are encouraged to also adopt similar policies. The United States Fire Administration (USFA), under FEMA, maintains and publishes a National Master List (may be viewed at www.usfa.fema.gov) of lodging properties that comply with the Hotel and Motel Fire Safety Act. The Office of Government-wide Policy, GSA, is responsible for the Federal Travel Regulation which, among other things, governs travel and transportation allowances for Federal civilian employees. The law requires hotels/motels to meet two basic requirements to be approved as fire-safe and compliant: (1) every guestroom must be equipped with a smoke detector permanently connected to AC power, and (2) if the building is more than three stories high, it must have a full automatic sprinkler system. Also by law, (2) it is required that all Federally-sponsored conferences and meetings be held in fire-safe properties, and (2) Federal agencies (by using the National Master List, travel agents, travel agents, travel management systems, and Government contractor-issued travel charge cards) are to ensure that their employees are booked in approved places of public accommodation.
(<http://www.usfa.fema.gov/applications/hotel>)

SECTION B--TRAVEL VOUCHER MAILING ADDRESS OPTIONS

BLOCKS 17-21. TRAVEL VOUCHER MAILING ADDRESS OPTIONS

Salary Address - Check this box to route the reimbursement to the address of electronic funds transfer (EFT) routing number where the employee normally receives his or her salary payment. This is the preferred option that most people should use.

Special Address - This block will most often be used for non-government travelers.

Foreign Address - Check this box to route the reimbursement check to a special address in a foreign country. Enter the foreign street address on Line 1. Enter the foreign city on Line 2. Enter the foreign country name and zip code (if any) in the City section of Line 3. Leave the state and zip code blocks blank.

Travel EFT Account - Establish account in FFIS. Check this box to route the reimbursement to an EFT account other than the salary account. Then enter the code used to identify the EFT account on Line 1 of Special Address. This code consists of a 9-position routing number for the financial institution; a 1-position alpha character for the account type 'C' for checking and 'S' for savings); and the traveler's account number (not to exceed 25 positions). Leave Lines 2 and 3 blank. Do not show spaces or special characters in the EFT account code. Note: The travel EFT account code will not be stored in the Travel system for future use. Each time a traveler wishes to use the travel EFT account address option, the travel EFT account block must be checked and the full EFT account code must be shown on address Line 1.

Next screen:

TV01102	AD-616/SECTION C - TRANSPORTATION COSTS			08:35:44	04/01/03
TEMPORARY DUTY TRAVEL					
22. METHOD OF PAYMENT	23. VENDOR/ CARRIER	24. IDENTIFICATION NUMBER	25. CAR RENTALS MILES	26. AMOUNT	
CC	AA	123456		58800	
CC	HE	789043	150	10000	300
CC	ED	99-123456		2995	
			TOTALS: 150	300	71795
27. EXCESS FARE:	(Y/N)	NON CONTRACT:	(0,1,2,3,4,OR SPACE)		
OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "ENTER" KEY					
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT			
ENTER= PROCESS	PF7= PREV	PF9= HOLD			

SECTION C: TRANSPORTATION COSTS

BLOCK 22. METHOD OF PAYMENT

Key in the method of payment code for transportation tickets or car rental. (CC for credit card, CH for cash, GV for GVTS-for non-government travelers)

BLOCK 23. VENDOR/CARRIER

For each method of payment indicated, use the first two letters of the vendor name (AA - American Airline, UN - United, HE - Hertz, AV - Avis) who provided the transportation or rental vehicle to the traveler. The airline carrier code is the initials shown on the airline ticket. If entering a TMC transaction fee, enter "ED" for Vendor/Carrier.

BLOCK 24. IDENTIFICATION NUMBER

Key in the car rental agreement number or transportation ticket number. If entering a TMC travel fee, enter 99 and the ticket number.

BLOCK 25. CAR RENTAL

Key in number of miles driven in the rental car and number of whole days that the rental car was used. Notes: Additional auto insurance cannot be claimed in accordance with the FTR. Attach the car rental agreement to the AD-616.

BLOCK 26. AMOUNT

Key in the actual cost of the transportation tickets or car rental expenses. NOTE: Do not use decimals in amounts. \$588.00 would be keyed in as 58800. If entering a TMC travel fee, enter the amount of the fee.

BLOCK 27. AIRLINE ACCOMMODATIONS

Key in "Y" if excess fare is applicable (i.e., first class).

Non-Contract: Key in "1" if space is unavailable on contract airline, "2" if the schedule on a contract airline is inconsistent with Government policy, or "3" if cost comparison substantiates the use of non-contract airline, or "4" if rail service available, cost effective, and consistent with the mission.

TV01103	AD-616/SECTION D - CLAIMS	08:37:31	04/01/03
TEMPORARY DUTY TRAVEL			
28. SUMMARY OF SUBSISTENCE >>			
COUNTRY CODE	CITY CODE	CITY OR COUNTY	STATE NO DAYS AMOUNT
		BALTIMORE	MD 550 67900
29. PER DIEM >>		NO. DAYS: 550	67900
30. ACTUAL SUBSISTENCE >>		NO. DAYS:	
ENTER DATA THEN SELECT OPTION			
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT	
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

SECTION D--CLAIMS

BLOCK 28. SUMMARY OF SUBSISTENCE

TDY Location. Enter city/county/state where the traveler incurred subsistence expenses.

Country Code. If the type of travel is FG only, enter the 3-position numeric NFC-assigned country code for the country of the TDY location. Leave this block blank for all other types of travel.

City Code. If the travel is FG only, enter the 4-position numeric NFC-assigned city code for the city of the TDY location. Leave this block blank for all other types of travel. Foreign location codes can be viewed at: <http://dab.nfc.usda.gov/pubs/docs/tflc/tflc/foreigncodes.html>

- Travel Within CONUS
 - If a locality is a key city as identified in the per diem tables on the Internet, enter the city name exactly as listed, including punctuation. <http://www.gsa.gov/perdiem>
 - If a locality is not a key city but is located within a *county* specifically listed, enter the appropriate *county* name exactly as listed including punctuation. Do not enter the city name. (For example, do not enter "Beltsville" (MD); enter "Prince Georges".)
 - If a locality is not a key city and is not located within a county specifically listed, enter the city name. In this case, the traveler is entitled to CONUS rate.
- Travel to Areas Outside of CONUS (Alaska, Hawaii, Puerto Rico...)
 - If the locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas (<http://www.state.gov/m/a/als/prdm/>) enter the city name exactly as listed including punctuation.
 - If the locality is not specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as "Other". Use the rates/codes indicated for "Other", and enter the **city name** in the City block.

BLOCK 29. PER DIEM

No. of Days. Enter the total number of per diem days. Record fractional days using 25, 50 and 75. Record whole days using 00 behind the whole number (i.e. 5-1/2 days would be keyed in as 550). Enter amounts with no decimals (\$612.00 is 61200)

TV01104	AD-616/SECTION D - CLAIMS	08:48:30	04/01/03
TEMPORARY DUTY TRAVEL			
AMOUNTS			
31. MILEAGE >>RATE: 0105	MILES: 300	RATE:	MILES:
RATE:	MILES:	RATE:	MILES: 3150
32. PARKING, TOLLS, ETC:			2150
33. PLANE, BUS, TRAIN:			58800
34. UNACCOMPANIED BAGGAGE:			
35. LOCAL TRANSPORTATION:			
36. MISCELLANEOUS EXPENSES:			27500
37. CAR RENTAL:			
38.	TOTAL CLAIM:		159500
39. TRAVEL ADVANCE OUTSTANDING:			
APPLIED TO OUTSTANDING >>			
40. ADVANCE:			
41. BILL FOR COLLECTION NO:			
42. ADDITIONAL ADV REPAID:			
43. REMAINING ADV BALANCE:			
44.	NET TO TRAVELER:		159500
OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "ENTER" KEY			
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT	
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

BLOCK 30. RATE Enter the total number of actual subsistence days and amount.

BLOCK 31. MILEAGE

Rate. Enter the applicable mileage rate in accordance with the FTR. A maximum of 4 rates may be entered. (Rate of \$.485/mile is entered as 0485) Miles. Enter the total number of miles driven at each rate. Amount. Multiply each rate by the applicable number of miles. Add the resulting products together and enter the cumulative total amount to mileage claimed.

BLOCK 32. PARKING, TOLLS, etc.

Amount. Enter the total amount of parking, tolls, etc., claimed.

BLOCK 33. PLANE, BUS, TRAIN (Paid by Traveler)

Amount. Enter the total amount of common carrier transportation costs claimed. A ticket, coupon, or other receipt is required. Note: Do not claim reimbursement of transportation tickets purchased through GVTS.

BLOCK 34. UNACCOMPANIED BAGGAGE

Enter the total amount of unaccompanied baggage charges claimed. A receipt must be attached to support the claim.

BLOCK 35. LOCAL TRANSPORTATION

Enter the total amount of local transportation charges claimed.

BLOCK 36. MISCELLANEOUS EXPENSES

Enter the total amount of miscellaneous expenses claimed. Expenses may include laundry charges (after traveling 4 consecutive nights); phone charges \$5/day domestic, \$15/day foreign; and work related Internet access charges.

BLOCK 37. CAR RENTAL

Enter the total amount of car rental expenses claimed. A receipt and the rental agreement for each incidence of car rental are required to substantiate the car rental expense. Gas for car rental should be included under Block 36 - Miscellaneous Expenses.

BLOCK 38. TOTAL CLAIM

Enter the sum of the amounts in Blocks 29 through 37. Note: If the voucher is a reclaim voucher, do not include the amount of expenses previously paid in the Total Claim amount.

BLOCK 39. TRAVEL ADVANCE AMOUNT OUTSTANDING

Enter the "travel advance outstanding" amount at the time of voucher preparation.

BLOCK 40. AMT. OF VOUCHER APPLIED TO OUTSTANDING ADVANCE

Enter the amount of the travel voucher claim to be applied to the traveler's outstanding travel advance balance.

BLOCK 41. AMOUNT OF VOUCHER TO BE APPLIED TO OUTSTANDING BILL FOR COLLECTION

If the traveler has been issued a Bill for Collection by NFC for a travel overpayment, the traveler may repay all or a portion of this bill through use of this block. Enter the amount that is to be applied to the bill. Bill No. Enter the Administrative Billings and Collections (ABCO) bill number to which a portion of the Total Claim amount will be applied.

BLOCK 42. ADDITIONAL ADVANCE AMOUNT REPAID

Leave Block 42 blank, as on-line users are not able to send a check with voucher.

BLOCK 43. REMAINING ADVANCE BALANCE

Enter the travel advance balance that remains outstanding after subtracting the amounts in Blocks 40 and 42.

BLOCK 44. NET TO TRAVELER

Key in the amount the traveler is to receive.

Next Screen:

TV01105 AD-616/SECTION E - ACCOUNTING CLASSIFICATION 08:52:42 04/01/03
TEMPORARY DUTY TRAVEL

ACCOUNTING >> 45. AUTHORIZATION: (Y/N) 46. DISTRIBUTED: **Y** (Y/N)
PURPOSE CODE ACCOUNTING CLASSIFICATION CLAIM PERCENTAGE
04 3013645110 100

THESE PERCENTAGES MUST EQUAL 100 PCT

SECTION F - CERTIFICATIONS

48. CLAIMANT DATE: 03 30 03 49. FINAL VOUCHER: **N** (Y/N)
APPROVING OFFICER >>

51. SSN: **456 78 9012** 52. DATE APPROVED: **04 03 03**

53. PHONE >> AREA CODE & NO:(**320**) **589 3411**

54. NAME >> LAST: **MARTIN** FIRST: **DEAN** MI: **B**

TITLE: **RESEARCH LEADER** AGENCY CODE: **03**

55. CONTACT PERSON >>NAME >>LAST: **HEPBURN** FIRST: **AUDREY** MI: **A**

56. PHONE >>AREA CODE & NO:(**320**) **589 3411**

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "ENTER" KEY

CLEAR= EXIT PF1= MENU PF8= HOLD & EXIT

ENTER= PROCESS PF7= PREV PF9= HOLD

SECTION E--ACCOUNTING CLASSIFICATION

BLOCK 45. AUTHORIZATION ACCOUNTING

Pressing "Y" in this block will charge the total voucher claim to the accounting and purpose code(s) from the corresponding AD-202. **NOTE:** We are instructed to always use distributed accounting (Block 46) so that the accounting code shows on the voucher.

BLOCK 46. DISTRIBUTED ACCOUNTING

If "N" was entered in Block 45, then enter "Y". Enter the purpose code and accounting classification. Type in the percentage of the voucher to be charged to each **ACCOUNTING CODE**, not each purpose code.

SECTION F -- CERTIFICATIONS

BLOCK 47. CLAIMANT'S SIGNATURE

The claimant must sign this block.

BLOCK 48. DATE

Enter the date when the claimant turned in travel expenses and receipts. Prompt Payment Act of 30 days begins at this point.

BLOCK 49. FINAL VOUCHER INDICATOR

Always put "N" for No. If "Y" is entered, the authorization will expire, and for those agencies that obligate, all remaining funds will be de-obligated. Enter an "N" or leave this block blank if this is not the final voucher for the AD-202. Note: Use of the Final Voucher can only be used for Types B, N, and C authorizations issued for one traveler.

BLOCK 50. APPROVING OFFICER'S SIGNATURE

The approving officer must sign this block.

Note: If the individual who will sign this voucher is serving as an acting approving officer, the agency must show the acting individual's name, title and social security number in Section F. Do not show the name, title and social security number of the individual for whom s/he is acting.

BLOCK 51. SOCIAL SECURITY NUMBER

Enter the SSN of the Approving Officer.

BLOCK 52. DATE APPROVED

Enter the date, using the mm/dd/yy format, the approving officer signed the travel voucher.

BLOCK 53. PHONE

Enter the area code and telephone number of the approving officer.

BLOCK 54. NAME AND TITLE, AGENCY CODE

Name. Enter the last name, first name, and middle initial of the approving officer. The individual named in this block must be the same individual who will sign the voucher in Block 50. Title. Enter the title of the approving officer. Agency Code. Enter the code which identifies the approving officer's employing agency.

BLOCK 55.

Enter the first name, middle initial, and last name of the person to contact for information regarding this voucher, if this person is someone other than the approving officer.

BLOCK 56.

Enter the area code and telephone number of the person to contact for information regarding this voucher, if the number is different than the approving officer's number.

Print voucher, attach receipts, and all notes on travel expenses. Make a copy of all. Send original to traveler for review and signature. Traveler signs the original where indicated, and forwards it to the approving officer (Supervisor, RL, CD, LAO, or AD). Approving Officer reviews and signs where indicated and returns original set to secretary or clerk. Make photocopy of complete set and send copy of complete set to traveler. Depending on location, if you release directly to NFC, retain original set in your office. If the AO or LAO's office releases directly to NFC, send original set to them, and retain a copy set for unit files.

M&IE DEDUCTION CHART

M&IE	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

For foreign meal deductions, please refer to the following web site:

<http://www.state.gov/m/a/als/prdm/651.htm>

REIMBURSEMENT OF LODGING DEPOSIT

NOTE: This procedure is only intended to reimburse travelers for *mandatory* lodging deposit required to be paid immediately to reserve a room.

- Amend the AD-202 (authorization) to change the date of departure, *using the date you are completing the voucher* for reimbursement of lodging deposit.
- Receive signature of the approving official.
- Prepare AD-616 (voucher) **on line** by using the departure date as the to/from dates and enter the lodging cost in the appropriate block.
- Explain in the remarks of the voucher that this is for reimbursement of payment of required lodging deposit prior to travel.
- A copy of the credit card statement or a receipt which indicates the payment was made **is required.**
- Once travel is completed, process the final travel voucher on line.
REMEMBER: DO NOT reimburse the traveler again for the initial lodging deposit!

INTERNATIONAL TRANSACTION FEE

As of this writing, Bank of America charges a 1% fee for foreign currency conversion and should show up on the statement as a separate line item. This fee is reimbursable as a "special expense of foreign travel" (FTR Section 30-12-1). The cardholder should file a reclaim voucher for the fee.

RECLAIM VOUCHERS

To reimburse a traveler for an expense *after* the voucher has been released:

- Complete a hard copy AD-616 with the traveler's information (name, SSN, authorization number, etc.,)
- Obtain traveler's and RLs signatures
- Attach receipt to the form
- Make copy for the travel file
- Send original to the NFC address on the form through appropriate channels established by your location

TRAVEL FEES

If the traveler does not get an email telling them what their travel fees will be within 72 hours, they can send an inquiry to IRT@eds.com. Include the record locator number. EDS will research and get back to the traveler. Do not assume a fee has been charged. The fees vary. When you receive the confirmation of the fee, complete a supplemental voucher.

SUPPLEMENTAL VOUCHERS

For additional Charges NOT previously submitted

- Create a two-page paper voucher on a 616 worksheet
 - Include **ONLY** the additional expenses
 - Write in the top right corner "Supplemental"
 - In remarks clearly explain the additional expense
 - Have page 1 of the 616 worksheet signed by traveler & supervisor
- Attach documentation for the additional charges
- Attach a photocopy of the previous electronic voucher, 616 pages and receipts
 - Put an "X" through the previous documents (*to make sure NFC understands these were previously submitted and are for reference only.*)
- Keep copy for file
- Your travel contact will Fed Express to NFC:

National Finance Center
USDA
13800 Old Gentilly Road
New Orleans, LA 70129
Phone: 504-255-5230