

# NFC

## Procedures



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

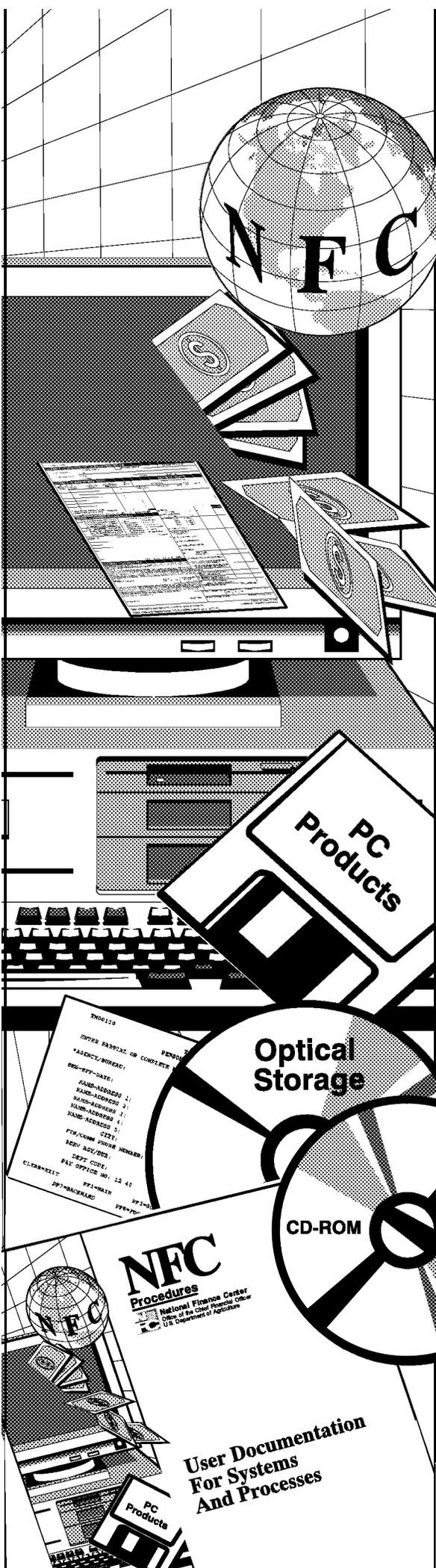
Updated August 2001

# Travel Online Data Entry

TITLE VI  
Systems Access Manual

CHAPTER 6  
Travel And Transportation

SECTION 1  
Travel Online Data Entry



User Documentation  
For Systems  
And Processes

**NFC**  
Procedures  
National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

PC  
Products

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## Latest Update Information

Listed below is a summary of the change to the Travel Online Data Entry procedure:

Description of Change	Page
Clarification of Field 30c, Lease Termination Expense	80

Changes are identified by “▶◀”.



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## About This Procedure

This procedure provides instructions for inputting authorization, advance, and voucher data via remote online entry. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

**Note:** For information on online inquiry of your travel data, consult the Travel System Online Inquiry procedure (Title 6, Chapter 6, Section 3).

### How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

**System Overview** describes what the system is used for and provides related background information.

**System Access** provides access security information and instructions for accessing the system.

**Operating Features** describes the system's design and how to use its operating features.

**Travel System (TRVL) Menu** gives instructions for selecting the main options (tasks).

The **Exhibits** section includes illustrations such as examples of forms, reports, and screens, or other graphic information.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

### What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*.

**Example:** The message *Document Is Ready To Be Released By An Approving Official* is displayed.

□ Field specifications are also printed in italics.

**Example: Social Security No** (*numeric field; 9 positions*). Key in the traveler's social security number (SSN). If the authorization is for multiple travelers, the system skips this field.

□ For date fields, "(mmddy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Key in the estimated beginning date of travel (the current year is displayed as the default).

**Example:** Key in *060296* to record June 2, 1996.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***.

**Example:** Key in ***E*** (establish).

□ Emphasized text within a paragraph is printed in **bold**.

**Example:** You may press [PF9] on any entry screen, as necessary, but you **must press it on the last entry screen** in order to **place** the entire document **on hold**.

□ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here.

**Example:** Authorization/Advance is Option (Task) 10 on the Travel System (TRVL) Menu (**Figure 5**).

□ References to sections within the procedure are printed in bold as shown here.

**Example:** See **Adding Multiple Travelers**.

□ Keyboard references are printed in brackets.

**Example:** Press [Enter]. Press [PF9].

□ Optional actions at the end of a processing function are preceded by square bullets.

**Example:** To exit the system, press [Clear].

□ Important extra information is identified as a note.

**Example: Note:** You may key in up to seven lines of accounting in Field 29, Accounting Classification.

### Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about processing or reports, contact the Travel and Transportation Section at **504-255-4878**.

## **System Overview**

Travel Online Data Entry is a menu-driven online database management system of the U.S. Department of Agriculture (USDA). Travel Online Data Entry is used by agencies to directly enter travel authorizations, advances, and travel vouchers into the Travel System (TRVL).

After gaining access to Travel Online Data Entry, the user selects the appropriate task from the Travel Online Data Entry Menu. The first applicable screen for the task selected is displayed. The screen consists of fields for entering required data. The data fields correspond to the blocks on the following forms:

Form AD-202, Travel Authorization/Advance;

Form AD-202M, Travel Authorization/Advance Attachment For Multiple Travelers;

Form AD-202R, Travel Authorization/Advance Attachment For Relocation Travel;

Form AD-202RE, Attachment For Election Of Separate Allowance;

Form AD-616, Travel Voucher (Temporary Duty);

Form AD-616R, Travel Voucher (Relocation);

Form AD-424, Employee Application For Reimbursement Of Expenses Incurred Upon Sale Or Purchase (Or Both) Of Residence Upon Change Of Official Station;

Form AD-1000, Claim For Relocation Income Tax Allowance.

Authorization, advance, and travel voucher requirements described in Title II, Chapter 2, Section 1, Travel System, supplement these instructions and should be used as a guide to complete the forms in the Travel Online Data Entry process.

**Note:** Forms AD-616R, AD-424, and AD-1000 are used by Department of Justice (DOJ) personnel only.

## System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

## Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access TRVL, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## Sign-On

To sign on, connect to your telecommunications network to display the NFC Banner Screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

**1** **Enter User ID** (required, alphanumeric field; 8 positions max.). Key in your assigned user ID (e.g., NF999). Press [Tab].

**2** **Password** (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

**3** **New Password** (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

**4** **Enter Application Name** (required, alphanumeric field; 9 positions max.). Key in **TRVL** and press [Enter]. The Travel System (TRVL) Signon Screen (**Figure 3**) is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the main menu.

At the Travel System (TRVL) Signon Screen (**Figure 3**), key in the appropriate 10-position Originating Office Number (OON) in the four fields as described below. A sample OON is **AG11060101**. Respond to the prompts as follows:

**1** **Department** (required, alpha field; 2 positions). Key in Positions 1 and 2 of the OON.

**2** **Servicing Agency** (required, alphanumeric field; 2 positions). Key in Positions 3 and 4 of the OON.

**3** **Agency** (required, alphanumeric field; 2 positions). Key in Positions 5 and 6 of the OON.

**4** **Office Number** (required, alphanumeric field; 4 positions). Key in Positions 7 through 10 of the OON.

The Travel System (TRVL) Menu (**Figure 5**) is displayed. Instructions for using the Travel System (TRVL) Menu are included in this procedure.

```

=====
== 07/28/97          SNAMOD2          T3139A3F          PF1=HELP  ==
=====
==              NN   NN          FFFFFFFF          CCCCCCCC  ==
==             NNN  NN          FFFFFFFF          CCCCCCCC  ==
==            NNNN NN          FF              CC      ==
==           NN NN NN          FFFFFFFF          CC      ==
==          NN  NNNN          FFFFFFFF          CC      ==
==         NN   NN          FF              CCCCCCCC  ==
==        NN   NN          FF              CCCCCCCC  ==
=====
==              National Finance Center              ==
==          ===== Office of the Chief Financial Officer ===== ==
==          ===== United States Department of Agriculture ===== ==
==              =====                              ===== ==
==              For Authorized Use Only              ==
== ENTER USER ID = 1          PASSWORD = 2          NEW PASSWORD = 3 ==
==              ==                                     ==
== ENTER APPLICATION NAME = 4          OR PRESS ENTER FOR MENU ==
==              ==                                     ==
=====
  
```

**Figure 1. NFC Banner Screen**

```

=====
== 07/28/97      SNAMOD2      MENU      T3139A3F      10:14:10  CT  ==
=====
==
== SELECT ONE:
==
== 1. PAYROLL/PERSONNEL SYSTEMS
== 2. FINANCIAL INFORMATION SYSTEMS
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
== 4. ADMINISTRATIVE INFORMATION SYSTEMS
== 5. DEVELOPMENT SYSTEMS <NFC ONLY>
== 6. DATA BASE TEST SYSTEMS <NFC ONLY>
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
== 8. DIRECTIVES BULLETIN BOARD
== ENTER APPLICATION NAME OR SELECTION NUMBER ==> IDMS60      PF11 = EXIT
=====
==
== MESSAGE BOARD
==
==
==
==
=====

```

**Figure 2. NFC Menu**

```

|| | TTTTTTTTTT RRRRRRRR VVV VVV LLL
|| | TTTTTTTTTT RRRRRRRRRR VVV VVV LLL
|| | TTT RRR RRR VVV VVV LLL
|| | TTT RRRRRRRRRR VVV VVV LLL NATIONAL FINANCE CENTER
|| | TTT RRR RRR VVV VVV LLL TRAVEL SYSTEM (TRVL)
|| | TTT RRR RRR VVVVVV LLLLLLLL SIGNON SCREEN
|| | TTT RRR RRR VVVVV LLLLLLLL
|| |
|| | DEPARTMENT: 1
|| | SERVICING AGENCY: 2
|| | AGENCY: 3
|| | OFFICE NUMBER: 4
|| |
|| | FOR INQUIRY PRESS ENTER KEY, OTHERWISE ENTER SIGNON DATA
|| | ENTER= PROCESS CLEAR= EXIT
|| |
|| |

```

**Figure 3. Travel System (TRVL) Sign-On Screen**

**Note:** When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu (**Figure 2**) to view additional messages related to administrative payments systems. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

**Sign-Off**

To exit TRVL, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 4**) is displayed. Key in *bye* and press [Enter].

The NFC Menu (**Figure 2**) is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC Banner Screen (**Figure 1**) is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

```

V60 Enter Next Task Code

```

**Figure 4. Enter Next Task Code Prompt**

## Operating Features

This section describes the system's design and operating features.

### System Design

The TRVL online data entry component is designed to replicate the following forms:

- AD-202, Travel Authorization/Advance (**Exhibit 1**)
- AD-202M, Travel Authorization/Advance Attachment For Multiple Travelers (**Exhibit 2 & 3**)
- AD-202R, Travel Authorization/Advance Attachment For Relocation Travel (**Exhibit 4**)
- AD-202RE, Attachment for Election Of Separate Allowances (**Exhibit 5**)
- AD-616, Travel Voucher (Temporary Duty) (**Exhibit 6**)
- AD-616R, Travel Voucher (Relocation) (*For DOJ Users Only*) (**Exhibit 7**)
- AD-424, Employee Application For Reimbursement Of Expenses Incurred Upon Sale Or Purchase (Or Both) Of Residence Upon Change Of Official Station (*For DOJ Users Only*) (**Exhibit 8 & 9**)
- AD-1000, Claim For Relocation Income Tax Allowance (*For DOJ Users Only*) (**Exhibit 10**)

**Notes:** (1) PC-TRVL screens for Forms AD-616R, AD-424, and AD-1000 are applicable to Department of Justice (DOJ) users only. (2) When Forms AD-424 and AD-1000 are applicable to AD-616R entry, screens for these forms are automatically displayed after the last AD-616R screen.

### Record Retention Requirements

Agency offices that use the online data entry component to enter travel transactions are the official recordkeepers of the paper copies of the transmitted transactions. These offices must follow the record retention requirements established by the National Archives and Records Administration in the "General Records Schedule." In

accordance with the "General Records Schedule," paper copies of transmitted transactions (bearing the original signatures of all parties) and supporting documents (e.g., receipts) must be retained for a 6-year period. **Note:** Be sure to prepare and maintain the back page of the paper Form AD-616 or Form AD-616R (*For DOJ Users Only*).

### DOJ-Specific Record Retention Requirements

DOJ vouchers are selected for verification audits based upon statistical sampling criteria. TRVL generates Report TRVL1252, Travel Vouchers Selected For Verification Report (**Exhibit 11**), which identifies documents selected for audit. The report is sent to the DOJ approving official at the Originating Office Number (OON) address. After DOJ personnel conduct the verification audit, the report must be signed and returned to NFC at the address shown on the report.

### System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed and the field(s) is highlighted before the next applicable screen is displayed. The cursor is automatically positioned in the first identified field where the error occurred. You can correct the data at the time the error(s) is detected or you can *Save* (hold) what data you have entered and advance to the next screen. See [PF8] and [PF9] under [Function Keys](#) below.

### Function Keys

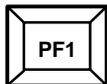
Your keyboard includes:

- Program function keys ([PA], [PF], [F], etc.) used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

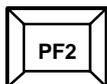
For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in TRVL are displayed at the bottom of each screen. Descriptions are provided are the following pages:

**Key Functions**

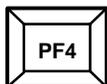


**Menu.** Used to display the Travel System (TRVL) Menu.



**Inq.** Used to display the Inquiry Menu Screen for querying travel documents during the entry process. To return to the data entry process from the inquiry process, press PF1 until the data entry screen is displayed.

**Add Doc.** Used on the (Remote) Document Selection List screens to add a document.



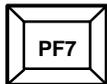
**Delete.** Used on the (Remote) Document Selection List screens to delete a document.

To delete a document on the Selection List screen. Key in **D** next to the document and press [PF4].

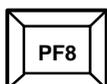


**Auth.** Used to add an AD-202, Travel Authorization/Advance, document.

**Tdy.** Used to add an AD-616, Travel Voucher for temporary duty travel.

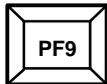


**Prev Page.** Used to scroll backwards from page to page.



**Next Page.** Used to scroll forward from page to page.

**Hold and Exit.** Used to save (hold) the document and exit the document. Use this function whenever you must exit a document prior to completing it in its entirety.



**Hold.** Saves screen data when all required information is not readily available. By pressing [PF9] on a screen with missing/invalid data, you can move to the next screen to continue entry. Missing or invalid data can be keyed in at a later time.

**Unrelease.** Used to reverse the release of a travel voucher only. This function can be executed **only** on the **same day** that the document was released for TRVL processing.



**Init.** Used to erase data from the document and initialize a new entry screen.

**Release.** Used to release travel documents for TRVL processing. This function can be executed **only** by approving officials and their designees.



**Select Doc.** Used to display the (Remote) Document Selection List screens. From these screens, users can return to documents put on hold or pending release and select documents for viewing, changing, deleting, printing, or releasing to TRVL for processing.



**Print.** Used to print a document.

**Return.** Used to return to the previous screen.

**Profile.** Used on Screen TV01001 (**Figure 6**) to call up the profile of a **single traveler** authorization previously established in the Travel System to establish a similar or identical authorization from the recalled authorization data. The profile record contains the key elements of the previous authorization, such as the itinerary and accounting data. The use of this function eliminates repetitive entry of like authorizations.

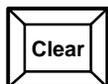
To execute the profile function, key in **E** in the Action Code field and the social security number of the traveler covered under the previously established authorization.

Press [PF12] to display the profile of the original authorization.

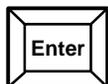
Tab to the Authorization Number field. Type the new authorization number over the original authorization number.

Continue through to each screen, typing in new data where necessary.

**Note:** The profile function should not be used for multiple traveler authorizations.



Used to exit the system.



Used to enter data into the system after you have keyed it in at a screen.

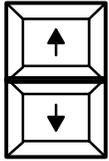


Used to move the cursor from field to field.

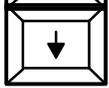
# Systems Access Manual

## Travel And Transportation

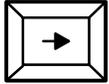
### Travel Online Data Entry



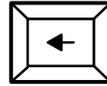
Used to move the cursor up from line to line.



Used to move the cursor down from line to line.



Used to move the cursor to the right from position to position within a field.



Used to move the cursor to the left from position to position within a field.

Instructions follow for using Screen TV00001, Travel System (TRVL) Menu (**Figure 5**).

### Travel System (TRVL) Menu

After you access the Travel Online Data Entry process, Screen TV00001, Travel System (TRVL) Menu (**Figure 5**) is displayed listing TRVL entry, inquiry, and reports options (tasks). Instructions for the Authorization/Advance, Voucher (TDY), and Voucher (Relocation) entry tasks follow. Instructions for inquiry and reports options (tasks) are explained in the Travel System Online Inquiry procedure (Title VI, Chapter 6, Section 3).

Following is a brief description of each task:

**10. Authorization/Advance.** Used to add, view, change, delete, release, and print temporary duty and relocation travel authorizations and advance requests.

**11. Voucher (TDY).** Used to add, view, change, delete, release, and print temporary duty travel vouchers.

**12. Voucher (Relocation) (For DOJ Users Only).** Used to add, view, change, delete, release, and print relocation travel vouchers.

**20. Inquiry Menu.** Used to access the Travel System Online Inquiry process.

**30. Inquiry Report Print.** Used to print inquiry reports.

To select a task from the Travel System (TRVL) Menu (**Figure 5**) key in the appropriate task code and press [Enter] to add a new document or [PF11] to perform other functions on an existing document. If [Enter] is pressed, the screen for the selected option is displayed. If [PF11] is pressed (for Tasks 10, 11, and 12) the appropriate Document Selection List screen is displayed.

Instructions follow for using the system tasks.

```

TV00001          NATIONAL FINANCE CENTER          13:27:14          07/25/97
                  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:
SELECT SPECIFIC TASK  -----  HIT "Enter" KEY
CLEAR= EXIT          PF1= SIGNON SCREEN          PF11= SELECT DOCUMENT
ENTER= PROCESS
    
```

**Figure 5. Screen TV00001, Travel System (TRVL) Menu**



## Adding A Temporary Duty Travel Authorization/Advance

Authorization/Advance is Task 10 on the Travel System (TRVL) Menu (**Figure 5**) Use this option to add, view, change, delete, release, and print travel authorizations and advance requests.

Screen identifiers (e.g., TV01001) are used to identify screens in the following instructions.

The number of AD-202 screens displayed during data entry varies depending on the travel situation. In some situations, you will see more or less screens than other situations. For example, if an AD-202 is for multiple travelers, a screen for identifying the **multiple** travelers will be displayed. This multiple travelers screen will not be displayed if an authorization is for a **single** traveler. Other examples of travel situations where the number of screens will vary are: temporary duty travel vs. relocation travel and travelers checks issued as advances.

Instructions follow for selecting and using the functions in this option.

At the Travel System (TRVL) Menu (**Figure 5**), key in **10** and press [Enter]. Screen TV01001, AD-202/Section A – Identification, (**Figure 6**) is displayed.

**Note:** The profile function [PF12] is used to call up the profile of an authorization previously established in the Travel System to establish a similar or identical authorization from the recalled authorization data. A detailed explanation for using the [PF12] key is provided under Function Keys.

Complete the fields as follows:

### AD-202/Section A – Identification

**1. Action Code** (required; alphanumeric field; 1 position). Key in Action Code **E** to establish a new authorization in the Travel System.

The agency can also request an advance of funds on the same AD-202, if the authorization is being established for a **single** traveler. If the authorization is for **multiple** travelers, a separate AD-202 with Action Code **V** must be prepared for each traveler in need of an advance. See [Requesting An Advance Only](#).

**2. Authorization Date** (required; numeric field; 6 positions). This field is system generated. Overtime the date, if needed.

**3. Authorization No** (required; alphanumeric field; 13 positions). Key in the authorization number assigned by the agency. This 13-position number should be formatted as shown below:

Position	Description
<b>1</b>	Use the last digit of the fiscal year.
<b>2</b>	Identify the type of authorization: <b>A</b> (Unlimited Open travel) <b>B</b> (Limited Open travel) <b>C</b> (Individual Trip travel) <b>L</b> (Local travel) <b>N</b> (Nationwide travel)
<b>3</b>	Use <b>S</b> (single traveler) or <b>M</b> (multiple traveler). <b>Note:</b> If <b>M</b> is used, skip Fields 4 and 5.
<b>4-5</b>	Use the alphanumeric agency code of the agency <b>paying</b> the expenses.
<b>6-9</b>	Use the 4-position alphanumeric code unique to the agency.
<b>10-13</b>	Use the 4-position sequential number assigned by the agency.

**4. Social Security No** (required; numeric field; 9 positions). Key in the traveler's social security number. If the authorization is for multiple travelers, skip this field. The multiple travelers' social security numbers will be keyed in on a screen that replicates the Form AD-202M.

```

TV01001          AD-202/SECTION A - IDENTIFICATION          13:27:28          07/25/97

 1. ACTION CODE:                (E,C,A,V)                   2. AUTHORIZATION DATE:      07 25 97
 3. AUTHORIZATION NO:
 5. NAME >>          LAST:
 6. AGENCY CODE:
 8. TRAVELER OON:          9. EST DATES>>FROM:          97 THRU:          97
10. TYPE TRAVEL:
11. GOVT CREDIT CARD:          (Y/N)
12. TRAINING DOC NO:
                                CITY                      STATE

13. OFFICIAL DUTY STATION >>
14. RESIDENT >>
                                AD-202/SECTION B - EMPLOYMENT STATUS
15. PAYROLLED BY NFC:          (Y/N)
16. NOT PAYROLLED BY NFC:     (Y/N)
17. NEW HIRE:                 (Y/N)
18. SPECIAL APPOINTEE:       (Y/N)
19. NONGOVERNMENT:           (Y/N)

ENTER REQUIRED DATA -- PRESS "Enter" KEY TO PROCESS/ADD
CLEAR= EXIT      PF1= MENU  PF5= TDY      PF9= HOLD  PF11= SELECT DOC
ENTER= PROCESS   PF2= INQ   PF8= HOLD AND EXIT PF10= INIT  PF12= PROFILE
    
```

**Figure 6. Screen TV01001, AD-202/Section A – Identification**

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If a traveler has no social security number, the agency personnel office should assign a temporary identification number. (Consult the United States Office of Personnel Management's Operating Manual, The Guide to Processing Personnel Actions, for instructions.)

**Note:** If a traveler is a new hire, nongovernment, or special appointee and is processing a travel transaction in NFC's Travel System for the **first time**, the agency should contact the NFC's Travel and Transportation Section (TTS) at **504-255-4878** to establish the traveler on NFC's supplemental name file. The agency should make this contact with TTS **prior** to submitting the first authorization so that the authorization can be processed by NFC without delay. Agencies should also follow these same instructions when assigning a temporary identification number for a traveler.

**5. Name** (*required, alphanumeric field; max. of 30 positions*). Key in the traveler's name as described below. **Do not** key in punctuation. If the authorization covers multiple travelers, skip this field. The multiple travelers' names will be keyed in on a screen that replicates the Form AD-202M.

**Last** (*max. of 17 positions*). Key in the traveler's last name. 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.

**First** (*max. of 12 positions*). Key in the traveler's first or given name or initial. Key in an initial if the traveler has an initial for the first name. If the employee has two or more first names or initials, separate one from the other with a space. **Do not** key in hyphens or periods.

**MI** (*1 position*). Key in the traveler's middle initial.

**6. Agency Code** (*required, alphanumeric field; 2 positions*). Key in the 2-position agency code that identifies the traveler's employing agency. If the traveler is a nongovernment employee, key in the code of the agency for which the traveler is traveling.

**Notes:** (1) If the traveler is employed by one agency and traveling for another agency, the employing agency code is still entered in this field. (2) In those situations where employees travel for an agency that is different from their employing agency, Section D—Accounting Classification, will be completed in a special manner to identify the agency and accounting station that is to be charged for the payment as well as the accounting classification code that is to be charged.

**7. Agency OON** (*required, alphanumeric field; 10 positions*). The Originating Office Number (OON) is system generated.

**8. Traveler OON** (*alphanumeric field; 10 positions*). Key in the OON of the traveler for whom the AD-202 is being submitted **only** if it is different than the agency OON.

**9. Est Dates.** Key in the estimated dates of travel as follows:

**From** (*required; numeric field; 6 positions*). Key in the estimated date official travel will begin using the mm/dd/yy format (the current year is displayed as the default).

**Thru** (*required; numeric field; 6 positions*). Key in the estimated date official travel will end using the mm/dd/yy format (the current year is displayed as the default).

**Example:** Key in **060297** to record June 2, 1997.

**Notes:** (1) For Types A and L authorizations, the estimated dates are normally the beginning and ending dates of the fiscal year. (2) For Types B and N authorizations, these dates may cover a month, a quarter, or the entire fiscal year. (3) For relocation authorizations, the dates of travel must cover a 2-year period. If a house-hunting trip will be authorized, the from date of travel must include the beginning date of the househunting trip. If it becomes necessary to extend the 2-year time frame (not to exceed 1 additional year) for the sale/purchase of residence expenses, the authorization must be amended to show the new estimated Thru date.

**10. Type Travel** (*required, alphanumeric field; 2 positions*). Key in one of the codes listed below to indicate the type of travel:

<b>DM</b>	Domestic
<b>FG</b>	Foreign
<b>GR</b>	Escorted Group
<b>OC</b>	Outside Continental U.S. (CONUS)

**Note:** For Type GR travel, show the name and country of each traveler in Field 42, Remarks.

**11. Govt Credit Card** (*alpha field; 1 position*). Key in **Y** if the traveler has a Government contractor-issued credit card or is eligible for a card. Key in **N** if the traveler does not have a Government contractor-issued credit card.

**Note:** If the AD-202 is for multiple travelers, key in **Y** if all travelers have government credit cards or **N** if both responses apply to the group.

**12 Training Doc No (For Purpose of Travel Code 3 Only)** (*alphanumeric field; 10 positions max.*). If the purpose of the trip is to attend a training class (Purpose

Code 3), key in the training document number assigned to the corresponding SF-182, Request, Authorization, Agreement, and Certification of Training. Otherwise, leave this field **blank**. When authorizing multiple travelers for Purpose Code 3 travel, leave this field **blank**. The AD-202M includes a field for the entry of the training document number for **each** traveler.

**Example:** Key in training document number 9-99-XX-99999 as **999XX99999**

**Note:** If the purpose code is 15, Informal Training, a training document is not required; therefore, Field 12 **must** be left blank.

**13 Official Duty Station** (*alphanumeric field; 22 positions max*). Key in the city and 2-position state abbreviation code or the city and 2-position alpha country code where the employee is now stationed. (For nonforeign areas outside CONUS and foreign locations, see the Appendix to the Travel System procedure for the state abbreviation codes and alpha country codes.)

**14 Resident** (*alphanumeric field; 22 positions max.*). If this is the same as the official duty station, leave this field **blank**. Otherwise, key in the city and 2-position state abbreviation code or the city and 2-position alpha country code of the employee's residence. When authorizing multiple travelers, this field should be left **blank**.

#### AD-202/Section B – Employment Status

Section B of Screen TV01001 (**Figure 6**) is used to indicate the traveler's employment status. Key in **Y** in the applicable field as described below.

**15 Payrolled By NFC** (*alphanumeric field; 1 position*). Key in **Y** if the traveler is a Federal employee of an agency payrolled by NFC. If the employee is newly employed by the agency and has **not** received his/her **first** salary payment from NFC, leave this field blank.

**16. Not Payrolled By NFC** (*alphanumeric field; 1 position*). Key in **Y** if the traveler is a Federal employee and NFC processes the agency's travel, but **not** the agency's **payroll**. If the employee is newly employed by the agency and has **not** received his/her **first** salary payment, the agency must still key in **Y** in this field.

**17 New Hire** (*alphanumeric field; 1 position*). Key in **Y** if the traveler is a new Federal employee (i.e., an individual who is being hired from outside of Government who has not received his/her first salary payment).

**18 Special Appointee** (*alphanumeric field; 1 position*). Key in **Y** if the traveler is a special appointee (e.g., County committeemen, YACC employees, CETA employees, etc.).

**19 Nongovernment** (*alphanumeric field; 1 position*). Key in **Y** if the traveler is a nongovernment employee (e.g., consultants, advisors, etc.).

After the employment status has been selected, press [Enter].

- If the travel authorization is for multiple travelers, Screen TV01008, AD-202M, Multiple Travelers Identification, (**Figure 7**) is displayed. The instructions to use this screen are displayed below. Screen TV01008 is used to identify multiple travelers (third position of the authorization number is **M** (Multiple)). This screen duplicates Form AD-202M, Travel Authorization/Advance, Attachment for Multiple Travelers. This screen accommodates up to 50 travelers.
- If the authorization is for a single traveler, Screen TV01002, AD-202/Section C – Itinerary and Estimated Expenditures (**Figure 8**) is displayed. Instructions for Screen TV01002 follow Screen TV01008 instructions.

Complete the fields for Screen TV01008 as follows:

**1 Add/Del** (*alphanumeric field; 1 position*). Leave this field **blank** when establishing a new authorization. This field is used only when amending an AD-202 (Action Code A).

**2 Soc. Sec. No.** (*required, numeric field; 9 positions*). Key in each traveler's social security number.

**3 Name** (*required, alphanumeric field; max. of 30 positions*). Key in each traveler's last name, first name, and middle initial.

# Systems Access Manual

## Travel And Transportation

### Travel Online Data Entry

```

TV01008      AD-202M/MULTIPLE TRAVELERS IDENTIFICATION      16:21:51      07/28/97
ADD
DEL  SOC. SEC. NO.   NAME>> LAST                          FIRST        MI  TRAINING DOC. NO.

  [1]                [2]                [3]                [4]

NO OF TRAVELERS:  [5]                PAGE: 01
ENTER DATA THEN SELECT OPTION
CLEAR= EXIT                PF1= MENU                PF8= HOLD AND EXIT
ENTER= PROCESS            PF7= PREV                PF9= HOLD
  
```

**Figure 7. Screen TV01008, AD-202M/Multiple Travelers Identification**

```

TV01002      AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES 13:41:32 07/25/97
ITINERARY >> 20. FROM 21. TO
CITY          ST  COUNTRY CD  CITY CD  CITY OR COUNTY OR REGION  ST

1
2
3
4
5
6
7
23. EXPENDITURES >>
SUB CODE      LODGING      M AND IE      RATE      NUMBER      ESTIMATED
1              1              1              1          DAYS        AMOUNTS
2
3
4
5
6
7

TOTAL SUBSISTENCE:

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT                PF1= MENU                PF8= HOLD AND EXIT
ENTER= PROCESS            PF7= PREV                PF9= HOLD
  
```

**Figure 8. Screen TV01002, AD-202/Section C-Itinerary & Estimated Expenditures**

**[4] Training Doc. No.** (*alphanumeric field; 10 positions*). If the purpose of the trip is to attend a training class (Purpose Code 3), key in the training document number assigned to the corresponding SF-182, Request, Authorization, Agreement, and Certificate of Training for **each** traveler. Do not use punctuation (e.g., spaces or hyphens). Otherwise, leave this field **blank**.

**Example:** Key in training document number 9-99-XX-99999 as **999XX99999**.

**Note:** If the purpose code is 15, Informal Training, a training document is not required; therefore, this field **must** be left blank.

**[5] No of Travelers** (*numeric field; 2 positions max.*). Key in the total number of authorized travelers.

Press [Enter] to move to Screen TV01002, AD-202/Section C – Itinerary and Estimated Expenditures (**Figure 8**).

### Section C – Itinerary And Estimated Expenditures

Section C is completed to record the itinerary of the trip as well as the related authorized expenditures. These expenditures will be established in the Travel System and any travel vouchers submitted to NFC in conjunction with the authorization will be audited based on the expenditures authorized in this section.

The next three screens that display are for the entry of Section C, Itinerary and Expenditures, data from the AD-202. These three screens are TV01002 (**Figure 8**), TV01003 (**Figure 9**), and TV01004 (**Figure 10**). The manner in which Section C screen data (i.e., Fields 20 through 24) is completed is contingent upon the type of

authorization (i.e., Type A, B, C, L, or N) being prepared. Therefore, the instructions for completing Section C are presented by type of authorization, in alphabetical order, with each authorization type set off by a heading. Immediately following the instructions for the last authorization type (i.e., Type N authorizations), are instructions for Section D, Accounting Classification,

on Screen TV01004 (**Figure 10**).

To complete Section C screens, locate the instructions for the type of authorization you are keying in. Once you finish keying in Section C screen data, go to the instructions for Section D data (Screen TV01004, (**Figure 10**).

```

TV01003  AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES 13:41:44 07/25/97
                CONTINUED

22. PURPOSE OF TRAVEL DESC:

23. EXPENDITURES (CONTINUED)                                ESTIMATED
                                                                AMOUNTS
POV >> IND:      (Y/N)  RATE:      RATE:      RATE:      RATE:
OTHER >> IND:      (Y/N)  DESC:
UNACCOMPANIED BAGGAGE IND:  (Y/N)
CAR RENTAL IND:      (Y/N)

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT          PF1= MENU          PF8= HOLD AND EXIT
ENTER= PROCESS       PF7= PREV          PF9= HOLD
    
```

**Figure 9. Screen TV01003, AD-202/Section C – Itinerary & Estimated Expenditures (Continued)**

```

TV01004  AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES 13:49:29 07/25/97

23. AUTHORIZED EXPENDITURES (CONTINUED):                    ESTIMATED
                                                                AMOUNT
COMMON CARRIER >>    IND:      (Y/N)  MODE:      METHOD:
NON-CONTRACT AIR:      (Y/N)  (0,1,2,3, OR SPACE)
EXCESS FARE IND:      (Y/N)
EXCESS BAGGAGE IND:    (Y/N)
GSA AUTO IND:          (Y/N)
24. TOTAL ESTIMATED EXPENDITURES AUTHORIZED:

SECTION D - ACCOUNTING CLASSIFICATION
25. PURPOSE CODE      ACCOUNTING CLASSIFICATION      CLAIM PERCENTAGE

                                                                THESE PERCENTAGES MUST EQUAL 100 PCT

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT          PF1= MENU          PF8= HOLD AND EXIT
ENTER= PROCESS       PF7= PREV          PF9= HOLD
    
```

**Figure 10. Screen TV01004, AD-202/Section C – Itinerary & Estimated Expenditures**



## Completing Section C For Type B Authorizations

When Screen TV01002 is displayed, complete the fields as follows:

**20. From.** Key in the city(ies) and state(s) from which travel will begin as described below. Up to seven different locations may be shown.

**Note:** If the authorization is for multiple travelers who will depart from different residential locations, key in the city and state of the common duty station.

**City** (*alphanumeric field; max. of 20 positions*). Complete this field as follows:

- When the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the name of the city of departure.
- For foreign TDY travel, key in the 3-position numeric country code and the 4-position numeric city code if the traveler is departing from a foreign location. (A list of valid codes is provided in the Appendix to the Travel System procedure.) Key in the name of the city in the remaining positions of City or in the Remarks field.

**Example:** Record the departing foreign city of Kabul (Afghanistan) as **110200KABUL**

**St** (*alphanumeric field; 2 positions*). Complete this field as follows:

- When the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the state abbreviation code. (A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.)
- For foreign TDY travel, key in the 2-position alpha country code if the traveler is departing from a foreign location. (See the Appendix to the Travel System procedure for a list of valid codes.)

**Example:** Record the departing country of Afghanistan as **AF**

**21. To.** Key in each destination location for the temporary duty travel as described below. Up to seven locations may be shown. Some general guidelines for Type B authorizations are provided below:

### General Guidelines for Field 21 When Completing Type B Authorizations

Type B travel can be to many different locations within a state or region; therefore, agencies can authorize travel to seven states **or** up to six states and a **maximum** of one region in lieu of showing specific cities/counties within states. When using a region designation, show it in the City or County or Region field on the first line and leave the State field **blank**.

**Example:** Forest Service locations could authorize travel within Region 001, California, Nevada, Idaho, Wyoming, Oregon, and Utah.

**Note:** (1) To use a region designation, the agency must have previously established the region in NFC's Table Management System. Contact NFC's Information Center at **504-255-5230** for more information. (2) Region Codes can only be used for Type B travel only.

**Country Cd** (*numeric field; 3 positions*). For foreign TDY travel **only**, key in the 3-position numeric NFC-assigned country code for the country of temporary duty travel. (See the Appendix to the Travel System procedure for a list of valid codes.)

**Example:** Record the destination foreign country of Algeria as **125**

**City Cd** (*numeric field; 4 positions*). For foreign TDY travel **only**, key in the 4-position numeric NFC-assigned city code (**Appendix**) for the city of temporary duty travel. (See the Appendix to the Travel System procedure for a list of valid codes.)

**Example:** Record the destination foreign city of Algiers (Algeria) as **1000**

**City or County or Region** (*alphanumeric field; max. of 20 positions*). Complete this field as follows:

- For foreign travel, key in the city name of the temporary duty location.

**Example:** Record the destination foreign city of Algiers as **Algiers**.

- If a region is being authorized for Type B travel, key in the 3-digit region code.

**Example:** If the agency is authorizing travel to Region 001, key in **001**.

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- If you are authorizing Type B travel to specific states in lieu of specific cities/counties or a region code, leave this field **blank**. Move the cursor to the St field.
- If specific cities/counties are being authorized for travel within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico, etc.), key in the city or county name (see the supplemental guidelines below under [Travel Within CONUS](#) and [Travel To Nonforeign Areas Outside of CONUS](#)).

### – Travel Within CONUS

If a locality is a **key** city as identified in Appendix A of Section 301 in the FTR, key in the city name. The city name must be shown **exactly** as listed in Appendix A, **including punctuation**. Abbreviations cannot be used.

**Examples:** (1) The city of St. Louis (Missouri) must be shown as *St. Louis*

Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR.

(2) Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show *Loveland* as the location name.

If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in Appendix A, **including punctuation**. Abbreviations may not be used.

**Note:** Agencies should show the actual locality name in Block 42, Remarks, of Form AD-202.

**Examples:** (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county), which is listed in Appendix A of the FTR. Therefore, agencies must show *St. Tammany* instead of the city name of Mandeville.

Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR.

(2) Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore,

agencies must show *Davis-Monthan AFB* as the location name.

(3) Jackpot, Nevada, is not a key city but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show *Elko* instead of the city name of Jackpot.

If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, key in the city name. In this case, the traveler is entitled to the standard CONUS rate.

### – Travel To Nonforeign Areas Outside of CONUS

If a locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city name. The city name must be shown exactly as listed on DOS' publication, **including punctuation**.

**Example:** The city of Ft. Wainwright (Alaska) must be shown as *Ft. Wainwright*

Notice that the period was entered behind **Ft** because it is shown that way in DOS' publication.

If a locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must show *Other* as the city name in the City or County or Region field in lieu of the actual city name. After recording *Other* in the City or County or Region field, show the actual city name in Field 42, Remarks.

**Example:** The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word *Other* in the City or County or Region field and show *Palmer* in Field 42.

**St** (*alphanumeric field; 2 positions*). Complete this field as follows:

- For foreign travel, key in the 2-position alpha country code. (See the Appendix to the Travel System Procedure.)

**Example:** Record the destination foreign country of Algeria as **AG**

- If a region is being authorized, **do not** show a state code on the itinerary line with the region code.

- If specific states are being authorized in lieu of specific cities/counties or a region code, key in the 2-position state abbreviation code. For nonforeign areas outside CONUS, use the 2-position state abbreviation code shown in the Appendix to your Travel System procedure.
- If specific cities/counties are being authorized for travel within CONUS or nonforeign areas outside CONUS, key in the 2-position state abbreviation code. For nonforeign locations, use the 2-position state abbreviation code shown in the Appendix to your Travel System procedure.

**23. Expenditures.** This section is for the entry of estimated expenditures that are being authorized. General guidelines for completing the expenditure information for Type B authorizations are provided below.

**Notes:** (1) It is **important** that you review these general guidelines before you begin to complete this section of the AD-202. (2) The entry of an Estimated Amount for each expenditure is **optional**. Field 24, Total Estimated Expenditures Authorized, **must** be completed.

**General Guidelines for Field 23 When Completing Type B Authorization**

- Key in the appropriate subsistence code if subsistence is authorized. The entry of the Lodging, M&IE, Rate, Number of Days, and Estimated Amount fields are **optional**.
- Key in **Y** to authorize all other types of expenditures. If POV is authorized, key in the POV rate as well. If common carrier is authorized, key in the transportation mode and the method of ticket purchase. The entry of an Estimated Amount for each expenditure is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts **blank**.
- If the authorization covers multiple travelers, the estimated amounts must be the amounts authorized for the entire group.

**Sub Code** (alphanumeric field; 1 position). Key in the applicable subsistence code (i.e., **P** = Per Diem, **A** = Actual Subsistence, and **S** = Special Rate) on the same line with the destination location shown in Field 21.

**Lodging** (numeric field; max. of 7 positions). For Codes **P** and **A**, you may key in the amount of lodging authorized if a specific city and state was keyed in; otherwise, leave this field **blank**. For Code **S**, leave

this field **blank**; the special rate will be shown in the Rate field.

**Example:** Key in \$50.00 as **5000**

**M and IE** (numeric field; max. of 7 positions). For Codes **P** and **A**, you may key in the M & IE amount authorized if a specific city and state was keyed in; otherwise, leave this field **blank**. For Code **S**, leave this field **blank**; the special rate will be shown in the Rate field.

**Example:** Key in \$30.00 as **3000**

**Rate** (numeric field; max. of 7 positions). If lodging and M & IE amounts were keyed in for Codes **P** and **A**, enter the daily rate. For Code **S**, leave this field blank or key in the daily rate.

**Example:** Key in \$80.00 as **8000**

**Number Days** (numeric field; max. of 3 positions). If lodging, M & IE, and rate were keyed in, enter in whole days only, the estimated number of days authorized for the location.

The total number of days must not exceed the number of available days according to the dates of travel in Field 9.

**Example:** Record 4 days as **4**

**Estimated Amount** (optional, numeric field; max. of 7 positions). If lodging, M & IE, rate, and number of days were keyed in for the locality, the estimated amount is system generated. If lodging, M & IE, rate, and number of days were **not** keyed in, but you want to provide an estimated amount, key in the amount.

If multiple travelers are authorized, the estimated amount is calculated by multiplying the daily rate by the number of days by the number of travelers.

**Example:** \$80.00 x 4 days = **32000**

**Note:** The completion of this field is **optional**; however, Field 24, Total Estimated Expenditures Authorized, **must** be completed.

**Total Subsistence** (optional, numeric field; max of 7 positions). If estimated amounts were system generated/keyed in for all localities authorized, the total subsistence amount is system generated. If estimated amounts were **not** keyed in, but you want to provide the total subsistence amount, key in the total.

**Example:** Key in \$320.00 as **32000**

After entry is completed, press [Enter] to move to Screen TV01003, AD-202/Section C – Itinerary & Estimated Expenditures (Continued) (**Figure 9**). Complete the fields as follows:

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**21. Purpose of Travel Desc** (*alphanumeric field; max. 2 lines of 75 positions each*). Provide a brief statement describing the specific reason for the travel. So that the statement is more meaningful, agencies should not simply use the definition of the purpose code. Do not state *site visit* for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state *visit to the Southern Regional Office to discuss FY97 budgetary issues*).

### 22. Expenditures (Continued)

**POV Ind** (*alphanumeric field; 1 position*). Key in **Y** to indicate authorization of the use of a Privately Owned Vehicle (POV).

**Rate** (*numeric field; max. of 4 positions*). If POV is authorized, key in the mileage rate(s) authorized per the FTR. A maximum of four POV rates may be authorized.

**Example:** Key in 31¢ as **310**

**Estimated Amount** (*optional, numeric field; max. of 7 positions*). Key in the POV estimated amount.

**Example:** Key in \$50.00 as **5000**

**Other Ind** (*alphanumeric field; 1 position*). Key in **Y** if any expenditure not specifically identified in Field 23 is authorized. Examples of other expenses are official telephone calls, local travel expenses, parking expenses, etc.

**Desc** (*alphanumeric field; max. of 13 positions*). Key in the description of the other expenses(s) in the space provided. Since space is limited, abbreviate or use shorter words to record multiple expenses (e.g., **PH** or **Call** for telephone calls; **taxi**, **cab**, or **sub** for local transportation, etc.).

**Note:** If the agency is authorizing **excess fare or excess baggage** and wishes to authorize an estimated amount for these two expenditures, include the amount in the Other Estimated Amount field.

**Estimated Amount** (*optional, numeric field; max. of 7 positions*). Key in the amount of other authorized expenditures.

**Example:** Key in \$100.00 as **10000**

**Note:** Expense estimates for gasoline used in a rental vehicle are part of the Car Rental expendi-

ture and should not be included in the Other Estimated Amount field.

**Unaccompanied Baggage Ind** (*alphanumeric field; 1 position*). Key in **Y** to indicate authorization of unaccompanied baggage.

**Estimated Amount** (*optional, numeric field; max. of 7 positions*). Key in the estimated cost for transportation of unaccompanied baggage.

**Example:** Key in \$50.00 as **5000**

**Car Rental Ind** (*alphanumeric field; 1 position*). Key in **Y** to authorize a rental vehicle.

**Estimated Amount** (*optional, numeric field; max. of 7 positions*). Key in the estimated cost of the rental vehicle, including gasoline expenses.

**Example:** Key in \$200.00 as **20000**

**Notes:** (1) The gasoline expense estimate should not be included in the Other Estimated Amount field. (2) Additional auto insurance cannot be authorized for the rental vehicle in accordance with the FTR.

**Common Carrier Ind** (*alphanumeric field; 1 position*). To indicate the authorization of common carrier transportation, key in **Y**. If common carrier tickets are authorized, the transportation mode and method of purchase must be shown in the fields provided. When authorizing multiple travelers, the transportation mode and method of purchase shown will apply to the entire group.

After entry is completed, press [Enter] to move to Screen TV01004, AD-202/Section C – Itinerary and Estimated Expenditures (**Figure 10**). Complete the fields as follows:

**Mode** (*alphanumeric field; 1 position*). Key in one of the following codes to indicate the mode of transportation authorized.

- A**    Airplane
- B**    Bus
- C**    Air and bus
- D**    Air and train
- E**    Bus and train
- F**    Air, bus, and train
- T**    Train
- O**    Other (e.g., boats, ferries, etc.)

**P** Cost comparison. Use Code P when a traveler chooses to use his/her own personal vehicle rather than the authorized mode of common carrier transportation. The maximum reimbursement to the traveler is limited to the amount which would have been incurred had the traveler used a common carrier. When completing the authorization for cost comparison travel, the agency should complete the authorization to reflect what the agency deems advantageous to the Government. Do not show what the traveler will actually do.

**V** Voluntary return. Use Code V when a traveler voluntarily returns home or to his/her official station during a period of official travel. The maximum reimbursement for round-trip transportation and per diem will be limited to the per diem allowance and travel expenses which would have been allowed had the traveler remained at the temporary duty site.

**Method** (*alphanumeric field; 2 positions*). Key in the code from the list below which denotes the method of payment to be used by the traveler to purchase transportation tickets.

**Note:** When the mode of transportation is **P**, the method of purchase must be **blank**. When the mode of transportation is **V**, key in a method of purchase code if travel will be by common carrier; leave the method code **blank** if travel will be by POV.

- CC** Government contractor issued credit card
- GV** Government Transportation System (GVTS)
- TR** Government Transportation Request (GTR)
- CH** Cash
- VC** GVTS and credit card
- TC** GTR and credit card
- HC** Credit card and cash
- VH** GVTS and cash
- TH** GTR and cash
- V3** GVTS, cash, credit card, and GTR

**Estimated Amount** (*optional, numeric field; max. of 7 positions*). Key in the estimated amount of the common carrier tickets.

**Example:** Key in \$383.00 as **38300**

**Non-Contract Air** (*numeric field; 1 position*). Key in the appropriate code from the list below to indicate that the use of a non-contract airline has been approved and justified per the FTR.

- 1** Space not available on contract airline
- 2** Schedule of flights on contract airline inconsistent with Government policy
- 3** Cost comparison substantiates use of non-contract airline
- 4** Rail service available, cost effective, and consistent with the mission

**Notes:** (1) If use of a non-contract airline is not approved on the authorization, it can be post-approved on the voucher. (2) Do not key in a code if the traveler is using a non-contract carrier because a contract carrier does not exist.

**Excess Fare Ind** (*alphanumeric field; 1 position*). It is the policy of the Government that less-than-first-class accommodations shall be used for all modes of passenger transportation. Key in **Y** if higher cost accommodations are authorized (e.g., first class, business class, etc.).

**Notes:** (1) If excess fare is not approved on the authorization, it can be post-approved on the voucher. (2) If the agency wants to authorize an estimated amount for excess fare, include the amount in the Other Estimated Amount field.

**Excess Baggage Ind** (*alphanumeric field; 1 position*). Check this field to indicate the authorization of excess baggage (e.g., transporting special equipment, etc.).

**Note:** If the agency wants to authorize an estimated amount for excess baggage, include the amount in the Other Estimated Amount field.

**GSA Auto Ind** (*alphanumeric field; 1 position*). Key in **Y** to indicate the authorization of a Government-owned vehicle in lieu of a POV.

**23. Total Estimated Expenditures Authorized** (*required, numeric field; max. of 8 positions*). If estimated amounts were keyed in for **all** expenditures authorized, this amount will be system generated. If estimated amounts were **not** keyed in for **all** expenditures authorized, you must key in this amount.

**Example:** Key in \$1,000.00 as **100000**

**Note:** This field **must** be completed for all TDY travel.

Go to the instructions for Section D – Accounting Classification, Field 25, Purpose Code.



## Completing Section C For Type C Authorizations

When Screen TV01002 is displayed, complete the fields as follows:

**20. From.** Key in the city(ies) and state(s) from which travel will begin as described below. Up to seven different location may be identified to accommodate multiple stops within a single trip.

**Note:** If the authorization is for multiple travelers who will depart from different residential locations, enter the city and state of the common duty station.

**City** (*alphanumeric field; max. of 20 positions*). Complete this field as follows:

- If the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the name of the city of departure.
- For foreign travel, enter the 3-position numeric country code and the 4-position numeric city code if the traveler is departing from a foreign location. (See the Appendix to the Travel System procedure for a list of valid codes.) Key in the name of the city in the remaining positions of City or in the Remarks field.

**Example:** Record the departing foreign city of Kabul (Afghanistan) as **1102000KABUL**

**St** (*alphanumeric field; 2 positions*). Complete this field as follows:

- If the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the state abbreviation code. (A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.)
- For foreign travel, key in the 2-position alpha country code if the traveler is departing from a foreign location. (See the Appendix to the Travel System procedure for a list of valid country codes.)

**Example:** Record the departing foreign country of Afghanistan as **AF**

**21. To.** Key in each destination location for the temporary duty travel as described below. Up to seven locations may be shown.

**Country Cd** (*numeric field; 3 positions*). For foreign travel **only**, key in the 3-position numeric NFC-assigned country code for the country of temporary

duty travel. Leave this field **blank** for all other types of travel. (See the Appendix to the Travel System procedure for a list of valid codes.)

**Example:** Record the destination foreign country of Algeria as **125**

**City Cd** (*numeric field; 4 positions*). For foreign travel **only**, key in the 4-position numeric NFC-assigned city code for the city of temporary duty travel. Leave this field **blank** for all other types of travel. (See the Appendix to the Travel System procedure for a list of valid codes.)

**Example:** Record the destination foreign city of Algiers (Algeria) as **1000**

**City, or County, or Region** (*alphanumeric field; max. of 20 positions*). Complete this field as follows:

- For foreign travel, key in the city name of the TDY location.

**Example:** Record the destination foreign city of Algiers as **Algiers**

- For Type C travel to locations within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico), key in the **city or county** name of the TDY location, following the **supplemental** guidelines provided below under [Travel Within CONUS](#) and [Travel To Non-Foreign Areas Outside of CONUS](#).

### – Travel Within CONUS

If a locality is a **key** city as identified in Appendix A of Section 301 in the FTR, key in the city name. The city name must be shown **exactly** as listed in Appendix A, **including punctuation**. Abbreviations cannot be used.

**Examples: (1)** The city of St. Louis (Missouri) must be shown as **St. Louis**

Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR.

**(2)** Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show **Loveland** as the location name.

If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in Appendix A, **including punctuation**. Abbreviations may not be used.

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**Note:** Agencies should show the actual locality name in Block 42, Remarks, of Form AD-202.

**Examples:** (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county), which is listed in Appendix A of the FTR. Therefore, agencies must show **St. Tammany** instead of the city name of Mandeville.

Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR.

(2) Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore, agencies must show **Davis-Monthan AFB** as the location name.

(3) Jackpot, Nevada, is not a key city but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show **Elko** instead of the city name of Jackpot.

If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, enter the city name. In this case, the traveler is entitled to the standard CONUS rate.

### – Travel To Nonforeign Areas Outside of CONUS

If a locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city name. The city name must be shown exactly as listed on DOS' publication, **including punctuation**.

**Example:** The city of Ft. Wainwright (Alaska) must be shown as **Ft. Wainwright**

Notice that the period was entered behind **Ft** because it is shown that way in DOS' publication.

If a locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must show **Other** as the city name in the City or County or Region field in lieu of the actual city name. After recording **Other** in the City or County or Region field, show the actual city name in Field 42, Remarks.

**Example:** The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word **Other** in the City or County or Region field and show **Palmer** in Field 42.

**St** (alphanumeric field; 2 positions). Complete this block as follows:

- For foreign travel, key in the 2-position alpha country code. (See the Appendix to the Travel System procedure.)

**Example:** Record the destination foreign country of Algeria as **AG**.

- For Type C travel to locations within CONUS and nonforeign areas outside CONUS, key in the 2-position state abbreviation code. (A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.)

**23. Expenditures.** This section is for the entry of estimated expenditures that are being authorized. General guidelines for completing the expenditure information for Type C authorizations are provided below.

**Notes:** (1) It is **important** that you review these general guidelines before you begin to complete this section of the AD-202. (2) The entry of an Estimated Amount for each expenditure is **optional**. Block 24, Total Estimated Expenditures Authorized, **must** be completed.

#### General Guidelines for Block 23 When Completing Type C Authorization

- If subsistence is authorized, key in the appropriate subsistence code for each destination location. The system will generate data in the Lodging, M&IE, Rate, and Number of Days fields. The entry of an Estimated Amount is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts **blank**.
- Key in **Y** to authorize all other types of expenditures. If POV is authorized, provide the POV rate as well. If common carrier tickets are authorized, enter the transportation mode and method of purchase. The entry of an Estimated amount for each expenditure is **optional**.
- Key in the estimated total in Field 24.
- If the authorization covers multiple travelers, the estimated amounts shown should be the amounts authorized for the entire group.

**Sub Code** (alphanumeric field; 1 position). Key in the applicable subsistence code (i.e., **P** = Per Diem, **A** = Actual Subsistence, and **S** = Special Rate) on the same line with the destination location shown in Field 21.

If **P** was keyed in as the subsistence code, press [Enter]. The system will generate the lodging, M & IE, and rate amounts.

**Lodging** (*numeric field; max. of 7 positions*). For Code **P**, the amount is system generated. For Code **A**, key in the amount of lodging authorized. For Code **S**, leave this field **blank**; the special rate will be shown in the Rate field.

**Example:** Key in \$50.00 as **5000**

**M and IE** (*numeric field; max. of 7 positions*). For Codes **P**, the amount is system generated. For Code **A**, key in the M & IE amount authorized.

For Code **S**, leave this field **blank**; the special rate will be shown in the Rate field.

**Example:** Key in \$30.00 as **3000**

**Rate** (*numeric field; max. of 7 positions*). For Codes **P**, the amount is system generated. For Code **A**, the total of Lodging and M&IE is system generated. For Code **S**, key in the daily rate here.

**Example:** Key in \$80.00 as **8000**

**Number Days** (*numeric field; max. of 3 positions*). Key in, in **whole days** only, the estimated number of days authorized for each location. The total number of days must not exceed the number of available days according to the dates of travel in Field 9.

**Example:** Record 4 days as **4**

**Estimated Amount** (*numeric field; max. of 7 positions*). This amount is system generated.

**Example:** \$80.00 x 4 days = **32000**

**Total Subsistence** (*numeric field; max of 7 positions*). This amount is system generated.

**Example:** Key in \$320.00 as **32000**

After the last line of entry is completed, press [Enter]. Screen TV01003 is displayed. Complete the fields as follows:

**22. Purpose of Travel Desc** (*alphanumeric field; max. 2 lines of 75 positions each*). Provide a brief statement describing the specific reason for the travel. So that the statement is more meaningful, agencies should not just use the definition of the purpose code. Do not state **site visit** for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state **visit to the Southern Regional Office to discuss FY97 budgetary issues**).

For instructions on completing the rest of Field 23, beginning with POV, and Field 24, see the specific field instructions under [Completing Section C for Type B Authorizations](#).

**Note:** Field 24 **must** be completed for all TDY travel.

Go to the instructions for completing Section D – Accounting Classification, Field 25, Purpose Code.



## Completing Section C for Type A Authorizations

Screen TV01002 (**Figure 8**) is used to key in itinerary and subsistence information. Since Type A authorizations allow employees to perform business wherever necessary, itinerary and subsistence information is not applicable for Type A travel. Therefore, entry is not required on Screen TV01002. When Screen TV01002 is displayed, press [Enter] to move to Screen TV01003, AD-202/Section C – Itinerary and Expenditures (**Figure 9**).

When Screen TV01003 is displayed, complete the fields for this screen as follows:

**22. Purpose of Travel Desc** (*alphanumeric field; max. 2 lines of 75 positions each*). Provide a brief statement describing the specific reason for the travel. So that the statement is more meaningful, agencies should not simply use the definition of the purpose code. Do not state *site visit* for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state *visit to the Southern Regional Office to discuss FY97 budgetary issues*).

After Field 22 data is keyed in, press [Enter] to move to Screen TV01004, AD-202/Section C – Itinerary and Estimated Expenditures (**Figure 10**). When Screen TV01004 is displayed, complete the data as follows:

**24. Total Estimated Expenditures Authorized** (*required, numeric field; max. of 8 positions*). Key in the total amount authorized for the travel and transportation expenditures.

**Example:** Key in \$10,000.00 as *1000000*

**Note:** This field **must** be completed for all TDY travel.

Go to the instructions for Section D – Accounting Classification, Field 25, Purpose Code.

## Completing Section C For Type L Authorizations

Screen TV01002 (**Figure 8**) is used to enter itinerary and subsistence information. Type L authorizations are for local travel only. Itinerary and subsistence information is not applicable for Type L travel. Therefore, entry is not required on Screen TV01002. When Screen TV01002 is displayed, press [Enter] to move to Screen TV01003, AD-202/Section C – Itinerary and Expenditures (Continued) (**Figure 9**).

When Screen TV01003 is displayed, press [F2] to input data. Complete the fields as follows:

**22. Purpose of Travel Desc** (*alphanumeric field; max. of 2 lines of 75 positions each*). Provide a brief statement describing the specific reason for the travel. So that the statement is more meaningful, agencies should not just use the definition of the purpose code. Do not state *site visit* for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state *visit to the Southern Regional Office to discuss FY97 budgetary issues*).

**23. Expenditures (Continued)**. This section is for the entry of estimated expenditures that are being authorized. The only expenditures that can be authorized for Type L authorizations are POV, Other, GSA Auto, and Car Rental. If POV is authorized, provide the POV rate as well.

For instructions on completing the applicable expenditures in Field 23, beginning with POV, and Field 24, See the specific field instructions under [Completing Section C for Type B Authorizations](#).

**Note:** Field 24 **must** be completed for all TDY travel.

Go to the instructions for Section D – Accounting Classification, Field 25, Purpose Code.

## Completing Section C For Type N Authorizations

When Screen TV01002 is displayed, complete the fields as follows:

**20. From.** Leave this field blank.

**21. To.** Leave this field blank.

**23. Expenditures.** This section is for the entry of estimated expenditures that are being authorized for Type N authorizations.

For instructions on completing all of Field 23 and Field 24, see the specific field instructions under [Completing Section C for Type B Authorizations](#).

**Note:** If subsistence is authorized for Type N travel, the appropriate subsistence code(s) (i.e., *P, A, or S*), must be keyed in Field 23.

**22. Purpose of Travel Desc** (*alphanumeric field; max. of 2 lines of 75 positions each*). Provide a brief statement describing the specific reason for the travel. So that the statement is more meaningful, agencies should not just use the definition of the purpose code. Do not state *site visit* for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state *visit to the Southern Regional Office to discuss FY97 budgetary issues*).

**Note:** Field 24 **must** be completed for all TDY travel.

## Section D – Accounting Classification

Section D is used to record the accounting classification that will be charged for the travel. This accounting will be stored in the travel authorization record. Screen TV01004, AD-202/Section C-Itinerary and Estimated Expenditures (**Figure 10**) is used to key in the accounting classification data. When an associated voucher is filed, agencies may charge the stored accounting or distribute the claim to different accounting.

**Note:** Up to seven lines of accounting may be keyed in.

**25. Purpose Code** (*required, numeric field; max. of 2 positions*). Key in a purpose of travel code from the list on the AD-202 for each line of accounting to be shown.

<b>1</b>	Site visit
<b>2</b>	Information meeting
<b>3</b>	Training attendance
<b>4</b>	Speech or presentation
<b>5</b>	Conference attendance
<b>7</b>	Entitlement/Home leave
<b>8</b>	Special mission travel
<b>9</b>	Emergency travel
<b>10</b>	Other travel
<b>11</b>	Pre-employment travel
<b>13</b>	Rest and recuperation
<b>14</b>	Educational
<b>15</b>	Informal training

**Notes:** (1) If the purpose code is 1 through 9, agencies are **not** required to key in the preceding zero. (2) If the purpose of the trip is Purpose Code 3, the training document number assigned on Form SF-182, Request, Authorization, Agreement, and Certification of Training, must be provided in Field 12, Training Document No.

**Example:** Record Purpose Code 1 as **1** or **01**

**Accounting Classification** (*required, alphanumeric field; max. of 35 positions*). Key in the agency management or accounting classification code(s) to be charged for the travel. Up to 7 lines of accounting may be used.

**Note:** Be sure to **start** the accounting on **Line 1** of this section. Do **not** skip a line between multiple lines of accounting.

- If a document control number (DCN) (as assigned through NFC's Funds Control System) is used with the accounting code, it must be placed at the end of the accounting code. For example, if the accounting code is 12345678 and the DCN is 001, key in **123456780001**.

- If the accounting is for an agency other than the traveler's employing agency, the accounting must be entered in a special manner. In these instances, key in the paying agency's accounting code and follow the accounting code with a slash (/). Immediately behind the slash, key in the 2-position agency code that identifies the paying agency. Directly behind the agency code key in the 4-digit accounting station code of the paying agency. Do not space between the agency code and the accounting station code. Also follow this procedure if multiple accounting codes are to be charged to another agency.

**Example:** If an employee works for the Forest Service (Agency Code 11) but is traveling for NFC and NFC will be paying for the trip (Agency Code 90, Accounting Station Code 0010, Accounting Code 99999999), the accounting section should be completed as follows:

**99999999/900010**

- If multiple agencies other than the employing agency are responsible for the cost of the trip, show each agency on a separate line following the procedures stated in the above paragraph. If the employing agency is paying for part of the trip along with another agency or agencies, key in the employing agency's accounting on one line (without the slash, agency code, and accounting station) and follow the procedure as explained above for all agencies other than the employing agency.

**Note:** In the case of Forest Service who charges different regions and units within its own agency, the exact same procedure as outlined above (i.e., showing the slash, agency code, and accounting station code) must be followed.

**Claim Percentage** (*required, numeric field; max. of 3 positions*). Key in the percentage of estimated expenditures for each line of accounting. Percentages must be keyed in as **whole numbers**.

**Example:** 80% would be keyed in as **80**  
20% would be keyed in as **20**

**Note:** Do not key in dollar amounts or percentage signs. The sum of the individual percentages must equal 100 percent.

Press [Enter] to move to Screen TV01005, AD-202/Section E – Travel Advance (**Figure 11**).

- Complete the fields as follows:

**Section E – Travel Advance**

Section E is used to request an advance of funds for use on official travel.

**Note:** If your agency electronically enters travel transactions and uses the **imprest fund (IMPF)** to obtain advances, contact your travel coordinator for agency-specific procedures for preparing an advance request.

**26. Request Method** (*alphanumeric field; 1 position*). If an advance is being requested, key in the type of advance request. Valid codes are shown below. If no advance is being requested, leave this field **blank** and move to Section F.

- C** Check or DD/EFT
- T** Travelers checks
- I** Imprest Fund
- E** (not applicable for electronic users)
- W** (not applicable for electronic users)
- S** Embassy issued advance
- L** Embassy Collected advance
- M** (for NFC use only)

**27. Amount Applied For** (*numeric field; max. of 7 positions*). Key in the amount of money requested on this advance. If the Advance Request Method is **T**, the amount **must** include the travelers check fee amount.

**Example:** \$100.00 of travelers checks+\$ .10 fee = **10010**

**Note:** Claim the travelers check fee amount as a miscellaneous expense on the travel voucher.

**31. Date Applied For** (*numeric field; 6 positions max.*). Key in the date the application is signed using the mm/dd/yy format.

**Example:** Key in **060297** to record June 2, 1997.

**32. Advance Mailing Address Options.** If NFC is issuing the advance payment directly to the traveler, select **one** of the options identified below to indicate the appropriate mailing address for the advance. **Leave this block blank** if travelers checks or cash from an imprest fund cashier are to be received in lieu of an advance payment from NFC.

**Note:** Employees of the Department of State and Department of Education, new employees who have not received their first salary payment, special appointees, and non-Government employees **must** use either the Special Address or Travel EFT Account option.

**Foreign Ind** (*alphanumeric field; 1 position*). Key in **Y** to send the travel advance to a special address in a foreign country. Then key in the foreign street address in the first Address field. Key in the foreign city name in the second Address field. Key in the foreign country name and ZIP code (if any) in the City field. Leave the State and ZIP Code fields **blank**.

**Note:** Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

```

TV01005          AD-202/SECTION E - TRAVEL ADVANCE          13:49:39   07/25/97

26. REQUEST METHOD:                (C,T,I,E,W,S,L,M)
27. AMOUNT APPLIED FOR:
31. DATE APPLIED FOR:
32. ADVANCE MAILING ADDRESS OPTIONS> FOREIGN IND:          (Y/N) TRAVEL EFT:          (Y/N)
    SALARY CHECK:              (Y/N) T&A CONTACT POINT:    (Y/N) SPECIAL:          (Y/N)
        ADDRESS:
        ADDRESS:
        CITY:                ST:                ZIP CODE:
33. IMPREST FUND CASHIER SSN:          34. ADVANCE DATE RECEIVED:

          AD-202/SECTION F - AGENCY APPROVAL
APPROVING OFFICER >>
35. NAME >> LAST:                    FIRST:                MI:
    TITLE:                            AGENCY CODE:
36. SSN:                              37. DATE APPROVED:
38. PHONE >> AREA CODE & NO.: (      )
40. CONTACT PERSON>>NAME>> LAST:                    FIRST:                MI:
41. PHONE>> AREA CODE & NO.: (      )
OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT                          PF1= MENU              PF8= HOLD AND EXIT
ENTER= PROCESS                        PF7= PREV              PF9= HOLD
    
```

**Figure 11. Screen TV01005, AD-202/Section E – Travel Advance**

**Travel EFT** (*alphanumeric field; 1 position*). Key in **Y** to send the travel advance payment via EFT to an account other than the salary account. Then key in the code used to identify the EFT account in the first Address field. 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 the second Address field **blank**. Do not show spaces or special characters in the 9-position EFT account code. This option can be used by **all** travelers.

**Example:** 123456789C12345...

**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, a **Y** must be keyed in the Travel EFT Account field and the full EFT account code must be shown in the first address line.

**Salary Check** (*alphanumeric field; 1 position*). Key in **Y** to send the advance payment to the address or electronic funds transfer (EFT) routing number where the employee normally receives his or her salary payment. This option is **only** available to those employees who are payrolled by NFC and have received **one** or **more** salary payments from NFC.

**T & A Contact Point** (*alphanumeric field; 1 position*). Key in **Y** to send the advance payment to the traveler's T&A contact point address. This option is **only** available to those employees who are payrolled by NFC and have received **one** or **more** salary payments from NFC.

**Special (Required for new hires, special appointees, and nongovernment travelers)** (*alphanumeric field; 1 position*). Key in **Y** to send the advance check to an address other than the traveler's salary address, travel EFT account, or T&A contact point location. Key in the special address in the address lines provided in this section as described below. Do **not** show the traveler's name in the address lines; the name will be generated by the system. This option can be used by **all** travelers.

**Note:** Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

**Address** (*alphanumeric field; 35 positions max.*). Key in the street address and/or box number to be used for mailing the advance payment.

**Address** (*alphanumeric field; 35 positions max.*). If additional space is needed for the street/box number, use this line.

**City** (*alphanumeric field; 20 positions max.*). Key in the name of the city to which the advance will be mailed.

**State** (*alphanumeric field; 2 positions*). Key in the abbreviation for the state to which the travel advance will be mailed.

**ZIP Code** (*numeric field; 9 positions max.*). Key in the ZIP code of the location to which the travel advance will be mailed. Do **not** enter punctuation or spaces.

**Example:** Key in the ZIP code 70160-0001 as **701600001**

**33. Imprest Fund Cashier.** This field is completed only when a cash advance or travelers checks are obtained from an imprest fund cashier.

**SSN** (*numeric field; 9 positions*). Key in the imprest fund cashier's social security number.

The following additional guidelines are provided to imprest fund cashiers concerning cash advances and travelers checks:

- The cashier should verify that **I** is entered in Field 26 on the AD-202 if the advance request is for cash funds and that **T** is entered if the advance request is for travelers checks.
- The cashier should also verify that Field 32, Advance Mailing Address Options, is left **blank** to ensure that the advance payment is mailed directly to the cashier if the advance was for cash and to the travelers' check vendor, if the advance was in the form of travelers checks.
- If travelers checks are issued, the cashier should prepare the travelers checks purchase agreement in accordance with corporate issuing instructions provided by the vendor. When the travelers checks are distributed to the traveler, the cashier should provide the purchaser's copy of the purchase agreement to the traveler.
- The cashier will disburse the cash funds or travelers checks to the traveler and have the traveler sign and date the AD-202 as documentation of receipt of the advance.
- The cashier should immediately submit the AD-202 to NFC for payment. If travelers checks were issued, the signed and dated Agent's Copy of the travelers checks purchase agreement should be retained as supporting documentation for the advance.

**34. Advance Date Received** (*numeric field; 6 positions*). Key in the date the advance is received from the cashier, using the mm/dd/yy format.

**Example:** Key in **060297** to record June 2, 1997.

### Section F – Agency Approval

Section F is completed to document approval of the Form AD-202. This approval is required for both authorizations and requests for advance of funds.

**35. Approving Officer.** This field provides information on the officer designated by the agency to authorize the AD-202.

**Note:** If the individual who will sign the advance request 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 he/she is acting.

**Name (Last, First, MI)** (*required, alphanumeric field; 30 positions max.*). Key in the name (last, first, and middle initial) of the approving officer.

**Title** (*alphanumeric field; 20 positions max.*). Key in the title of the approving officer.

**Agency Code** (*required, alphanumeric field; 2 positions*). Key in the code which identifies the approving officer's employing agency.

**36. SSN** (*required, numeric field; 9 positions*). Key in the social security number of the approving officer identified in Field 35.

**37. Date Approved** (*required, numeric field; 6 positions*). Key in the date (mm/dd/yy format) of the AD-202 approval.

**Example:** Key in **060297** to record June 2, 1997.

**38. Phone (Area Code & No)** (*numeric field; 10 positions*). Key in the area code and telephone number of the approving officer.

**40. Contact Person Name (Last, First, MI)** (*alphanumeric field; max. of 30 positions*). Key in the last name, first name, and middle initial of the person to contact for information regarding the travel authorization if other than the approving official.

**41. Phone (Area Code & No.)** (*numeric field; 10 positions*). Key in the area code and telephone number of the contact person listed in Field 40.

Press [Enter] to move to the next screen.

- If a travelers check advance was issued to the traveler (Request Method T in Field 26), Screen TV01006, AD-202/Section E – Travel Advance, Travelers Checks (**Figure 12**) is displayed. The instructions to use Screen TV01006 are provided below.

Screen TV01006, AD-202/Section E–Travel Advance, Travelers Checks (**Figure 12**) is displayed when T is keyed in Field 26, Request Method. This screen is used to enter the book number and dollar amount of the travelers checks.

Complete the fields as follows:

**1 Book Number** (*numeric field; 11 positions*). Key in the last 11 digits of each Travelers Checks book number.

**2 Amount** (*numeric field; 4 positions max.*). Key in the dollar value of the book. For example, key in **50** for a \$50.00 book.

```
TV01006          AD-202/SECTION E - TRAVEL ADVANCE          16:20:05   07/28/97
                TRAVELERS CHECKS

      BOOK NUMBER          AMOUNT
1.      1                2
2.
3.
4.
5.
6.
7.
8.
9.
10.

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT          PF1= MENU          PF8= HOLD AND EXIT
ENTER= PROCESS      PF7= PREV          PF9= HOLD
```

**Figure 12. Screen TV01006, AD-202/Section E – Travel Advance, Travelers Checks**

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Press [Enter] to move to Screen TV01007, AD-202/Block 42, Remarks (**Figure 13**). The Remarks screen is used to record narrative information that is pertinent to the authorization/advance record. Complete the data as follows:

**Remarks** (*alphanumeric field; max. of 20 lines of 75 positions each*). Key in any additional information as required.

Some examples for using the Remarks screen are as follows:

- Use the Remarks field to record the name and country of each of the individual travelers in an escorted group for Type Travel GR.
- Use the Remarks field to record the name(s) of a non-foreign location outside CONUS or a foreign city name that exceeds itinerary field parameters.

Press [Enter]. Screen TV01001, AD-202/Section A – Identification (**Figure 6**), is displayed with the message *Document is Ready To Be Released By An Approving Official* at the bottom of the screen.

- To add another document before releasing, repeat the process under [Adding An Authorization/Advance For Temporary Duty Travel](#). After adding all documents, print the document for signature of approving official, then release the document using the instructions under [Releasing An Authorization/Advance For TRVL Processing](#).

- To perform another function, press the applicable function key. For instructions about other functions, see the applicable function heading (e.g., [Printing An Authorization/Advance](#)).

TV01007	AD-202/BLOCK 42	REMARKS	13:17:22	07/27/97
ENTER DATA THEN SELECT OPTION				
CLEAR= EXIT	PF1= MENU	PF8= HOLD AND EXIT		
ENTER= PROCESS	PF7= PREV	PF9= HOLD		

**Figure 13. Screen TV01007, AD-202/Block 42, Remarks**

### Adding A Relocation Travel Authorization/Advance

At the Travel System (TRVL) Menu (Figure 5), key in 10 and press [Enter]. Screen TV01001, AD-202/Section A – Identification (Figure 6), is displayed. To add a new authorization/advance record for relocation travel, key in data according to the instructions under [Adding An Authorization/Advance Record for Temporary Duty Travel](#), making the following changes:

**10. Type Travel** (*alpha field; 2 positions*). Key in one of the valid codes for relocation travel from the list below:

- FT** Foreign Travel
- TS** Transfer of Station
- RT** Return Travel
- OT** Outside CONUS Transfer of Station

**13. Official Duty Station** (*alphanumeric field; max. of 22 positions*). Key in the city and 2-position state abbreviation code or the city and 2-position alpha country code (see the Appendix to the Travel System procedure) where the employee is now stationed. When **establishing** (Action Code E) relocation authorizations, key in the relocating employee's **current** duty station (i.e., the duty station from which the employee is being moved). If the relocating employee is a new hire, key in the city and state of the new official duty station.

**Note:** DOJ users should also follow the additional **changes** provided below for Fields 26 and 35 on Screen TV01005, AD-202/Section E – Travel Advance (Figure 11).

**26. Request Method** (*alpha field; 1 position*) (*For DOJ users only*). Key in C (for check or DD/EFT).

**Approving Officer** (*For DOJ users only*)

**35. Name**

**Last** (*alphanumeric field; 12 positions max.*). Key in the last name of the approving officer.

**First** (*alphanumeric field; 12 positions max.*). Key in the 9-position DOJ Bar Code, if applicable. Otherwise, key in the first name of the approving officer.

**Title** (*alphanumeric field; 20 positions max.*). Key in the 9-position DOJ Certifying Officer Number (i.e., the 5-digit certifying officer number reported by NFC followed by the first 4 letters of the certifying officer's last name (e.g., **12345SMIT**). The number is not displayed. This number will not appear on any reports or inquiry screens.

After all data is keyed in on Screen TV01001, press [Enter]. Screen TV01009, AD-202R/Section C – Itinerary and Expenditures, Relocation (Figure 14) is displayed.

Screen TV01009 is used to key in data from Form AD-202R. **Note:** You will not see Screen TV01008 (Figure 7), Screen TV01002 (Figure 8), Screen TV01003 (Figure 9), and Screen TV01004 (Figure 10) for relocation authorizations; these screens are used only for temporary duty travel.

Complete the fields as follows:

**4. Under 50 ML** (*alpha field; 1 position*). Key in Y if the distance of the move is under 50 miles.

```

TV01009  AD-202R/SECTION C - ITINERARY AND EXPENDITURES  13:22:39  07/27/97
RELOCATION

 4. UNDER 50 ML: N   50 ML OR MORE: Y   (Y/N) 5. TYPE APPT: OT (NA, OT, IP, SE)
 6. NEW OFFICIAL STATION >> CITY:                               ST:
 7. HOUSEHUNT >> IND: N   (Y/N)
 8. AUTH TRAVELERS >> EMP: N   EMP/SPOUSE: N   SPOUSE: N   (Y/N)
 9. EST DATES >> FROM:                               THRU:                               EST AMOUNTS
10. PER DIEM >> IND: N   (Y/N) RATE:                               NO DAYS:
    POV >> IND: N   (Y/N) RATE:                               MILES:
    OTHER >> IND: N   (Y/N) DESC:
    COMM CARR >> IND: N   (Y/N) MODE:                               METHOD:
    NON CONTRACT AIR: (0,1,2,3 OR SPACE)
    EXCESS FARE >> IND: N   (Y/N)
    CAR RENTAL >> IND: N   (Y/N)

11. TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT >>
12. SEPARATE RELOCATION ALLOWANCE ELECTION >> IND: Y   (Y/N)

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT          PF1= MENU          PF8= HOLD AND EXIT
ENTER= PROCESS       PF7= PREV          PF9= HOLD
    
```

**Figure 14. Screen TV01009, AD-202R/Section C – Itinerary and Expenditures, Relocation**

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**50ML or More** (*alpha field; 1 position*). Key in **Y** if the distance of the move is 50 miles or greater.

**5. Type Appt** (*alpha field; 2 positions*). Key in the code that describes the type of appointment. Valid codes are described below:

<b>NA</b>	New Appointee
<b>OT</b>	Other
<b>IP</b>	Intergovernmental Personnel Act Assignee (IPA)
<b>SE</b>	Senior Executive Service Career appointment upon separation for retirement

### 6. New Official Station

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the traveler's new duty station.

**ST** (*alphanumeric field; 2 positions max.*). Key in the 2-position state abbreviation code of the traveler's new duty station.

If the new duty station is a nonforeign area outside CONUS, key in the applicable 2-position state abbreviation code as shown in the Appendix to the Travel System procedure. If the new duty station is a foreign locality, key in the city name and 2-position alpha country code from the Appendix to the Travel System procedure.

**7. Househunt Ind** (*alpha field; 1 position*). Key in **Y** if a househunting trip is authorized. If a househunting trip is not authorized, move the cursor to Field 12.

**8. Auth Travelers**. Key in **Y** in one of the three fields to indicate who is authorized to take the househunting trip.

**Emp** (*alpha field; 1 position*). Key in **Y** if the employee is authorized to take the househunting trip.

**Emp/Spouse** (*alpha field; 1 position*). Key in **Y** if both the employee and spouse are authorized to take the househunting trip.

**Spouse** (*alpha field; 1 position*). Key in **Y** if the employee's spouse is authorized to take the househunting trip.

**9. Est Dates**. This field is used to provide the estimated dates of travel for the househunting trip. The employee and spouse may travel **together or separately**. However, the maximum number of days allowable for a househunting trip or trips cannot exceed a total of 10 days, in accordance with the FTR.

Additionally, only one trip per employee and one trip per spouse is allowed, regardless of the combined duration. If separate househunting trips are to be taken, Field 9 must include the range of dates for both trips.

### Examples:

1. The couple may take one 10-day trip together.

or

2. The employee **or** the spouse may take one 10-day trip alone.

or

3. The employee and spouse may each take separate trips, with the combined trips not exceeding 10 days (e.g., the employee could take a trip for 3 days and the spouse could take a trip for 7 days).

**Note:** Per the FTR, trips to seek permanent housing shall not be authorized when the distance between the old and new duty stations is less than 75 miles.

**From** (*date field; mm/dd/yy*). Key in the estimated beginning date of travel.

**Thru** (*date field; mm/dd/yy*). Key in the estimated ending date of travel.

**10. Authorized Expenditures**. Each type of expenditure that may normally be authorized for a househunting trip is listed in this section of the screen and is preceded by an indicator field which is used to indicate (by keying in **Y**) if the expenditure is authorized. Entry of estimated amounts for each authorized expenditure is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts blank. However, Field 11, Total Estimated Expenditures for Househunt, **must** be completed if expenditures for a househunting trip are authorized. Even though individual expense estimates are optional, agencies may want to consider showing the estimated amounts when cost comparison travel is involved so that the traveler knows the maximum allowable amounts.

**Per Diem Ind** (*numeric field; 6 positions max.*). Key in **Y** if per diem is authorized.

**Rate** (*numeric field; 7 positions max.*). To authorize househunting per diem based on the lodgings plus meals and incidental expenses (M&IE) method, key in the applicable daily lodgings plus M&IE rate, in accordance with the FTR. If the employee and spouse are traveling together, add their rates together and key in one total. To authorize househunting per diem

based on a flat locality rate (subject to the FTR requirements), key in the flat daily rate. Explain in Block 42, Remarks, of the AD-202 that the flat rate method is being authorized.

**Example:** Record \$140.00 as **14000**

**No Days** (*numeric field; 4 positions max.*). If per diem is authorized, key in the estimated number of days (in **whole days** only) (not to exceed 10) authorized for the trip.

**Example:** Record 7 days as **7**

**Est Amount** (*numeric field; 7 positions max.*). The product of the per diem rate multiplied by the number of days is system generated in this field.

**Example:** \$140.00 X 7 days = **98000**

**POV Ind** (*alphanumeric field; 1 position*). Key in **Y** if a Privately Owned Vehicle (POV) is authorized for a househunting trip.

**Rate** (*numeric field; 4 positions max.*). If a POV is authorized, key in the mileage rate authorized in accordance with the FTR.

**Example:** Key in 31 cents as **310**

**Miles** (*numeric field; 4 positions max.*). If a POV is authorized, key in the estimated number of miles (in **whole numbers**) authorized for the househunting trip.

**Example:** Key in 400 miles as **400**

**Est Amount** (*numeric field; 7 positions max.*). The product of the POV rate multiplied by the estimated number of miles is system generated.

**Example:** 31 cents X 400 miles = **12400**

**Other Ind** (*alphanumeric field; 1 position*). Key in **Y** if any other expenditure(s) (not specifically identified above) is authorized for the househunting trip.

**Desc** (*alphanumeric field; 13 positions max.*). Key in the description of other expenditure(s) authorized. Examples of other expenditures are: official telephone calls, local travel expenses, parking expenses, etc. Since space is limited in this field, abbreviate abbreviate or use shorter words to record multiple expenditure(s) (e.g., **PH** or **Call** for telephone calls; **taxi**, **cab**, or **sub** for local transportation, etc.).

**Est Amount** (*optional; numeric field; 7 positions max.*). Key in the estimated amount of other expenditure(s).

**Notes:** (1) If the agency is authorizing **excess fare** and wishes to authorize an estimated amount for this expenditure, include the amount in the Other Estimated Amount field. (2) Expense estimates for gasoline used in a rental vehicle should be part of Car Rental and should not be included in the Other Estimated Amount field.

**Comm Carr Ind** (*alphanumeric field; 1 position*). Key in **Y** if common carrier transportation is authorized for the househunting trip.

**Mode** (*alpha field; 1 position*). If common carrier transportation is authorized, key in the mode of transportation code. Valid codes are described below.

- A** Airplane
- B** Bus
- C** Air and bus
- D** Air and train
- E** Bus and train
- F** Air, bus, and train
- T** Train
- O** Other (e.g., boats, ferries, etc.)
- P** Cost comparison. Use Code P when a traveler chooses to use his/her own personal vehicle rather than the authorized mode of common carrier transportation. The maximum reimbursement to the traveler is limited to the amount which would have been incurred had the traveler used a common carrier. When completing the authorization for cost comparison travel, the agency should complete the authorization to reflect what the agency deems advantageous to the Government. Do not show what the traveler will actually do.

**Method** (*alphanumeric field; 2 positions*). Key in the code from the list below which denotes the method of payment used by the traveler to purchase transportation tickets.

**Note:** When the mode of transportation for the househunting trip is **P**, the method of purchase must be **blank**.

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<b>CC</b>	Government contractor issued credit card
<b>GV</b>	Government Transportation System (GVTS)
<b>TR</b>	Government Transportation Request (GTR)
<b>CH</b>	Cash
<b>VC</b>	GVTS and credit card
<b>TC</b>	GTR and credit card
<b>HC</b>	Credit card and cash
<b>VH</b>	GVTS and cash
<b>TH</b>	GTR and cash
<b>V3</b>	GVTS, cash, credit card, and GTR

**Est Amount** (optional; numeric field; 7 positions max.). Key in the estimated cost of the common carrier transportation.

**Non Contract Air** (numeric field; 1 position). Key in the appropriate code from the list below to indicate that use of a non-contract airline has been approved and justified in accordance with the FTR.

- 1 Space is unavailable on contract airline
- 2 Schedule of flights on a contract airline is inconsistent with Government policy
- 3 Cost comparison substantiates the use of non-contract airline
- 4 Rail service available, cost effective, and consistent with the mission

**Excess Fare Ind** (alphanumeric field; 1 position). It is the policy of the Government that less-than-first-class accommodations shall be used for all modes of passenger transportation. Key in **Y** if higher cost accommodations are authorized (e.g., first class, business class, etc.).

**Note:** If the agency wants to authorize an estimated amount for excess fare, include the amount in the Common Carrier Est Amount field.

**Car Rental Ind** (alphanumeric field; 1 position). Key in **Y** if rental of a vehicle is authorized for the househunting trip.

**Est Amount** (optional; numeric field; 7 positions max.). Key in the estimated cost of the rental vehicle. Include the amount for gasoline and other car rental expenses.

**Notes:** (1) The gasoline expense estimate should not be included in the Other Estimated Amount. (2) Additional auto insurance cannot be authorized for the rental vehicle in accordance with the FTR.

**11. Total Estimated Expenditures For Househunting** (required; numeric field; 8 positions max.). If estimated amounts for **all** expenditures authorized were keyed in, this amount will be system generated. If estimated amounts were **not** keyed in for **all** expenditures authorized, you must key in this amount. Leave this field **blank** if househunting expenses have not been authorized.

**12. Separate Relocation Allowance Election Ind** (alphanumeric field; 1 position). Key in **Y** if the separate reimbursement of relocation allowances is being authorized for two Federal employees of the same immediate family employed by NFC travel-serviced agencies.

- If **Y** is keyed in Field 12, Screen TV01015, AD-202RE, Election for Separate Relocation Allowance (**Figure 15**) and Screen TV01016, AD-202RE, Election for Separate Relocation Allowance (Cont'd) (**Figure 16**) are displayed. The instructions for using these screens are displayed below.

- If **N** is keyed in Field 12, Screen TV01010, AD-202R/Section C – Itinerary and Expenditures Relocation (Cont'd) (**Figure 17**) is displayed. The instructions for Screen TV01010 follow the instructions for Screens TV01015 and TV01016.

Screen TV01015 is used to document those dependents who will be moved under the employee's authorization.

Complete the fields for Screen TV01015 as follows:

**4. Family.** The following fields are used to document those dependents who will be moved under the employee's authorization. The family members moved under the employee's authorization **cannot** be the same family members moved under the spouse's authorization.

**Name** (alphanumeric field; max. of 25 positions). List the names of the dependents to be relocated under the employee's relocation allowance, list the names in this field. Up to 12 names may be listed.

**Birthdate** (numeric field; 6 positions). Key in the date (mm/dd/yy) of birth of the dependents who are relocating under the employee's authorization.

**Example:** Key in **060297** to record June 2, 1997.

**Marital St (S,M)** (alphanumeric field; 1 position). Key in the marital status, using the codes below, of the dependents who are relocating under the employee's authorization.

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**S** Single  
**M** Married

```
TV01015          AD-202RE          13:23:28    07/27/97
                ELECTION FOR SEPARATE RELOCATION ALLOWANCE

EMPLOYEE >>

  4. FAMILY >>   NAME                BIRTHDATE          MARITAL ST (S,M)

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT      PF1= MENU            PF8= HOLD AND EXIT
ENTER= PROCESS   PF7= PREV            PF9= HOLD
```

**Figure 15. Screen TV01015, AD-202RE, Election For Separate Allowance**

```
TV01016          AD-202RE          13:23:50    07/27/97
                ELECTION FOR SEPARATE RELOCATION ALLOWANCE (CONT.)

SPOUSE >>
  5. AUTHORIZATION NO:                6. SOC SEC NO:
  7. NAME:
  8. FAMILY >>   NAME                BIRTHDATE          MARITAL ST (S,M)

10. EMPLOYEE DATE:                    12. SPOUSE DATE:

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT      PF1= MENU            PF8= HOLD AND EXIT
ENTER= PROCESS   PF7= PREV            PF9= HOLD
```

**Figure 16. Screen TV01016, AD-202RE, Election for Separate Relocation Allowance (Cont'd)**

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```

TV01010  AD-202R/SECTION C - ITINERARY AND EXPENDITURES  13:24:04  07/27/97
RELOCATION (CONTINUED)

13. TRANSFER OF STATION >> IND: Y (Y/N) 15. UNACC SPOUSE >> IND: N (Y/N)
14. FAMILY >> NAME BIRTHDATE MARITAL ST (S,M)
    SPOUSE: //////////////// ////////////////

16. ESTIMATED DATES OF TRAVEL >> FROM: THRU: EST AMOUNTS
17. PER DIEM >> IND: Y (Y/N) RATE: NO DAYS:

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT PF1= MENU PF8= HOLD AND EXIT
ENTER= PROCESS PF7= PREV PF9= HOLD

```

**Figure 17. Screen TV01010, AD-202R/Section C – Itinerary and Expenditures Relocation (Cont'd)**

Press [Enter] to move to Screen TV01016, AD-202RE, Election for Separate Relocation Allowance (Cont'd) (**Figure 16**).

Screen TV01016 is used to document those dependents who will be moved under the spouse's authorization.

**Note:** Block 9 on the AD-202RE is for the signature of the employee. Therefore, there is no Field 9 on the AD-202RE screen.

Complete the fields for Screen TV01016 as follows:

**5. Authorization No.** (*required, alphanumeric field; 13 positions*). Key in the spouse's travel authorization number.

**6. Soc Sec No.** (*required, numeric field; 9 digits*). Key in the social security number of the relocating spouse.

**7. Name** (*required, alphanumeric field; max. of 30 positions*). Key in the spouse's last name, first name, and middle initial.

**8. Family.** The following fields are used to document those dependents who will be moved under the spouse's authorization. The family members moved under the spouse's authorization cannot be the same family members moved under the employee's authorization.

**Name** (*alphanumeric field; max. of 25 positions*). List the names of the dependents to be relocated under the spouse's relocation authorization. Up to 12 names may be listed.

**Birthdate** (*numeric field; 6 positions*). Key in the date (mm/dd/yy) of birth of the dependents who are relocating under the spouse's authorization.

**Example:** Enter *060297* to record June 2, 1997.

**Marital St (S,M)** (*alphanumeric field; 1 position*). Enter the marital status, using the codes below, of dependents who are relocating under the spouse's authorization.

**S** Single  
**M** Married

**10. Employee Date** (*required, numeric field; 6 positions*). Key in the date (mm/dd/yy) the employee signs the AD-202RE.

**Note:** Block 11 on the AD-202RE is for the signature of the spouse. Therefore, there is no Field 11 on the AD-202RE screen.

**12. Spouse Date** (*required, numeric field; 6 positions*). Key in the date (mm/dd/yy) the spouse signs the AD-202RE.

Press [Enter] to move to Screen TV01010, AD-202R/Section C – Itinerary and Expenditures, Relocation (Cont'd) (**Figure 17**). Screen TV01010 is used to continue the entry of the relocation expenditures.

Complete the fields for Screen TV01010 as follows:

**13. Transfer Of Station Ind** (*alphanumeric field; 1 position*). Key in *Y* to authorize the transfer of station.

**14. Family.** This section is used to record pertinent information about members of the employee's immediate family who will be relocated.

**Name** (*alphanumeric field; 25 positions max.*). To authorize relocation expenditures for the employee's spouse, key in his or her name after the word **Spouse** in the first Name field. To authorize relocation expenditures for other members of the employee's family,

key in their names in the Name fields below **Spouse**. Up to 13 family members, including the spouse, may be keyed in.

**Birthdate** (*numeric field; 6 positions*). Key in the date (mm/dd/yy) of birth of each family member who will be moved (excluding the spouse).

**Example:** Key in **060297** to record June 2, 1997.

**Marital St** (*alphanumeric field; 1 position*). Key in one of the codes below to identify the marital status of each family member.

**S** Single  
**M** Married

**15. Unacc Spouse Ind** (*alphanumeric field; 1 position*). Key in **Y** if the employee's spouse is authorized to travel to the new duty station without the employee.

**16. Estimated Dates Of Travel.** Key in the estimated dates of enroute (one-way) travel for the employee and family to the new official duty station.

**From** (*numeric field; 6 positions*). Key in the estimated beginning date of travel to the new duty station, using the mm/dd/yy format.

**Thru** (*numeric field; 6 positions*). Key in the estimated date of arrival at the new duty station, using the mm/dd/yy format.

**Example:** Key in **060297** to record June 2, 1997.

**Note:** Agencies must ensure that the estimated dates of travel include the travel dates for all members of the family.

### Travel And Transportation Of Family

This section is for the entry of the estimated expenditures authorized for the employee and all other family members. Each type of expenditure that may normally be authorized is listed in this portion of the AD-202R and is preceded by an indicator field where you will key in **Y** to authorize the expenditure.

**Notes:** (1) Entry of estimated amounts for each authorized expenditure is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts **blank**. However, Field 29, Total Estimated Expenditures for Transfer of Station (**Figure 21**), **must** be completed if expenditures for the transfer of station are authorized. (2) Even though individual expense estimates are **optional**, agencies may want to consider showing the estimated amounts when **cost comparison travel** is involved so that the traveler

knows the maximum allowable amounts. Agencies can also enter some estimated amounts while leaving other estimated amount fields blank.

**17. Per Diem Ind** (*alphanumeric field; 1 position*). Key in **Y** to authorize per diem for Types Travel TS, FT, and RT. Leave this field **blank** for Type Travel OT.

**Rate** (*numeric field; 7 positions max.*). If per diem for Types Travel TS, FT, and RT has been authorized, key in the applicable daily rate for the lodging, meals, and incidental expenses for the relocation. Remember to combine all rates for the employee, spouse, and family, if traveling together.

**Example:** Record \$140.00 as **14000**

**No. Days** (*numeric field; 4 positions max.*). Key in the estimated number of days, in whole days, authorized for the travel. If travel will be by POV, enter the number of days based on a minimum driving distance of 300 miles per day.

**Example:** Record 7 days as **7**

**Est Amount** (*optional, numeric field; 7 positions max.*). Key in the total of the per diem rate multiplied by the number of days.

**Example:** Record \$980.00 as **98000**

Press [Enter] to move to the next screen.

- For Type Travel OT (Outside CONUS transfer of Station) only, Screen TV01014, AD-202R/Section C – Itinerary and Expenditures, Relocation (Continued) (**Figure 18**) is displayed. The instructions for using this screen are displayed below.

- For all other types of relocation travel, Screen TV01013, AD-202R/Section C – Itinerary and Expenditures, Relocation (Continued) (**Figure 19**) is displayed. Instructions for Screen TV01013 follow Screen TV01014 instructions.

Screen TV01014 (**Figure 18**) is used to record the itinerary and subsistence information for Type OT transfers only.

Complete the fields for Screen TV01014 as follows:

#### Itinerary

##### From

**City** (*alphanumeric field; max. of 20 positions*). Key in the city of departure for outside CONUS relocation travel.



Notice that the period was entered behind **Ft** because it is shown that way in DOS' publication.

If the locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must show **Other** as the city name in the City field in lieu of the actual city name. After recording **Other** in the City field, show the actual city name in Field 42, Remarks, on the AD-202.

**Example:** The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word **Other** in the City field and show **Palmer** in Field 42 on the AD-202.

**St** (alphanumeric field; 2 positions). Key in the 2-position alpha state abbreviation code. For nonforeign areas outside CONUS, see the list of state abbreviation codes provided at the beginning of the Appendix to the Travel System procedure.

- **Outside Continental U.S. Subsistence (Type Travel OT Only)**. If per diem is authorized for **outside CONUS enroute travel**, the following fields must be completed for each enroute locality.

**Sub Code** (alphanumeric field; 1 position). Key in the subsistence code, from the list below, which will apply to each location.

**P** per diem  
**S** special rate

**Lodging** (numeric field; max. of 7 positions). For Code **P**, key in the amount of lodging authorized for each location. For Code **S**, leave this field **blank**; the special rate will be shown in the Rate field.

**Example:** Enter \$90.00 as **9000**

**M and IE** (numeric field; max. of 7 positions). For Code **P**, key in the meals and incidental expenses (M&IE) rate authorized for the locality. For Code **S**, leave this field **blank**; the special rate will be shown in the Rate block.

**Example:** Enter \$42.00 as **4200**

**Rate** (numeric field; max. of 7 positions). For Code **P**, key in the total of lodging and M&IE to establish the daily rate. For Code **S**, key in the daily rate here.

**Example:** Enter \$132.00 as **13200**

**Number Days** (numeric field; max. of 3 positions). Key in the estimated number of subsistence days,

expressed in **whole** days, authorized for each enroute locality. The total number of days keyed in this field cannot exceed the total number of days authorized in Field 16.

**Example:** Enter 2 days as **2**

**Estimated Amount** (optional, numeric field; max. of 7 positions). Key in the estimated trip expense by locality. The estimated amount is calculated by multiplying the daily rate by the number of days for each location recorded.

**Example:** \$132.00 x 2 days = **26400**

**Total Subsistence** (optional, numeric field; max. of 7 positions). Key in the cumulative total of all estimated subsistence amounts.

Press [Enter] to move to Screen TV01013, AD-202R/Section C – Itinerary and Expenditures, Relocation (**Figure 19**).

Screen TV01013 is used to continue the entry of the relocation expenditures.

**POV Ind** (alphanumeric field; 1 position). Key in **Y** if a POV is authorized.

**No. Of** (numeric field; 1 position). Key in the number of POV's authorized. More than one POV may be authorized in conjunction with the relocation if deemed advantageous to the Government. Up to four POV's may be authorized.

**Rate** (numeric field; 4 positions max.). Key in the applicable mileage rate(s) authorized for each relocation based on the number of people traveling in the vehicle.

**Examples:** Key in 15¢ as **150**  
Key in 17¢ as **170**

**Total Miles** (numeric field; 4 positions max.). Key in the estimated number of miles, in **whole miles**, that will be driven for **each** vehicle.

**Example:** If 2 vehicles are authorized and the total number of miles for the trip is 550, key in 550 on each line providing that both POV's will be driven from the same departure point.

**Est Amount** (optional, numeric field; 7 positions max.). For each POV rate shown, multiply the rate by the total number of miles. Add all products together and key in the total here.

**Example:** 15¢ x 550 miles = \$82.50  
17¢ x 550 miles = \$93.50  
\$82.50 + \$93.50 = **176.00**

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```

TV01013  AD-202R/SECTION C - ITINERARY AND EXPENDITURES  13:25:12  07/27/97
                RELOCATION (CONTINUED)
                EST AMOUNTS
POV >>  IND: N  (Y/N)  NO OF  RATE  TOTAL MILES

OTHER >>  IND:  N  (Y/N)  DESC:
UNACCOMP BAGGAGE >> IND: N  (Y/N)
COMM CARR >> IND:  N  (Y/N)  MODE:  METHOD:
NON CONTRACT AIR:  (0,1,2,3 OR SPACE)
EXCESS FARE >> IND:  N  (Y/N)
EXCESS BAGGAGE >> IND:  N  (Y/N)

18. SHIPMENT OF HOUSEHOLD GOODS >> IND: N  (Y/N)
WEIGHT OF GOODS:
PAYMENT METHOD >> ACTUAL: N  COMMUTED: N  (Y/N)
RATE:  ADDL ALLOW:

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT          PF1= MENU          PF8= HOLD AND EXIT
ENTER= PROCESS      PF7= PREV          PF9= HOLD

```

**Figure 19. Screen TV01013, AD-202R/Section C – Itinerary and Expenditures, Relocation (Cont'd)**

**Other Ind** (*alphanumeric field; 1 position*). Key in *Y* if an expenditure not specifically identified in Section C is authorized. Examples of *other* expenses are official telephone calls, parking expenses, etc.

**Desc** (*alphanumeric field; 13 positions max.*). Key in the description of the *other* expense(s) in the space provided. Since space is limited, abbreviate or use shorter words to record multiple expenses (e.g., *ph* or *call* for telephone calls, etc.).

**Note:** If the agency is authorizing **excess baggage** and wishes to authorize an estimated amount, include the amount in the Other Estimated Amount field.

**Est Amount** (*optional, numeric field; 7 positions max.*). Key in the total amount authorized for *other* relocation expenditures.

**Unaccomp Baggage Ind** (*alphanumeric field; 1 position*). Key in *Y* if unaccompanied baggage is authorized for the transfer of station.

**Est Amount** (*optional, numeric field; 7 positions max.*). Key in the estimated cost of the unaccompanied baggage.

**Comm Carr Ind** (*alphanumeric field; 1 position*). Key in *Y* if common carrier transportation is authorized. If common carrier tickets are authorized, the transportation mode and method of purchase must be shown in the fields provided.

**Mode** (*alphanumeric field; 1 position*). Key in one of the following codes to indicate the mode of transportation authorized:

- A** Airplane
- B** Bus

- C** Air and bus
- D** Air and train
- E** Bus and train
- F** Air, bus, and train
- T** Train
- O** Other (e.g., boats, ferries, etc.)
- P** Cost comparison. Use Code P when a traveler chooses to use his/her own personal vehicle rather than the authorized mode of common carrier transportation. The maximum reimbursement to the traveler is limited to the amount which would have been incurred had the traveler used a common carrier. When completing the authorization for cost comparison travel, the agency should complete the authorization to reflect what the agency deems advantageous to the Government. Do not show what the traveler will actually do.

**Method** (*alphanumeric field; 2 positions*). Key in the code from the list below to identify the method of payment that will be used by the traveler to purchase transportation tickets for the relocation.

**Note:** When the mode of transportation is **P**, the method of purchase must be left **blank**.

- CC** Government contractor issued credit card
- GV** Government Transportation System (GVTS)
- TR** Government Transportation Request (GTR)
- CH** Cash
- VC** GVTS and credit card

<b>TC</b>	GTR and credit card
<b>HC</b>	Credit card and cash
<b>VH</b>	GVTS and cash
<b>TH</b>	GTR and cash
<b>V3</b>	GVTS, cash, credit card, and GTR

**Est Amount** (*optional, numeric field; 7 positions max.*). Key in the estimated amount for the common carrier tickets.

**Non Contract Air** (*numeric field; 1 position*). Key in the appropriate code from the list below to indicate that the use of a non-contract airline has been approved and justified per the FTR.

- 1** Space not available on contract airline
- 2** Schedule of flights on contract airline is inconsistent with Government policy
- 3** Cost comparison substantiates use of non-contract airline
- 4** Rail service available, cost effective, and consistent with the mission

**Excess Fare Ind** (*alphanumeric field; 1 position*). It is the policy of the Government that less-than-first-class accommodations shall be used for all modes of passenger transportation. Key in **Y** if higher cost accommodations are authorized (e.g., first class, business class, etc.).

**Note:** If the agency wants to authorize an estimated amount for excess fare, include the amount in the Common Carrier Tickets field.

**Excess Baggage Ind** (*alphanumeric field; 1 position*). Key in **Y** if excess baggage (e.g., transporting special equipment) is authorized.

**Note:** If the agency wants to authorize an estimated amount for excess baggage, include the amount in the Other Estimated Amount field.

**18. Shipment Of Household Goods Ind** (*alphanumeric field; 1 position*). Key in **Y** if the shipment of household goods is authorized., and complete the fields listed below.

**Weight of Goods** (*numeric field; 5 positions max.*). If the shipment of household goods is authorized, key in the estimated weight (not to exceed 18,000 pounds net weight) of the household goods to be shipped.

**Example:** 16,000 pounds should be entered as **16000**

**Payment Method.** If the shipment of household goods is authorized, key in **Y** to indicate the payment method.

**Actual** (*alphanumeric field; 1 position*). Key in **Y** if the payment of actual expenses is authorized. The household goods will be shipped on a Government Bill of Lading (GBL) using a carrier selected and paid directly by the Government. If a determination has been made that the Actual Expense method will be authorized and the employee chooses to move his/her own household goods by a rental vehicle (i.e., U-Haul, Budget), the employee will only be reimbursed for actual expenses not to exceed the estimated GBL cost. A weight certificate must also be obtained if the employee moves his/her own household goods.

If the Actual Expense method is selected, you may proceed to the Estimated Amount column and enter the amount authorized for the shipment of the goods.

**Note:** Although the Estimated Amount is **optional**, the agency may want to consider providing the amount so that the traveler will know the specific amount being authorized for the shipment.

**Commuted** (*alphanumeric field; 1 position*). Key in **Y** if the traveler is making his or her own travel arrangements for the shipment of household goods. Then complete the Rate field as described below.

**Rate** (*numeric field; max. of 6 positions*). Key in the applicable commuted rate.

A bill of lading from a carrier or a weight certificate must be attached to the travel voucher to support the claim.

**Example:** Key in \$49.85 (rate for shipping 100 pounds a distance of 810 miles) as **49.85**

**Add Allow** (*numeric field; max. of 7 positions*). Key in the amount of any additional allowances (e.g., extra labor, the shipment of a piano, etc.) authorized.

**Est Amount** (*numeric field; max. of 7 positions*). Key in the total amount if the actual expense method is authorized. If the commuted rate is authorized, the total amount is system generated based on the entries in the Commuted Rate fields.

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```

TV01011  AD-202R/SECTION C - ITINERARY AND EXPENDITURES  13:25:24  07/27/97
                RELOCATION (CONTINUED)
                EST AMOUNTS
19. STORAGE OF HOUSEHOLD GOODS >> IND:      (Y/N)
TEMPORARY STORAGE:      (Y/N)
NO DAYS:                WEIGHT OF GOODS:
COMMUTED RATE >> 1ST DAY RATE:                OTHER DAYS RATE:
                WAREHOUSE:
20. TRANS OF MOBILE HOME >> IND:      (Y/N)
21. TRANS OF PRIVATE VEHICLE >> IND:      (Y/N)
22. TEMPORARY QUARTERS >> IND:      (Y/N)  NO DAYS:
    RATE >> 1ST 30 DAYS:                OVER 30 DAYS:
23. MISC ALLOWANCE >> IND:      (Y/N)
24. REAL ESTATE EXPENSES >> IND:      (Y/N)
    SALE RES >> IND:      (Y/N)  AMOUNT:
    PURCHASE RES >> IND:      (Y/N)  AMOUNT:
    LEASE TERM >> IND:      (Y/N)  AMOUNT:
25. HOME PURCHASE INFORMATION >>
    STREET:
    CITY:                ST:                ZIP CODE:
ENTER DATA THEN SELECT OPTION
CLEAR= EXIT              PF1= MENU              PF8= HOLD AND EXIT
ENTER= PROCESS          PF7= PREV              PF9= HOLD

```

**Figure 20. Screen TV01011, AD-202R/Section C – Itinerary and Expenditures, Relocation (Cont'd)**

Press [Enter] to move to Screen TV01011, AD-202R/Section C – Itinerary and Expenditures, Relocation (Continued) (Figure 20).

Complete the fields as follows:

**19. Storage Of Household Goods Ind** (*alphanumeric field; 1 position*). Key in **Y** if expenses for the storage of household goods is authorized and complete the fields listed below.

**Temporary Storage** (*alphanumeric field; 1 position*). Key in **Y** to authorize temporary storage of household goods. To indicate that non temporary storage is authorized, key in **N**.

**No. Days** (*numeric field; 4 positions max.*). Key in the number of days in **whole days**, that storage is authorized.

For temporary storage, the initial period should not exceed 90 days. However, upon an employee’s written request, the initial period may be extended for up to an additional 90 days under certain conditions, if approved by the agency head or his/her designee.

For non-temporary storage, the initial period should not exceed 365 days. The authorization may be amended to allow for up to a total of 1095 days of non-temporary storage.

**Example:** 90 days should be keyed in as **90**

**Weight Of Goods** (*numeric field; 5 positions max.*). Key in the estimated weight of the household goods that will be in storage. Again, the maximum weight is 18,000 pounds. If the storage of household goods will be paid using the actual expense method, proceed to the Estimated Amount column. If the storage expenses will be paid for using the commuted rate method, complete the Commuted Rate field.

**Example:** 16,000 pounds should be entered as **16000**

**Commuted Rate.** If the storage of household goods is under the commuted rate system, complete this field.

**1st Day Rate** (*numeric field; max. of 6 positions*). Key in the total of all storage and transit rates applicable for the first day of storage.

**Example:** \$1.22 should be keyed in as **122**

**Other Days Rate** (*numeric field; max. of 6 positions*). Key in the total of the storage and transit rates for the remaining number of days (excluding the first day) in the storage period.

**Example:** \$.15 should be keyed in as **150**

**Warehouse** (*numeric field; max. of 6 positions*). Key in the total of all Warehouse Pickup/Delivery Rates for the entire storage period.

**Example:** \$3.83 should be keyed in as **383**

**Est Amount** (*optional; numeric field; max. of 7 positions*). Key in the total amount if the actual expense method is authorized. If the commuted rate is authorized, the total amount is system generated based on the entries in the Commuted Rate fields.

**20. Trans Of Mobile Home Ind** (*alphanumeric field; 1 position*). Key in **Y** if transportation of a mobile home in lieu of the shipment and storage of household goods is authorized. The transportation of a mobile homes is not allowable for Type Travel OT, unless the new duty station is Alaska.

**Est Amount** (*optional; numeric field; 7 positions*). Key in the estimated amount authorized for the transportation of a mobile home.

**21. Trans Of Private Vehicle Ind** (*alphanumeric field; 1 position*). Key in **Y** if transportation and storage of a POV is authorized.

**Est Amount** (*optional, numeric field; 7 positions*). Key in the estimated amount authorized for transportation and storage of a POV.

**22. Temporary Quarters Ind** (*alphanumeric field; 1 position*). Key in *Y* if temporary quarters expenditures for the relocating employee and his or her immediate family is authorized. Then complete the fields listed below.

**Note:** TQSE can be authorized based on an actual expense method for a maximum of 120 days or on a fixed daily rate method for a maximum of 30 days. If the agency offers the employee the fixed daily rate method, the employee has the option to choose between the fixed rate method and the actual expense method. If the employee chooses the fixed daily rate method and it does not adequately cover the TQSE, the employee will **not** receive additional TQSE reimbursement.

**No Days** (*numeric field; max. of 3 positions*). To authorize TQSE based on the actual expense method, key in the total number of days, in whole days, authorized for temporary quarters. Temporary quarters are initially allowed for a maximum of 60 consecutive days. In special circumstances, the temporary quarters may be extended for up to an additional 60 days.

To authorize TQSE based on a fixed daily rate method for a maximum of 30 days, key in the total number of days, in whole days, authorized for temporary quarters.

**Example:** 30 days should be keyed in as **30**

**Rate 1st 30 Days** (*numeric field; 6 positions max.*). To authorize TQSE based on the traditional actual expense method, key in the daily rate authorized during the first 30-day period. This daily rate is obtained by adding together the daily rates allowed for the employee and all other members of the immediate family. The maximum daily amounts allowed for temporary quarters differ for the employee, spouse, and other family members.

To authorize TQSE based on a fixed daily rate method, key in the fixed daily rate. Explain in Block 42, Remarks, of Form AD-202 that the fixed daily rate is being authorized.

**Example:** \$200.00 should be keyed in as **20000**

**Rate Over 30 Days** (*numeric field; 6 positions max.*). To authorize TQSE based on the traditional actual expense method, key in the daily rate authorized for the remaining days of temporary quarters occupancy. This period of time usually covers a second 30-day period unless the agency has granted an extension to the employee based on compelling circumstances.

Again, this daily rate is obtained by adding together the daily rates allowed for the employee and all other members of the immediate family.

**Example:** \$160.00 should be keyed in as **16000**

**Note:** This field is left blank when authorizing TQSE based on the fixed daily rate for a maximum of 30 days.

**Est Amount** (*optional, numeric field; 7 positions max*). The total estimated amount authorized for the occupancy of temporary quarters is system generated.

**Note:** To compute the estimated amount of temporary quarters expenses, use the following formula: (daily rate for the first 30 days X number of applicable days) + (daily rate for over 30 days X number of applicable days) = estimated amount.

**23. Misc Allowance Ind** (*alphanumeric field; 1 position*). Key in *Y* if miscellaneous allowance (e.g., \$350.00 or \$700.00) is authorized. The miscellaneous allowance is for the purpose of defraying various costs associated with discontinuing residence at one location and establishing residence at a new location, such as charges for disconnecting and establishing service with utility companies.

**Est Amount** (*optional, numeric field; 7 positions max.*). Key in the total estimated amount authorized for miscellaneous expenses.

**24. Real Estate Expenses Ind** (*alphanumeric field; 1 position*). Key in *Y* if reimbursement of real estate expenses to be paid by the relocating employee is authorized. Complete the following fields where appropriate.

**Sale Res Ind** (*alphanumeric field; 1 position*). Key in *Y* if reimbursement of sale of residence expenses at the old duty station is authorized.

**Amount** (*numeric field; 7 positions max.*). Key in the estimated amount of real estate expenses authorized for the sale of the residence at the old official duty station.

**Note:** When sale of residence expenses are authorized for payment to the traveler, the Home Purchase Service cannot be authorized (Fields 25 and 26).

**Purchase Res Ind** (*alphanumeric field; 1 position*). Key in *Y* if reimbursement of expenses associated with the employee's purchase of a residence is authorized.

**Amount** (*numeric field; 7 positions max.*). Key in the estimated amount to be reimbursed to the employee

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for expenses associated with the purchase of a residence at the new duty station.

**Lease Term Ind** (*alphanumeric field; 1 position*). Key in *Y* if reimbursement of expenses associated with settling an unexpired lease at the old duty station is authorized.

**Amount** (*numeric field; 7 positions max.*). Key in the estimated amount to be reimbursed to the employee for expenses associated with the termination of a lease at the old duty station.

**Est Amount** (*optional, numeric field; 7 positions max.*). Key in the cumulative total of all estimated amounts entered in Fields 24.

**25. Home Purchase Information.** Complete the fields below if the employee opts to use the Home Purchase Service. The information recorded in this field is necessary for estimating the fee that will be charged by the relocation company for the Home Purchase Service.

Under the Home Purchase Service, the relocation company will make an offer to purchase the employee's residence at the old official station for its fair market value as determined by independent appraisals. This service is provided by the relocation company for a **fee**. Upon receipt of a properly prepared AD-616R and the necessary documentation, NFC will reimburse the relocation company in lieu of the traveler.

**Note:** When the Home Purchase Service is authorized, the employee cannot be authorized sale of residence expenses in Field 24.

**Street** (*alphanumeric field; 35 positions max.*). Key in the street address of the residence at the old official station.

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the residence.

**St** (*alpha field; 2 positions*). Key in the state of the residence.

**ZIP Code** (*numeric field; 9 positions max.*). Key in the ZIP Code of the residence.

Press [Enter] to move to Screen TV01012, AD-292R/Section C – Itinerary and Expenditures, Relocation (Continued) (**Figure 21**).

**Property Ownership.** Complete the fields below to establish property ownership.

**Name** (*alphanumeric field; 35 positions max.*). If the Home Purchase Service is authorized, key in the names of all owners of the property identified above

on the lines provided. A maximum of three names may be shown.

**Examples:** Jill Doe  
John Doe

**PCT** (*numeric field; 5 positions max.*). Key in the percentage of the property that is owned by each property owner next to his or her name.

**Example:** Key in 50% as **5000**  
Key in 50% as **5000**

**Immed Family** (*alphanumeric field; 1 position*). Key in *Y* if the owner is the employee or a member of the immediate family (subject to the special property title requirements in accordance with FTR. Key in *N* if the owner is not a member of the immediate family.

**Marital Status** (*alphanumeric field; 1 position*). Key in the appropriate code representing the employee's marital status from the list below:

**S** Single  
**M** Married  
**D** Divorced  
**W** Widowed

**Sales Price** (*numeric field; 8 positions max.*). Key in the estimated sales price (i.e., market value) of the residence that will be sold to the relocation company.

**Example:** Key in \$80,000.00 as **8000000**

**Pct Authorized** (*numeric field; 5 positions max.*). Key in the percentage applicable to the type of sale based on the percentage published in the GSA Supply Schedule, **less** the percentage of outside family ownership, and/or percentage used as income producing property.

**Example:** Key in 22.52% as **2252**

**Pct Income** (*numeric field; 5 positions max.*). If applicable, key in the percentage of the property that is used as income producing. Otherwise, leave the field **blank**.

**Title Defect** (*alphanumeric field; 1 position*). Key in *Y* for yes or *N* for no to indicate whether any problems exist with the title to the property.

**Urea-formaldehyde** (*alphanumeric field; 1 position*). Key in *Y* for yes or *N* for no to indicate whether the residence contains urea-formaldehyde foam insulation (UFFI).

**Home Purchase Est Amount** (*optional, numeric field; 8 positions max.*). Key in the estimated amount authorized for the Home Purchase Service. This amount is calculated by multiplying the estimated sales price by the percentage authorized.

```

TV01012  AD-202R/SECTION C - ITINERARY AND EXPENDITURES  13:25:32  07/27/97
                RELOCATION (CONTINUED)
25. HOME PURCHASE INFORMATION >> CONT.
                PROPERTY OWNERSHIP >>  NAME                                PCT  IMMED  MARITAL
                PCT  FAMILY  STATUS
                SALES PRICE:                                PCT AUTHORIZED:                                PCT INCOME:
                TITLE DEFECT: N  (Y/N)  UREA-FORMALDEHYDE: N  (Y/N)
                HOME PURCHASE EST AMOUNT:
26. RELOCATION SERVICES >>  IND: N  (Y/N)  COMPANY NAME:
                TYPE SERVICES >> (Y/N)  PURCHASE: N  FINDING: N
                MARKETING: N  MORTGAGE: N
27. RELOCATION SERVICES CANCELLATION >> IND: N  (Y/N)
                AGENCY: N  EMPLOYEE: N  RELO COMP: N  FEES:
TOTAL ESTIMATED EXPENDITURES >>
28. HOUSEHUNT:
29. TRANSFER OF STATION:                                160000
30. TOTAL EST EXP AUTHORIZED:                            160000  DATE:
ENTER DATA THEN SELECT OPTION
CLEAR= EXIT                PF1= MENU                PF8= HOLD AND EXIT
ENTER= PROCESS            PF7= PREV                PF9= HOLD
    
```

**Figure 21. Screen TV01012, AD-202R/Section C – Itinerary and Expenditures, Relocation (Cont’d)**

**26. Relocation Services Ind** (*alphanumeric field; 1 position*). Key in **Y** if the employee opts to use one or more of the services offered under the Relocation Services Program and complete the fields below.

**Company Name** (*alphanumeric field; 1 position*). If relocation services will be used, key in the code, from the list below, that identifies the relocation services company.

- A** Associates Relocation Management Co., Inc.
- E** Home Equity, Inc.
- P** Prudential Relocation

**Type Services.** Key in **Y** in each field below identifying the services that will be used by the employee.

**Purchase** (*alphanumeric field; 1 position*). Key in **Y** to authorize the home purchase service provided by the relocation company. The home purchase service allows the relocation company to make an offer to purchase the employee’s residence at the old duty station for its fair market value. This service is provided for a fee.

**Finding** (*optional, alphanumeric field; 1 position*). Key in **Y** if the employee opts to use the home finding service provided by the relocation company. The relocation company will provide individual counseling services to familiarize the transferring employee with the real estate market (including rental properties), schools, taxes, commuting, community life, at the new duty station. This service is provided free of charge.

**Marketing** (*optional, alphanumeric field; 1 position*). Key in **Y** if the employee opts to use the home marketing service provided by the relocation company. The relocation company will aid the transfer-

ring employee in selecting a real estate broker and establishing a realistic listing price and marketing strategy. This service is provided free of charge.

**Mortgage** (*optional, alphanumeric field; 1 position*). Key in **Y** if the employee opts to use the mortgage finding service provided by the relocation company. The relocation company will provide information on the types and availability of mortgage financing and qualification requirements. This service is provided free of charge.

**27. Relocation Services Cancellation Ind** (*alphanumeric field; 1 position*). Key in **Y** to cancel the authorization of relocation services previously approved. These services may be cancelled by the agency, the employee, or the relocation company. Leave this field **blank** when establishing a new authorization.

**Agency** (*alphanumeric field; 1 position*). Key in **Y** if the agency is responsible for the cancellation of the relocation services.

**Employee** (*alphanumeric field; 1 position*). Key in **Y** if the employee is responsible for the cancellation of the relocation services.

**Relo Comp** (*alphanumeric field; 1 position*). Key in **Y** if the relocation company is responsible for cancelling the relocation services.

**Fees** (*numeric field; 7 positions max.*). In the event of a cancellation, any justifiable fees (e.g., for inspections, title search, and appraisals) that the relocation firm paid will be reimbursed by the Government if these fees are customarily reimbursed under provisions of the FTR. Key in the amount authorized for the reimbursable fees.

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**Note:** Field 27 can only be used on authorization amendments (**Action Code A**).

### Total Estimated Expenditures

**28. Househunt** (*numeric field; 8 positions max.*). The total amount of authorized travel expenses for the househunting trip is system generated in this field.

**29. Transfer Of Station** (*required, numeric field; 8 positions max.*). If estimated amounts were keyed in for **all** transfer of station expenditures authorized, this amount will be system generated. If estimated amounts were not keyed in for **all** expenditures authorized, you must key in the amount authorized for the transfer of station expenditures.

**30. Total Est Exp Authorized.** This field is system generated.

**Date** (*required, numeric field; 6 positions*). Key in the date (mm/dd/yy) that the service agreement was signed by the employee.

**Example:** Key in **060297** to record June 2, 1997.

Press [Enter] to move to Screen TV01017, AD-202/Section C – Itinerary & Estimated Expenditures (Continued) (**Figure 22**).

Complete the fields as follows:

```

TV01017  AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES 13:25:42 07/27/97

SECTION D - ACCOUNTING CLASSIFICATION
25. PURPOSE CODE          ACCOUNTING CLASSIFICATION          CLAIM PERCENTAGE

                                     THESE PERCENTAGES MUST EQUAL 100 PCT

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR=  EXIT              PF1=  MENU              PF8=  HOLD AND EXIT
ENTER=  PROCESS          PF7=  PREV              PF9=  HOLD
  
```

**Figure 22. Screen TV01017, AD-202/Section C – Itinerary & Estimated Expenditures**

### Section D – Accounting Classification

Section D is used to record the accounting classification that will be charged for the travel. This accounting will be stored in the travel authorization record. Screen TV01017, AD-202/Section C-Itinerary and Estimated Expenditures (**Figure 22**) is used to key in the accounting classification data. When an associated voucher is filed, agencies may simply check a field on the voucher to charge the stored accounting. However, the voucher provides agencies with the capability to distribute the claim to accounting other than that shown on the AD-202, without amending the AD-202.

**25. Purpose Code** (*required, numeric field; 2 positions max.*). Key in a purpose of travel code from the list below for each line of accounting.

- 6 Relocation
- 7 Entitlement/Home leave
- 12 First post of duty

- 13 Rest and recuperation
- 14 Educational

**Notes:** (1) If the Purpose Code is 6 or 7, agencies are **not** required to key in the preceding zero. (2) If Type Travel is TS or OT, only Purpose Codes 6 and 12 may be used.

**Example:** Record Purpose Code 1 as **1** or **01**

**Accounting Classification** (*required, alphanumeric field; 35 positions max.*). Key in the agency management or accounting classification code(s) to be charged for the travel. Up to 7 lines of accounting may be used.

**Note:** Be sure to **start** the accounting on **Line 1** of this section. Do **not** skip a line between multiple lines of accounting.

- If a document control number (DCN) (as assigned through NFC's Funds Control System) is used with the

accounting code, it must be placed at the end of the accounting code.

**Example:** If the accounting code is 12345678 and the DCN is 0001, key in **123456780001**

- If the accounting is for an agency other than the traveler's employing agency, the accounting must be entered in a special manner. In these instances, key in the paying agency's accounting code and follow the accounting code with a slash (/). Immediately behind the slash, key in the 2-position agency code that identifies the paying agency. Directly behind the agency code key in the 4-digit accounting station code of the paying agency. Do not space between the agency code and the accounting station code. Also follow this procedure if multiple accounting codes are to be charged to another agency.

**Example:** If an employee works for the Forest Service (Agency Code 11) but is traveling for NFC and NFC will be paying for the trip (Agency Code 90, Accounting Station Code 0010, Accounting Code 99999999), the accounting section should be completed as follows:

**99999999/900010**

- If multiple agencies other than the employing agency are responsible for the cost of the trip, show each agency on a separate line following the procedures stated in the above paragraph. If the employing agency is paying for part of the trip along with another agency or agencies, enter the employing agency's accounting on one line (without the slash, agency code, and accounting station) and follow the procedure as explained above for all agencies other than the employing agency.

**Note:** In the case of Forest Service who charges different regions and units within its own agency, the exact same procedure as outlined above (i.e., showing the slash, agency code, and accounting station code) must be followed.

**Claim Percentage** (*required, numeric field; 3 positions max.*). Key in the percentage of estimated expenditures for each line of accounting. Percentages must be keyed in as **whole numbers**.

**Example:** 80% would be keyed in as **80**  
20% would be keyed in as **20**

**Note: Do not** key in dollar amounts or percentage signs. The sum of the individual percentages **must** equal 100 percent.

After completing Screen TV01017, press [Enter] to move to Screen TV01005, AD-202/Section E – Travel Advance (**Figure 11**).

Screen TV01005 is completed according to instructions under [Adding A New Authorization/Advance for Temporary Duty Travel](#).

### **Requesting An Advance Only**

At the Travel System (TRVL) Menu (**Figure 5**), key in 10 at the Enter Task field and press [Enter]. Screen TV01001, AD-202/Section A – Identification (**Figure 6**) is displayed.

Follow the instructions under [Adding an Authorization/Advance For Temporary Duty Travel](#) or [Adding An Authorization/Advance For Relocation Travel](#), making the following changes:

1. **Action Code** (*alpha field; 1 position*). Key in **V** (advance only).

After keying in the traveler's authorization number, social security number, and name, press [Enter]. The remaining fields on the screen are system generated.

Screen TV01005 is displayed for keying in the advance and approving officer information. Key in the necessary data.



## Viewing, Modifying, And Deleting An Authorization/Advance Prior To System Release

Users can view, modify, or delete an authorization/advance record at any time **prior** to system release to NFC for processing. Once the documents have been released to NFC for processing, authorization records can **only** be changed by input of an amendment, or cancelled by input of a cancellation action. See [Amending a Previously Established Authorization](#) or [Cancelling a Previously Established Authorization](#) for instructions.

To access an authorization/advance record prior to release, follow the instructions provided below:

- At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **10** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Authorization/Advance (**Figure 23**), is displayed listing all available documents. Documents that may be viewed, modified, or deleted are those that are identified as *pending* or *on hold* in the Current Status column. Documents that have already been released are identified as *released* in the Current Status column.

**Note:** Documents in a pending or hold status will remain that way indefinitely until the agency takes action to release the documents to NFC for processing or deletes the documents from the system. Documents that have been released to NFC will appear on Screen TV02001

only on the day of release. When NFC executes the nightly Travel System job, the released documents will be brought into the job stream for processing.

At Screen TV02001, scroll through the list to locate the applicable document.

- To view or modify the data, at the Sel field, key in any alphanumeric character to select the document and press [Enter]. Screen TV01001, AD-202/Section A – Identification (**Figure 6**) is displayed showing the data for the document selected. To make changes to the document, follow the instructions under [Adding an Authorization/Advance Record for Temporary Duty Travel](#) or [Adding an Authorization/Advance Record For Relocation Travel](#). Repeat this process to view or modify additional documents.
- To delete the document, at the Sel field, key in **D** to select the document and press [PF4]. The document is deleted and the system confirms the delete action with a message. Repeat this process until all documents have been successfully deleted.

Press PF10 to move to Screen TV02000, (Remote) Document Selection List For Authorization/Advance (**Figure 24**). This screen is used to release the authorization/advance to NFC for processing. Instructions for this function are provided under [Releasing An Authorization/Advance for TRVL Processing](#).

To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

TV02001	NATIONAL FINANCE CENTER			13:28:31	07/27/97	
	TRAVEL SYSTEM (TRVL)					
	(REMOTE) DOCUMENT SELECTION LIST FOR AUTHORIZATION/ADVANCE					
SEL	SOCIAL SECURITY	AUTHORIZATION NUMBER	TYPE TRAVEL	TRAVEL DATE	RELEASE DATE	CURRENT STATUS
	XXX XX XXXX	XXXXXXXXXXXXXX	DM	99 99 99	99 99 99	
						PAGE: 0001
CLEAR= EXIT	PF1= MENU	PF4= DELETE	PF8 = NEXT PAGE	PF12=PRINT		
ENTER= PROCESS	PF2= ADD DOC	PF7= PREV PAGE	PF10= RELEASE			

**Figure 23. Screen TV02001, (Remote) Document Selection List For Authorization/Advance**

# Systems Access Manual

## Travel And Transportation

### Travel Online Data Entry

TV02000	NATIONAL FINANCE CENTER			13:30:36	07/27/97	
	TRAVEL SYSTEM (TRVL)					
	(REMOTE) DOCUMENT SELECTION LIST FOR AUTHORIZATION/ADVANCE					
SEL	SOCIAL SECURITY	AUTHORIZATION NUMBER	TYPE TRAVEL	TRAVEL DATE	RELEASE DATE	CURRENT STATUS
	XXX XX XXXX	XXXXXXXXXXXXXX	DM	99 99 99	99 99 99	
						PAGE: 0001
CLEAR= EXIT		PF7= PREV PAGE		PF10= RELEASE		
PF1 = MENU		PF8= NEXT PAGE		PF12= RETURN		

**Figure 24. Screen TV02000, (Remote) Document Selection List for Authorization/Advance**

## Amending A Previously Established Authorization

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **10** at the Enter Task Field and press [Enter]. Screen TV01001, AD-202/Section A – Identification (**Figure 6**) is displayed.

**Note:** Documents cannot be amended on the same day they are released.

Follow the instructions under [Adding An Authorization/Advance For Temporary Duty Travel](#) or [Adding An Authorization/Advance For Relocation Travel](#), making the following changes:

**1. Action Code** (*alpha field; 1 position*). Key in **A** (Amend).

After keying in the authorization number and social security number, press [Enter]. The existing authorization record is displayed. Make adjustments to field data as needed.

**Caution:** If your agency uses the Imprest Fund to obtain advances, contact your travel coordinator for agency-specific procedures for preparing an advance request **before** you key in the advance.

**Note:** If the amendment is to a multiple traveler authorization, key in the authorization number **only** and press [Enter]. Access Screen TV01008, AD-202M/Multiple Travelers Identification (**Figure 7**) to amend a multiple traveler authorization for adding or deleting travelers.

Complete the data as follows:

**1 Add/Del** (*alphanumeric field; 1 position*). To add or delete a traveler from an existing authorization, key in the appropriate Amendment Action Code (AAC) from the list below.

<b>A</b>	Add
<b>D</b>	Delete

**2 Soc. Sec. No.** (*required, numeric field; 9 positions*). Key in the social security number of any traveler being added to the authorization.

**3 Name** (*required, alphanumeric field; max. of 30 positions*). Key in the new traveler's last name, first name, and middle initial.

**4 Training Doc. No.** (*alphanumeric field; 10 positions*). If the purpose of the trip is to attend a training class (Purpose Code 3), key in the training document number assigned to the corresponding SF-182, Request, Authorization, Agreement, and Certificate of Training for **each** traveler. Do not use punctuation (e.g., spaces or hyphens). Otherwise, leave this field **blank**.

**Example:** Key in training document number 9-99-XX-99999 as **999XX99999**

**Note:** If the purpose code is 15, Informal Training, a training document is not required; therefore, this field may be left blank.

**5 No of Travelers** (*numeric field; 2 positions max.*). Key in the total number of authorized travelers.

## Cancelling A Previously Established Authorization

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **10** at the Enter Task Field and press [Enter]. Screen TV01001, AD-202/Section A – Identification (**Figure 6**) is displayed.

**Note:** Documents established and released cannot be cancelled until the following day.

Follow the instructions under [Adding An Authorization/Advance For Temporary Duty Travel](#) or [Adding An Authorization/Advance For Relocation Travel](#), making the following changes:

**1. Action Code** (*alpha field; 1 position*). Key in **C** (Cancel).

After keying in the traveler's authorization number and social security number, press [Enter]. The existing authorization record is displayed. Press [Enter]. Screen TV01005 is displayed for keying in the approving officer information. Key in the data.



## Printing An Authorization/Advance

To print an authorization/advance, follow the instructions provided below:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **10** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Authorization/Advance (**Figure 23**), is displayed listing all available documents.

At Screen TV02001 (**Figure 23**), scroll through the list to locate the applicable document. At the Sel field, key in any alphanumeric character to select the document and press [PF12]. Screen TV02002, (Remote) Printer Destination Screen (**Figure 25**), is displayed.

Use Screen TV02002 to key in information for the printing destination.

Complete the fields as follows:

**1** **Job ID (A-Z)** (*alpha field; 1 position*). Key in a letter from **A** to **Z** as the job identifier.

**2** **Destination Of Remote Printer** (*alphanumeric field; 16 positions max.*). Key in the remote printer destination ID number.

**3** **Routing Information** (*alphanumeric field; 19 positions max.*). Key in the routing information.

**4** **Select Browse (Default To Print)** (*alpha field; 1 position*). Key in **Y** (yes) to browse. Key in **N** (no) to print. The default is set to print. **Note:** To browse a document, you must access the Interactive System Productivity Facility (ISPF) System. (Refer to the ISPF procedure manual under Title IV, Chapter 2, Section 2).

**5** **Select Copies (Default To 1)** (*numeric field; 1 position*). Key in the number of copies to print.

**6** **Select (S)ingle Document (Default)** (*alpha field; 1 position*). Key in one of the following codes for the type of travel document to print:

<b>S</b>	Single document, as selected (default)
<b>A</b>	Authorizations
<b>V</b>	Vouchers
<b>B</b>	Both authorizations and vouchers

Press [PF12] to print. The selected document(s) print at the destination entered.

- To print another record, repeat the above process.
- To display the previous screen, press [PF7].
- To display the TRVL Menu, press [PF1].
- To exit, press [Clear].

```

TV02002                NATIONAL FINANCE CENTER                13:37:26                07/27/97
                        TRAVEL SYSTEM (TRVL)
                        (REMOTE) PRINTER DESTINATION SCREEN

JOB ID (A-Z):          1

DESTINATION OF REMOTE PRINTER:  2

ROUTING INFORMATION:    3

SELECT BROWSE (DEFAULT TO PRINT) 4  N  (Y/N)  OPTIONAL
SELECT COPIES (DEFAULT TO 1) 5      1          OPTIONAL
SELECT (S)INGLE DOCUMENT (DEFAULT) 6 S  (S/A/V/B) OPTIONAL
      ALL (A)UTHORIZATIONS
      ALL (V)OUCHERS
      ALL (B)OTH AUTHS AND VOUCHERS

FILL IN THE NECESSARY FIELDS THEN PRESS PF12 TO SUBMIT JOB
CLEAR= EXIT           PF1= MENU           PF7= PREV           PF12= PRINT
  
```

**Figure 25. Screen TV2002, (Remote) Printer Destination Screen**

### **Releasing An Authorization/Advance For TRVL Processing**

Following are instructions to release an authorization/advance to NFC for processing. Documents that are ready for release are identified as *Pending* in the Current Status column. The release function can be executed **only** by approving officials and their designees. For this reason, some users will have access to the data entry screens but will not have the authority to release the documents once entry has been completed.

To release a document, follow the instructions provided below:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **10** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Authorization/Advance (**Figure 23**), is displayed listing all available documents.

At Screen TV02001, press [PF10]. Screen TV02000 (Remote) Document Selection List For Authorization/

Advance (to release documents) (**Figure 24**) is displayed.

At Screen TV02000 scroll through the list to locate the applicable document. At the Sel field, key in any alphanumeric character to select the document and press [PF10].

The message *Document Has Been Released* appears at the bottom of the screen. The status of the document as shown in the Current Status column changes from *Pending* to *Released*.

**Notes:** Multiple documents may be released in two ways: **(1)** You may select documents one at a time and repeat the process individually or **(2)** You may select all the documents at the same time and press [PF10] the exact number of times to correspond with the number of documents selected.

- To return to Screen TV02001, press [PF12].
- To exit, press the applicable key shown at the bottom of the screen.

## Adding A Temporary Duty Travel Voucher

Voucher (Temporary Duty) is Option (Task) 11 on the Travel System (TRVL) Menu (**Figure 5**). Use this option to add, view, change, delete, release, and print temporary duty travel vouchers.

Complete the fields as follows:

At the Travel System (TRVL) Menu, key in **11** at the Enter Task field and press [Enter]. Screen TV01101, AD-616/Section A – Identification, Temporary Duty Travel (**Figure 26**), is displayed. This screen is the first of five screens used to key in AD-616 data.

**1. Travel Authorization No.** (*required, alphanumeric field; 13 positions*). Key in the authorization number of the specific AD-202 used to approve the travel for which reimbursement is being claimed.

**Note:** After keying in the authorization number and the social security number, press [Enter] to system generate information from the authorization. This will save key strokes.

**2. Social Security No.** (*required, numeric field; 9 positions*). Key in the traveler’s social security number or the agency assigned temporary identification number from the corresponding AD-202.

**3. Name** (*required, alphanumeric field; 30 positions max.*). Key in the traveler’s name as indicated below. **Do not** key in punctuation.

**Last** (*17 positions max.*). Key in the traveler’s last name. 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.

**First** (*12 positions max.*). Key in the traveler’s first or given name (or initial). Key in an initial if the traveler has an initial for the first name. If the employee has two or more first names or initials, separate one from the other with a space. **Do not** key in hyphens or periods.

**Middle Initial** (*1 position*). Key in the traveler’s middle initial.

**4. Agency Code** (*required, alphanumeric field; 2 positions*). Key in the 2-position agency code that identifies the traveler’s employing agency. If the traveler is a nongovernment employee or a Federal employee who is not payrolled by NFC, key in the code of the agency for which the employee has traveled

**Notes:** (1) If the traveler is employed by one agency but has traveled for another agency, the employing agency code is still keyed in this field. (2) In those situations where employees travel for an agency that is different from their employing agency, Section E– Accounting Classification, will be completed in a special manner to identify the agency and accounting station, as well as the accounting classification code that is to be charged for the payment. (See instructions for Screen TV01105, AD-616/Section E, Accounting Classification (**Figure30**)).

**5. Agency OON** (*required, alphanumeric field; 10 positions*). Enter the 10-position agency originating office number (OON) of the agency **paying** for the trip.

```

TV01101          AD-616/SECTION A - IDENTIFICATION          13:38:43          07/27/97
                TEMPORARY DUTY TRAVEL
 1. AUTHORIZATION NO:
 3. NAME >>      LAST:
 4. AGENCY CODE:  5. AGENCY OON:
 7. TRAVEL DATES >> FROM:
 8. TYPE CLAIM:  (DM/GR/OC/FG)
10. LEAVE TAKEN: (Y/N)
                                CITY
12. OFFICIAL DUTY STATION>>
13. RESIDENT >>
15. TOTAL NIGHTS LODGING:      16.NO. OF NIGHTS IN APPROVED ACCOMMODATIONS:
                                SECTION B - MAILING ADDRESS OPTIONS
17 THRU 21 (Y/N)>> 17.SALARY CHECK:  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
    
```

**Figure 26. Screen TV01101, AD-616/Section A – Identification, Temporary Duty Travel**

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**6. Traveler OON** (*alphanumeric field; 10 positions*). Key in the OON of the traveler submitting the AD-616 **only** if it is different than the agency OON.

**7. Travel Dates.** Key in the **actual** dates travel started and ended. Complete the fields as follows:

**From** (*required, numeric field; 6 positions*). Key in the date travel began using the mm/dd/yy format.

**Thru** (*required, numeric field; 6 positions*). Key in the date travel ended using the mm/dd/yy format.

**Example:** Key in **060296** to record June 2, 1996.

**8. Type Claim** (*required, alphanumeric field; 2 positions*). Key in one of the codes from the list below to define the type of trip taken by the employee.

<b>DM</b>	Domestic
<b>FG</b>	Foreign
<b>OC</b>	Outside the continental United States
<b>GR</b>	Escorted group

**9. Reclaim Amount** (*numeric field; 7 positions max.*). The system skips this field. **All** reclaim vouchers **must** be mailed to NFC for processing

**10. Leave Taken** (*alphanumeric field; 1 positions*). *N* is system generated in this field. Key in **Y** (yes) if annual or sick leave was taken during the period of travel.

**11. Training Doc No (For Purpose of Travel Code 3 Only)** (*alphanumeric field; 10 positions max.*). If the purpose of the trip was to attend a training class (Purpose Code 3), key in the training document number assigned to the corresponding SF-182, Request, Authorization, Agreement, and Certificate of Training. Otherwise, leave this field **blank**.

**Note:** If the purpose of travel code is 15, Informal Training, a training document is not required; therefore, Field 11 **must** be left blank.

### 12. Official Duty Station

**City** (*required, alphanumeric field; 20 positions max.*). Key in the city where the employee is now stationed.

**St** (*required, alphanumeric field; 2 positions*). Key in the 2-position state abbreviation code or the 2-position alpha country code.

### 13. Resident

**City** (*required, alphanumeric field; 20 positions max.*). If this is the same as the official duty station, leave this field **blank**. Otherwise, key in the city of the employee's residence.

**St** (*alphanumeric field; 2 positions*). Key in the 2-position state abbreviation code or 2-position alpha country code.

**14. Post Approval Indicator** (*alphanumeric field; 1 position*). Key in a **Y** in this field to approve expenditure(s), a change in itinerary, or a change in travel dates on the AD-616 which were not authorized on the AD-202. Key in an **N** or leave the field **blank** if post approval is not required.

**Notes: (1) If expenditures are post approved, then the approving official should be the individual who approved the authorization. If the approving official who signed the authorization is not available, then an individual at the same level in the organization may approve the voucher. (2) Post approval can only be used for Type DM (Domestic ) travel.**

**15. Total Nights Lodging** (*numeric field; 3 positions max.*). For Type DM travel only, key in the total number of nights lodging, if the traveler incurred subsistence, including those where expenses were not incurred.

**Example:** An employee travels for 6 days and 5 nights, but spends two nights at the home of a relative. Total nights lodging would be keyed in as **5**.

**16. No. of Nights In Approved Accommodations** (*numeric field; 3 positions max.*). Key in the total number of nights spent in public accommodations that comply with standards set forth in the Hotel and Motel Fire Safety Act of 1990.

**Example:** Using the example given for Field 15, if the same employee spent 3 of the 5 nights at a hotel which was in compliance with Fire Safety Act Standards, **3** would be keyed in this field.

### Section B – Address Options

This section is used to indicate the appropriate mailing address for the travel reimbursement. Travelers may select only one of the travel voucher mailing address options explained below.

**Note:** Employees of the Department of State and Department of Education, new employees who have not received their first salary payments, special appointees, and non-Government employees **must** use either the Special Address or Travel EFT Account option.

**17 THRU 21.** *N* is system generated in these fields. Key in **Y** in one of the following fields as described below.

**17. Salary Check** (*alphanumeric field; 1 position*). Key in **Y** if the voucher payment will be sent to the address or electronic funds transfer (EFT) routing number where the employee normally receives his or her salary payment. This option is only available to those employees who are payrolled by NFC and have received one or more salary payments from NFC.

**18. T & A Contact Point** (*alphanumeric field; 1 position*). Key in **Y** to route the reimbursement to the traveler's T&A contact point address. This option is only available to those employees who are payrolled by NFC and have received one or more salary payments from NFC.

**Note:** If an employee wants to use a T&A contact point address, he/she should first ensure that the address is accurate in NFC's Table Management System. To ensure the accuracy of the T&A contact point address, check with the individual in the agency who is responsible for maintaining T&A contact point information.

**19. Special** (*alphanumeric field; 1 position*). Key in **Y** to route the reimbursement check to an address other than the traveler's salary address, foreign address, travel EFT account, or T&A contact point location. Key in the special address in the address fields provided at the end of this section as described below. Do **not** show the traveler's name on the address lines; the name will be generated by the system. This option can be used by **all** travelers.

**Note:** Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

**Address** (*alphanumeric field; 35 positions max.*). Key in the street address and /or box number to be used for mailing the voucher payment.

**Address** (*alphanumeric field; 35 positions max.*). If additional space is needed for the street address and/or box number, use this line.

**City** (*alphanumeric field; 20 positions max.*). Key in the name of the city to which the voucher payment will be mailed.

**St** (*alphanumeric field; 2 positions*). Key in the abbreviation for the state to which the voucher payment will be mailed.

**ZIP Code** (*numeric field; 9 positions max.*). Key in the ZIP code of the location to which the voucher payment will be mailed. Do **not** enter punctuation or spaces.

**Example:** Key in the ZIP code 70160-0001 as **701600001**

**20. Foreign** (*alphanumeric field; 1 position*). Key in **Y** to route the travel reimbursement to a special address in a foreign country. Key in the foreign street address in the first Address field. Key in the foreign city name in the second Address field. Key in the foreign country name and ZIP code (if any) in the City field. Leave the State and ZIP Code fields blank.

**21. Travel EFT Acct** (*alphanumeric field; 1 position*). Key in **Y** to route the travel reimbursement to an EFT account other than the salary account. Key in the code used to identify the EFT account in the first Address field. 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 the second Address field and the City and State fields **blank**. Do not show spaces or special characters in the EFT account code. This option can be used by **all** travelers.

**Example:** 123456789**C**12345...

**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.

Press [Enter] to move to Screen TV01102, Transportation Costs, Temporary Duty Travel (**Figure 27**). This screen duplicates Form AD-616, Section C, Transportation Costs.

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TV01102	AD-616/SECTION C - TRANSPORTATION COSTS TEMPORARY DUTY TRAVEL	13:39:20	07/27/97
22. METHOD OF PAYMENT	23. VENDOR/ CARRIER	24. IDENTIFICATION NUMBER	25. CAR RENTALS MILES
CC	US	989898898	26. AMOUNT 39600
TOTALS:			39600
27. EXCESS FARE: N (Y/N)      NON CONTRACT: (0,1,2,3 OR SPACE)			
OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY			
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT	
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

**Figure 27. Screen TV01102, AD-616/Section C – Transportation Costs**

Complete the fields as follows:

### Section C – Transportation Costs

This section is used to record information pertaining to common carrier tickets and commercial vehicles rented in conjunction with official travel. Use a separate line to key in each ticket purchase and each incident of car rental.

**22. Method Of Payment** (*alphanumeric field; 2 positions*). Key in the code from the list below that identifies the method the traveler has used to purchase the transportation tickets and/or rental vehicle.

- CC**      Government Contractor issued credit card
- GV**      Government Transportation System (GVTS)
- TR**      Government Transportation Request (GTR)
- CH**      Cash

**Note:** If car rental is keyed in, the method of payment must be CC or CH.

**23. Vendor/Carrier** (*alphanumeric field; 2 positions*). For each method of payment indicated, key in the code for the name of the vendor who provided the transportation or rental vehicle to the traveler. The airline carrier code is the initials shown on the airline ticket. The rental vehicle vendor code is the first two letters of the vendor's name.

**24. Identification Number** (*alphanumeric field; 13 positions*). Key in the appropriate identification

number for the rental vehicle and/or transportation tickets. For car rental, key in the statement number from the car rental agreement. For transportation tickets purchased by GTR, key in the GTR number. For tickets purchased by GVTS, Government contractor-issued charge card, or cash, key in the ticket number.

**Note:** Do not show the GVTS account number or credit card number on the voucher.

**25. Car Rentals.** If a rental vehicle was used during the official travel, complete this field.

**Miles** (*numeric field; 5 positions max.*). For each incidence of car rental, key in, in **whole miles** only, the total number of miles driven in the rental car.

**Example:** Key in 400 miles as **400**

**Days** (*numeric field; 3 positions max.*). For each incidence, key in, in **whole days** only, the number of days that the rental vehicle was used by the traveler. The number of days entered for car rental cannot exceed the number of per diem days and/or the number of actual subsistence days claimed on the voucher. If subsistence is not claimed, the number of car rental days cannot exceed the number of days as shown in Field 7, Travel Dates.

**Example:** Key in 7 days as **7**

**Totals** (*numeric field; 7 positions max.*). The total number of miles a rental vehicle was driven by the traveler and the total number of days a rental vehicle was used by the traveler are system generated.



## Systems Access Manual Travel And Transportation Travel Online Data Entry

**Example:** Record the destination foreign country of Algeria as **125**

**City Code** (*numeric field; 4 positions*). If the type of travel is **FG only**, key in the 4-position numeric NFC-assigned city code (See the Appendix to the Travel System procedure for a list of valid codes.) for the city of the TDY location. Leave this field **blank** for all others types of travel.

**Example:** Record the destination foreign city of Algiers (Algeria) as **1000**

**City or County** (*alphanumeric field; 20 positions*). Complete this field as follows:

For Type Travel FG, key in the city name of the TDY location.

**Example:** Record the destination city of Algiers as **Algiers**

For Type C travel to locations within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico), key in the **city or county** name of the TDY location, following the **supplemental** guidelines provided below:

### – Travel Within CONUS.

If a locality is a **key** city as identified in Appendix A of Section 301 in the FTR, key in the city name. The city name must be shown **exactly** as listed in Appendix A, **including punctuation**. Abbreviations cannot be used.

**Examples:** (1) The city of St. Louis (Missouri) must be shown as **St. Louis**

Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR.

(2) Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show **Loveland** as the location name.

If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in Appendix A, **including punctuation**. Abbreviations may not be used.

**Note:** Agencies should show the actual locality name in Block 42, Remarks, of Form AD-202.

**Examples:** (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county),

which is listed in Appendix A of the FTR. Therefore, agencies must show **St. Tammany** instead of the city name of Mandeville.

Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR.

(2) Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore, agencies must show **Davis-Monthan AFB** as the location name.

(3) Jackpot, Nevada is not a key city, but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show **Elko** instead of the city name of Jackpot.

If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, key in the city name. In this case, the traveler is entitled to the standard CONUS rate.

### – Travel To Nonforeign Areas Outside of CONUS.

If the locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city name. The city name must be shown exactly as listed in DOS' publication, **including punctuation**.

**Example:** The city of Ft. Wainwright (Alaska) must be shown as **Ft. Wainwright**

Notice that the period was keyed in behind **Ft** because it is shown that way in DOS' publication.

If the locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must show **Other** as the city name in the City field in lieu of the actual city name. After recording **Other** in the City field, show the actual city name on the back of the voucher.

**Example:** The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word **Other** in the City field and show **Palmer** on the back of the voucher.

**State** (*alphanumeric field; 2 positions*). Complete this field as follows:

- For travel to locations within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico), key in the 2-position state abbreviation code. A list of state abbreviation codes for nonforeign areas is provided at the beginning of the **Appendix**.

- For Type FG travel, key in the 2-position alpha country code (**Appendix**).

**No Days** (*numeric field; 5 positions max.*). Key in the number of subsistence days claimed for each locality. Record fractional days using **25**, **50**, and **75**. Record whole days using **00** behind the whole number.

**Example:** Key in 1/4 day as **25**; 1 whole day as **100**; and 2 1/2 as **250**

**Amount** (*numeric field; 7 positions max.*). Key in the total dollar amount of subsistence claimed for each TDY location.

**Example:** Key in \$491.50 as **49150**

**Note:** Fields 29 through 37 are completed by transferring data from the Totals column of Section G, Schedule of Expenses and Amounts Claimed (the back of the AD-616 or the AD-617 continuation sheet).

### 29. Per Diem

**No. Days** (*numeric field; 5 positions max.*). Key in the total number of per diem days. Record fractional days using **25**, **50**, and **75**. Record whole days using **00** behind the whole number

**Example:** Key in 1/4 day as **25**; whole days as **100**; 2 1/2 days as **250**

**Amount** (*numeric field; 7 positions max.*). Key in the total amount of per diem claimed.

**Example:** Key in \$491.50 as **49150**

### 30. Actual Subsistence

**No. Days** (*numeric field; 5 positions max.*). The total number of actual subsistence days. Record fractional days using **25**, **50**, and **75**. Record whole days using **00** behind the whole number.

**Example:** Key in 1/4 day as **25**; whole days as **100**; 2 1/2 days as **250**

**Amount** (*numeric field; 7 positions max.*). Key in the total amount of actual subsistence claimed.

**Example:** Enter \$561.37 as **56137**

Press [Enter] to move to Screen TV01104, AD-616/Section D – Claims, Temporary Duty Travel (**Figure 29**). This screen is the continuation of Section D on Screen TV01103 (**Figure 28**).

### 31. Mileage

**Rate** (*numeric field; 4 positions max.*). Key in the applicable mileage rate in accordance with the FTR. A maximum of 4 rates may be keyed in.

**Example:** If the mileage rate is 31¢, key in **310**

**Miles** (*numeric field; 4 positions max.*). Key in the total number of miles driven at each rate.

**Example:** Key in 26 miles as **26**

**Amounts** (*numeric field; 7 positions max.*). Multiply each rate by the applicable number of miles. Add the resulting products together and enter the cumulative total amount of mileage claimed.

**Example:** Key in \$8.06 as **806**

### 32. Parking, Tolls, Etc.

**Amounts** (*numeric field; 7 positions max.*). Key in the total amount of parking, tolls, etc., claimed.

**Example:** Key in \$21.00 as **2100**

**Amounts** (*numeric field; 7 positions*). Key in the total amount of common carrier transportation costs claimed. A ticket, coupon, or other receipt is required.

TV01104	AD-616/SECTION D - CLAIMS TEMPORARY DUTY TRAVEL	13:39:50	07/27/97
			AMOUNTS
31. MILEAGE >>RATE:	MILES:	RATE:	MILES:
	RATE:	MILES:	MILES:
32. PARKING, TOLLS, ETC:			
33. PLANE, BUS, TRAIN:			
34. UNACCOMPANIED BAGGAGE:			
35. LOCAL TRANSPORTATION:			
36. MISCELLANEOUS EXPENSES:			
37. CAR RENTAL:			
38.		TOTAL CLAIM:	
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:	
OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY			
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT	
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

**Figure 29. Screen 01104, AD-616/Section D – Claims, Temporary Duty Travel**

## Systems Access Manual Travel And Transportation Travel Online Data Entry

### 33. Plane, Bus, Train

**Amount** (numeric field, max of 7 positions). Key in the total amount of common carrier transportation costs claimed. A ticket, coupon, or other receipt is required.

**Example:** Key in \$383.00 as 383.00

**Note:** Do not claim reimbursement of transportation tickets purchased through GVTS or by GTR.

### 34. Unaccompanied Baggage

**Amounts** (numeric field; 7 positions max.). Key in the total amount of unaccompanied baggage charges claimed. A receipt must be attached to support the claim.

**Example:** Key in \$50.00 as 5000

### 35. Local Transportation

**Amounts** (numeric field; 7 positions max.). Key in the total amount of local transportation charges claimed.

**Example:** Key in \$45.00 as 4500

### 36. Miscellaneous Expenses

**Amount** (numeric field; 7 positions max.). Key in the total amount of miscellaneous expenses claimed.

**Example:** Key in \$26.37 as 2637

### 37. Car Rental

**Amounts** (numeric field; 7 positions max.). Key in the total amount of car rental expenses claimed. A receipt and copy of the rental agreement for each inci-

dence of car rental is required to substantiate the car rental expense.

**Example:** Key in \$101.62 as 10162

### 38. Total Claim

**Amounts** (numeric field; 8 positions max.). Press [Enter] to system generate.

**39. Travel Advance Outstanding** (numeric field; 7 positions max.). Key in the travel advance amount outstanding at the time of voucher preparation.

**40. Applied To Outstanding Advance** (numeric field; 7 positions max.). Key in the amount of the travel reimbursement that is to be applied to the outstanding advance balance.

**41. Applied To Outstanding Bill For Collection** (numeric field; 7 positions max.). 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. Key in the amount that is to be applied to the bill.

**Bill No.** (alphanumeric field; 10 positions max.). Key in the Administrative Billings and Collections (ABCO) bill number to which a portion of the Total Claim amount will be applied.

**42. Additional Adv Repaid** (numeric field; 7 positions max.). Electronic users **are required** to leave this field blank.

**43. Remaining Adv Balance (Block 39 minus Block 40 and Block 42)** (numeric field; 7 positions max.). Key in the travel advance balance that remains outstanding after subtracting the amounts in Blocks 40 and 42.

```

TV01105      AD-616/SECTION E - ACCOUNTING CLASSIFICATION      13:40:02      07/27/97
              TEMPORARY DUTY TRAVEL
ACCOUNTING >> 45. AUTHORIZATION:      (Y/N)  46. DISTRIBUTED:      (Y/N)
PURPOSE CODE      ACCOUNTING CLASSIFICATION      CLAIM PERCENTAGE

              THESE PERCENTAGES MUST EQUAL 100 PCT
              SECTION F - CERTIFICATIONS
48. CLAIMANT DATE:      49. FINAL VOUCHER:      (Y/N)
APPROVING OFFICER >>
51. SSN:
53. PHONE >> AREA CODE & NO:(      )
54. NAME >> LAST:      FIRST:      MI:
      TITLE:      AGENCY CODE:
55. CONTACT PERSON >>NAME >>LAST:      FIRST:      MI:
56. PHONE >>AREA CODE & NO:(      )

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT      PF1= MENU      PF8= HOLD & EXIT
ENTER= PROCESS   PF7= PREV      PF9= HOLD
    
```

Figure 30. Screen TV01105, AD-616/Section E – Accounting Classification, Temporary Duty Travel

**44. Net To Traveler (Block 38 minus Block 40 and Block 41)** (*required, numeric field; 8 positions max.*). Press [Enter] to system generate.

Press [Enter] to move to Screen TV01105, AD-616/Section E – Accounting Classification, Temporary Duty Travel (**Figure 30**).

Complete the fields as follows:

### Section E – Accounting Classification

Section E is used to identify the accounting classification code(s) that will be charged for the travel expenditures.

#### Accounting

**45. Authorization** (*alpha field; 1 position*). *Y* is system generated in this field to indicate that the total amount of the voucher will be distributed to the accounting and purpose codes from the corresponding AD-202. Do not complete any other information in Section E. Proceed to Section F, Certification, Field 48.

**46. Distributed** (*alpha field; 1 position*). Key in *Y* to distribute the voucher claim to a **different** accounting classification code(s) and/or **different** purpose of travel code(s) than the one(s) indicated on the corresponding AD-202. Follow the instructions in the Purpose Code, Accounting Classification, and Percentage fields below.

**Purpose Code** (*required, numeric field; 2 positions max.*). Key in a purpose of travel code for each line of accounting that will be charged.

**Example:** Record Purpose Code 1 as *1* or *01*

<i>1</i>	Site visit
<i>2</i>	Information meeting
<i>3</i>	Training attendance
<i>4</i>	Speech or presentation
<i>5</i>	Conference attendance
<i>7</i>	Entitlement/Home leave
<i>8</i>	Special mission travel
<i>9</i>	Emergency travel
<i>10</i>	Other travel
<i>11</i>	Pre-employment
<i>13</i>	Rest and recuperation
<i>14</i>	Educational
<i>15</i>	Informal training

**Accounting Classification** (*required, alphanumeric field; 35 positions max.*). Key in the agency assigned management or accounting classification code(s), to be charged for the travel. Up to 7 management or accounting codes may be used.

**Note:** Be sure to **start** the accounting on **line 1** of this section. Do not skip a line between multiple lines of accounting.

- If a document control number (DCN) (as assigned through NFC's Funds Control System) is used with the accounting code, it must be placed at the end of the accounting code.

**Example:** If the accounting code is 12345678 and the DCN is 0001, key in **123456780001**.

- If the accounting is for an agency other than the traveler's employing agency, the accounting must be entered in a special manner. In these instances, key in the paying agency's accounting code and follow the accounting code with a slash. Immediately behind the slash, enter the 2-position agency code that identifies the paying agency. Directly behind the agency code enter the 4-digit accounting station code of the paying agency. Do not space between the agency code and the accounting station code. Also, follow this procedure if multiple accounting codes are to be charged to another agency.

**Example:** If an employee works for the Forest Service (Agency Code 11) but is traveling for NFC and NFC will be paying for the trip (Agency Code 90, Accounting Station Code 0010, Accounting Code 99999999), the accounting section should be completed as follows:

**99999999/900010**

- If multiple agencies other than the employing agency are responsible for the cost of the trip, show each agency's accounting on a separate line following the procedures stated in the above paragraph. If the employing agency is paying for part of the trip along with another agency or agencies, key in the employing agency's accounting on one line (without the slash, agency code, and accounting station) and follow the above procedure for all agencies other than the employing agency.

**Note:** In the case of Forest Service who charges different regions and units within its own agency, the exact same procedure as outlined above (i.e., showing the slash, agency code, and accounting station code) must be followed.

**Claim Percentage** (*alphanumeric field; 3 positions max.*). Key in the percentage of the total claim amount that is to be distributed to each individual line of accounting. Percentages must be keyed in as whole numbers.

**Example:** 80% would be keyed in as **80**  
20% would be keyed in as **20**

**Note:** Do not key in dollar amounts or percentage signs. The sum of the individual percentages must equal 100 percent.

# Systems Access Manual

## Travel And Transportation

### Travel Online Data Entry

#### Section F – Certifications

Section F is completed by the traveler and the approving official after all other sections of the form have been completed. Completion of this section serves as certification that all entries have been reviewed and verified as reasonable in accordance with regulations published in the FTR and that all required documentation is attached.

**48. Claimant Date** (*required, numeric field; 6 positions*). The claimant must key in the date the travel voucher is signed, using the mm/dd/yy format.

**Example:** Key in **060297** to record June 2, 1997.

**49. Final Voucher** (*optional, numeric field; 1 position*). Key in **Y** if this is the final voucher being filed against the corresponding AD-202. If **Y** is keyed in, the authorization will expire, and for those agencies that obligate, all remaining funds will be deobligated in the Travel System after the voucher is processed. Key in **N** or leave this field **blank** if this is **not** the final voucher for the AD-202.

**Note:** This field can **only** be used for Types B, N, and C authorizations issued for one traveler.

**50. Approving Officer's Signature.** This block on Form AD-616, Travel Voucher, does not appear on the screen.

#### Approving Officer

**51. SSN** (*required, numeric field; 9 positions*). Key in the social security number of the approving officer who will sign the voucher.

**52. Date Approved** (*required, numeric field; 6 positions*). Key in the date, using the mm/dd/yy format, the travel voucher is signed by the approving officer.

**53. Phone, Area Code & No** (*numeric field; 10 positions*). Key in the area code and telephone number of the approving officer.

**54. Name.** Key in the name of the approving officer as described below.

**Title** (*alphanumeric field; 20 positions max.*). Key in the title of the approving officer.

**Agency Code** (*required, alphanumeric field; 2 positions*). Key in the code which identifies the approving officer's employing agency.

**55. Contact Person, Name.** Key in the last name, first name, and middle initial of the person to contact for information regarding the voucher as described below.

**Last** (*alphanumeric field; 17 positions max.*). Key in the last name of the contact person, including suffixes such as **Jr**, **Sr**, and **II**. Use a space in lieu of a hyphen, apostrophe, period, etc., to separate the name.

**First** (*alphanumeric field; 12 positions max.*). Key in the first name of the contact person. If the first name is initials or two or more names, use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names.

**MI** (*alpha field; 1 position*). Key in the middle initial of the contact person.

**56. Phone, Area Code & No.** (*numeric field; 10 positions*). Key in the area code and telephone number of the person to contact for information regarding this voucher, if the phone number is different than the approving officer's phone number.

Press [Enter] to move to Screen TV01106, Remarks – AD-616, Temporary Duty Travel (**Figure31**). The Remarks screen is used to record narrative information that is pertinent to the voucher record.

**Remarks** (*alphanumeric field; max. of 20 lines*). Key in any additional information as required.

```
TV01106  REMARKS:      AD-616 - TEMPORARY DUTY TRAVEL      13:40:24  07/27/97

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "Enter" KEY
CLEAR= EXIT                PF1= MENU                PF9= HOLD
ENTER= PROCESS             PF7= PREV
```

**Figure 31. Screen TV01106, Remarks – AD-616, Temporary Duty Travel**

Press [Enter]. Screen TV01001, Identification (**Figure 6**), is displayed with the message *Document Is Ready To Be Released By An Approving Official* at the bottom of the screen.

- To add another document, repeat the above process. After adding all documents, print the document for signature of approving official, then release the document

using the instructions for [Releasing A Temporary Duty Travel Voucher for TRVL Processing](#).

- To perform another function, press the applicable function key. For instructions about other functions, see the applicable function heading (e.g., [Printing A Temporary Duty Travel Voucher](#)) under [Adding A Temporary Duty Travel Voucher](#).



## Viewing, Modifying, And Deleting A Temporary Duty Travel Voucher

To access the voucher (which is in pending or hold status), follow the instructions provided below:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **II** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Temporary Duty Travel (**Figure 32**), is displayed listing all available documents. Documents that may be viewed, modified, or deleted are those that are identified as *pending* or *on hold* in the Current Status column. Documents that have already been released are identified as *released* in the Current Status column.

**Notes: (1)** Documents in a pending or hold status will remain that way indefinitely until the agency takes action to release the documents to NFC for processing or deletes the documents from the system. Documents that have been released to NFC will appear on Screen TV02001 only on the day of release. When NFC executes the nightly Travel System job, the released documents will be brought into the job stream for processing. **(2)** Users may unrelease travel vouchers to make changes; however, this unrelease function can **only** be

executed on the **same day** that the vouchers were released to NFC. See instructions under [Unreleasing A Document](#).

At Screen TV02001, scroll through the list to locate the applicable document.

- To view or modify the data, at the Sel field, key in any alphanumeric character to select the document and press [Enter]. Screen TV01101, AD-616/Section A – Identification (**Figure 26**) is displayed showing the data for the document selected. To make changes to the document, follow the instructions under [Adding A Temporary Duty Travel Voucher](#).

Repeat this process to view or modify additional documents.

- To delete the document, at the Sel field, key in **D** to select the document and press [PF4]. The document is deleted and the system confirms the delete action with a message. Repeat this process until all documents have been successfully deleted.
- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

TV02001	NATIONAL FINANCE CENTER			13:40:43	07/27/97				
	TRAVEL SYSTEM (TRVL)								
	(REMOTE) DOCUMENT SELECTION LIST FOR TEMPORARY DUTY TRAVEL								
SEL	SOCIAL SECURITY XXX XX XXXX	AUTHORIZATION NUMBER XXXXXXXXXXXXXX	TYPE TRAVEL DM	TRAVEL DATE 99 99 99	RELEASE DATE 99 99 99	CURRENT STATUS HOLD			
						PAGE: 0001			
MAKE SELECTION THEN PRESS THE ENTER KEY OR PFKEY									
CLEAR=	EXIT	PF1=	MENU	PF4=	DELETE	PF8=	NEXT PAGE	PF10=	RELEASE
ENTER=	PROCESS	PF2=	ADD DOC	PF7=	PREV PAGE	PF9=	UNRELEASE	PF12=	PRINT

**Figure 32. Screen TV02001, (Remote) Document Selection List for Temporary Duty Travel**



### Printing A Temporary Duty Travel Voucher

To print the document, follow the instructions provided below:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **II** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Temporary Duty Travel (**Figure 32**), is displayed listing all available documents.

At Screen TV02001, scroll through the list to locate the applicable document. At the Sel field [1], key in any alphanumeric character to select the document and press [PF12]. Screen TV02002, (Remote) Printer Destination Screen (**Figure 25**), is displayed. Use Screen TV02002 to key in information for the printing destination. See instructions under [Printing An Authorization/Advance](#).

### Releasing A Temporary Duty Travel Voucher

Following are instructions to release a temporary duty travel voucher to NFC for processing. Documents that are ready for release are identified as **Pending** in the Current Status column. The release function can be executed **only** by approving officials and their designees. For this reason, some users will have access to the data entry screens but will not have the authority to release the documents once entry has been completed.

To release a document, follow the instructions provided below:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **II** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Temporary Duty Travel (**Figure 32**), is displayed listing all available documents.

At Screen TV02001, press [PF10]. Screen TV02100, (Remote) Document Selection List For Temporary Duty Travel (**Figure 33**) (second release screen), is displayed.

At Screen TV02100, scroll through the list to locate the applicable document. At the Sel field [1], key in any alphanumeric character to select the document and press [PF10].

The message *Document Has Been Released* appears at the bottom of the screen. The status of the document as shown in the Current Status column changes from **Pending** to **Released**.

**Note:** Multiple documents may be released in two ways: (1) You may select documents one at a time and repeat the process individually or (2) you may select all the documents at the same time and press [PF10] the exact number of times to correspond with the number of documents selected.

To return to Screen TV02001, press [PF12].

- To exit, press the applicable key shown at the bottom of the screen.

TV02100	NATIONAL FINANCE CENTER TRAVEL SYSTEM (TRVL)	13:41:32	07/27/97
(REMOTE) DOCUMENT SELECTION LIST FOR TEMPORARY DUTY TRAVEL			
SEL	SOCIAL SECURITY XXX XX XXXX	AUTHORIZATION NUMBER XXXXXXXXXXXXX	TYPE TRAVEL DM
	TRAVEL DATE 99 99 99	RELEASE DATE 99 99 99	CURRENT STATUS HOLD
			PAGE: 0001
MAKE SELECTION THEN PRESS THE ENTER KEY OR PFKEY CLEAR= EXIT                      PF7= PREV PAGE                      PF10= RELEASE PF1 = MENU                        PF8= NEXT PAGE                      PF12= RETURN			

**Figure 33. Screen TV02100, (Remote) Document Selection List For Temporary Duty Travel**



## **Unreleasing A Temporary Duty Travel Voucher**

Following are instructions to **reverse the release** of a travel voucher document. Documents that have been released for NFC processing are identified as **Released** in the Current Status column. **Caution:** This function can be executed **only** on the **same day** that the travel voucher was released to NFC.

To access the document, follow the instructions provided below:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **II** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selec-

tion List For Temporary Duty Travel (**Figure32**) is displayed listing all available documents.

At Screen TV02001, scroll through the list to locate the applicable document. At the Sel field [1], key in any alphanumeric character to select the document and press [PF9]. The message *Document Has Been Put On Pending Status* appears at the bottom of the screen. The status of the document as shown in the Current Status column changes from **Released** to **Pending**.

To reverse multiple documents, repeat this process individually until all documents have been successfully unreleased.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.



**Adding A Relocation Travel Voucher  
(For DOJ Users Only)**

Voucher (Relocation) is Option (Task) 12 on the Travel System (TRVL) Menu (**Figure 5**). DOJ personnel use this option to add, view, change, delete, release, and print relocation travel vouchers.

To select this option, key in **15** at the Enter Task field. **Note:** DOJ personnel access this option differently than NFC personnel. DOJ users key in **15**, instead of **12**, to select this option. DOJ users should make a special note of this change since **15** is not displayed on the menu.

Instructions follow for selecting and using the functions in this option.

At the Travel System (TRVL) Menu, key in (**12**) **15** at the Enter Task field and press [Enter]. Screen TV01201, AD-616R/Section A-Identification, Relocation (**Figure 34**), is displayed. This screen is the first of five screens used to key in AD-616R data.

Complete the fields as follows:

**1. Authorization No** (alphanumeric field; 13 positions). Key in the travel authorization number of the agency paying for the relocation travel.

**2. Social Security No** (numeric field; 9 positions). Key in the social security number of the traveler.

**Note:** Press [Enter] to system generate data.

**3. Name.** Key in the name of the traveler as described below:

**Last** (alphanumeric field; 17 positions max.). Key in the last name of the traveler.

**First** (alphanumeric field; 12 positions max.). Key in the first name of the traveler.

**MI** (alphanumeric field; 1 position). Key in the middle initial of the traveler.

**4. Agency Code** (alphanumeric field; 2 positions). Key in the agency code of the traveler's employing agency.

**5. Agency OON** (alphanumeric field; 10 positions). The agency's originating office number (OON) is system generated from the data entered on the TRVL Signon Screen (**Figure 3**). Key in a different OON, if necessary.

**6. Traveler OON** (alphanumeric field; 10 positions). Key in the traveler's OON **only** if it is different than the agency OON.

**7. Travel Dates.** Key in the travel dates as described below:

**From** (date field; mm/dd/yy). Key in the beginning date of travel.

- For Type Claim RI (Relocation Income Tax) and SR (Supplemental RIT), key in January 1st of the tax year for which the claim is being filed.

- For Type Claim RC (Relocation Contract), key in the date the invoice was received by the agency.

**Thru** (date field; mm/dd/yy). Key in the ending date of travel.

- For Type Claim RI and SR, key in December 31st of the tax year for which the claim is being filed.

```

TV01201          AD-616R/SECTION A - IDENTIFICATION          14:26:52  08/04/97
                RELOCATION

 1 .AUTHORIZATION NO:                2. SOCIAL SECURITY NO:
 3. NAME >>          LAST:                FIRST:                MI:
 4. AGENCY CODE:                5. AGENCY OON :
 6. TRAVELER OON:                7. TRAVEL DATES >>FROM:                THRU:
 8. TYPE CLAIM:                9. RECLAIM AMOUNT:
10. DATE REPORTED:                11. LEAVE TAKEN:                (Y/N)
                                CITY                ST

12. OFFICIAL DUTY STATION >>
13. RESIDENT >>
14. TOTAL NIGHTS LODGING:        15. NUMBER OF NIGHTS IN APPROVED ACCOMMODATIONS
                                PER THE FIRE SAFETY ACT STANDARDS:
                                SECTION B - MAILING ADDRESS OPTIONS
16 THRU 19 (Y/N)>> SALARY CHECK:                SPECIAL:
                                T&A CONTACT POINT:                TRAVEL EFT ACCT:
                                ADDRESS:
                                ADDRESS:
                                CITY:                STATE:                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
    
```

**Figure 34. Screen TV01201, AD-616R/Section A – Identification, Relocation**

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- For Type Claim RC, key in the payment due date, if a due date is shown, on the relocation company's invoice. If no due date is shown, key in the same date shown in the From field.

**8. Type Claim** (*alpha field; 2 positions*). Key in the type claim code for the travel. The available codes are shown below:

<b>HH</b>	Househunting
<b>TS</b>	Transfer of station
<b>RC</b>	Relocation Contract
<b>RI</b>	Relocation Income Tax (RIT)
<b>SR</b>	Supplemental RIT
<b>OT</b>	Outside Continental U.S. transfer
<b>FT</b>	Foreign transfer
<b>RT</b>	Return transfer

**Note:** Type Claims FT and RT are **not** preprinted on the AD-616R. These two type claims will be included on the Form AD-616FR, Travel Voucher (Foreign Relocation/Entitlement Travel), that is scheduled for implementation in Phase 2 of the unified system. Until Phase 2 is implemented, agencies will use the Form AD-616R to claim foreign relocation/entitlement travel expenditures.

### General Guidelines For Type Claims

□ For Type Claim RI and SR, complete Sections A, B, E, and F. For Type Claim RI and SR use the **Special** Address option in Section B. If the employee wishes to apply all or part of the RIT claim to an outstanding advance balance, complete Fields 44 and 45 in Section D. If the employee wishes to apply all or part of the RIT claim to an outstanding bill for collection, complete Field 46, including the bill number. Agencies should note that when completing Section E, Field 51 must be checked and the accounting to which the RIT claim is to be charged must be shown. Key in **one** line of accounting **only**.

**Note:** Remember, taxes are withheld before monies are applied to outstanding advance balances or bills for collection.

□ For Type Claim RC, complete Section A, Fields 26 and 28, and Sections E and F. Attach the invoice and supporting documentation from the relocation company to the voucher.

**Note:** The completion of Field 52, Claimant's Signature, and Field 53, Date, are **optional** for Type Claim RC.

**9. Reclaim Amount.** Leave this field blank. All reclaim vouchers **must** be mailed to NFC for processing.

**10. Date Reported** (*date field; mm/dd/yy*). Key in the date that the employee actually reported for duty at the new official duty station. **Note:** No entry is required for Type Claim HH.

**11. Leave Taken** (*alphanumeric field; 1 position*). Key in **Y** (yes) if annual or sick leave was taken or **N** (no) if leave was not taken.

**12. Official Duty Station.** Key in the official duty station of the traveler's employing agency as described below.

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the official duty station of the traveler's employing agency.

**St** (*alphanumeric field; 2 positions*). Key in the 2-position state abbreviation code or 2-position alpha country code where the employee is now stationed.

**13. Resident.** Key in the traveler's residence location. If it is the same as that of the official duty station, key in **S** (for same) and press [Tab].

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the traveler's residence address.

**St** (*alphanumeric field; 2 positions*). Key in the 2-position state abbreviation code or 2-position alpha country code where the employee is now stationed.

**14. Total Nights Lodging** (*numeric field; 3 positions max.*). Key in the total number of nights lodging, if the traveler incurred subsistence, including those where expenses were not incurred.

**15. Number of Nights In Approved Accommodations Per The Fire Safety Act Standards** (*numeric field; 3 positions max.*). Key in the total number of nights spent in public accommodations that comply with standards set forth in the Hotel and Motel Fire Safety Act of 1990.

### Section B – Mailing Address Options

Section B is used to indicate the appropriate mailing address for the travel reimbursement. Travelers may select only one of the travel voucher mailing address options explained below.

**16 THRU 19** (*alphanumeric field; 1 position*). Key in **Y** (yes) in **one** of the following Mailing Address Options fields to indicate where the payment should be sent. The fields are described below:

**Salary Check** (*alpha field; 1 position*). Key in **Y** to route the reimbursement to the address or electronic funds transfer (EFT) routing number where the

employee normally receives his or her salary payment.

This option is only available to those employees who are payrolled by NFC and have received **one or more** salary payments from NFC.

**Special** (*alphanumeric field; 1 position*). Key in **Y** to route the reimbursement check to an address other than the traveler's salary address, travel EFT account, or T&A contact point location (including foreign addresses for Types FT and RT travel). Key in the special address on the lines provided in this section as described below. Do not show the traveler's name on the address lines; the name will be generated by the system. This option can be used by **all** travelers.

**Note:** Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

**Address** (*alphanumeric field; 35 positions max.*). Key in the street address and/or box number to be used for mailing the voucher payment.

**Address** (*alphanumeric field; 35 positions max.*). If additional space is needed for the street address and/or box number, use this line.

**City** (*alphanumeric field; 20 positions max.*). Key in the name of the city to which the voucher payment will be mailed.

**State** (*alphanumeric field; 2 positions*). Key in the abbreviation for the state to which the voucher payment will be mailed.

**ZIP Code** (*numeric field; 9 positions max.*). Key in the ZIP code of the location to which the voucher payment will be mailed. Do **not** enter punctuation or spaces.

**Example:** Key in the ZIP code 70160-0001 as **70160001**

**Note:** When entering a foreign address, key in the foreign street address in the first Address field. Key in the foreign city name in the second Address field. Key in the foreign country name and ZIP code (if any) in the City field. Leave the State and ZIP Code fields **blank**.

**T & A Contact Point** (*alphanumeric field; 1 position*). Key in **Y** to route the reimbursement to the traveler's T&A contact point address. This option is **only** available to those employees who are payrolled by NFC and have received **one or more** salary payments from NFC.

**Travel EFT Acct** (*alphanumeric field; 1 position*). Key in **Y** to route the travel reimbursement to an EFT account other than the salary account. Then key in the code used to identify the EFT account on the first Address field. 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 all other Address fields **blank**. Do not show spaces or special characters in the EFT account code. This option can be used by **all** travelers.

**Example:** Key in the EFT account code as **123456789C12345...**

Press [Enter] to move to Screen TV01202, Transportation Costs, Relocation (Continued) (**Figure 35**).

TV01202	AD-616R/SECTION C - TRANSPORTATION COSTS		14:32:27	08/04/97
RELOCATION (CONTINUED)				
20. METHOD OF PAYMENT	21. VENDOR/CARRIER	22. IDENTIFICATION NUMBER	23. CAR RENTAL MILES DAYS	24. AMOUNT
TOTALS:				
25. AIRLINE ACCOMMODATION>EXCESS FARE: (Y/N) NON CONTRACT: (0,1,2,3,SPACE)				
SECTION D - CLAIMS				
26. TOTAL SALES PRICE FORMER RESIDENCE:				
27. TOTAL PURCH PRICE OF NEW RESIDENCE:				
28. EXPENSES CLAIMED BY RELOCATION SERVICES COMPANY >>				
A. APPRAISED:		B. AMENDED:		C. CANCEL:
ENTER DATA THEN SELECT OPTION				
CLEAR= EXIT		PF1= MENU		PF8= HOLD & EXIT
ENTER= PROCESS		PF7= PREV		PF9= HOLD

**Figure 35. Screen TV01202, AD-616R/Section C – Transportation Costs, Relocation (Continued)**

Complete the fields as follows:

### Section C – Transportation Costs

This section is used to record information pertaining to common carrier tickets and commercial vehicles rented in conjunction with official travel. Use a separate line to enter each ticket purchase and each incident of car rental.

**20. Method Of Payment** (*alphanumeric field; 2 positions*). Key in the code from the list below that identifies the method the traveler has used to purchase the transportation tickets and/or rental vehicle.

<b>CC</b>	Government contractor issued credit card
<b>GV</b>	Government Transportation System (GVTS)
<b>TR</b>	Government Transportation Request (GTR)
<b>CH</b>	Cash

**Note:** If car rental is entered, the method of payment must be CC or CH.

**21. Vendor/Carrier** (*alphanumeric field; 2 positions*). For each method of payment indicated, key in the code for the name of the vendor who provided the transportation or rental vehicle to the traveler. The airline carrier code is the initials shown on the airline ticket. The rental vehicle vendor code is the first two letters of the vendor's name.

**22. Identification Number** (*alphanumeric field; 13 positions max.*). Key in the appropriate identification number for the rental vehicle and/or transportation tickets. For car rental, key in the statement number from the car rental agreement. For transportation tickets purchased by GTR, key in the GTR number. For tickets purchased by GVTS, Government contractor-issued charge cards, or cash, key in the ticket number.

**Note:** Do **not** show the GVTS account number or credit card number on the voucher.

**23. Car Miles** (*numeric field; 5 positions max.*). For each incidence of car rental, key in, in **whole miles** only, the total number of miles driven in the rental car.

**Example:** Key in 400 miles as **400**

**Rental Days** (*numeric field; 3 positions max.*). For each incidence, key in, in **whole days** only, the number of days the rental car was used by the traveler. The number of days entered for car rental cannot exceed

the number of per diem days and/or the number of actual subsistence days claimed on the voucher.

**Example:** Key in 7 days as **7**

**24. Amount** (*numeric field; 7 positions max.*). For each incidence of common carrier transportation and car rental, key in the amount paid, regardless of the payment method used.

**Totals** (*numeric field; 7 positions max.*). Key in the total amount paid for transportation tickets and/or car rental.

### 25. Airline Accommodations

**Excess Fare** (*alphanumeric field; 1 position*). Key in **Y** to indicate that the use of higher cost accommodations, such as first class or business class, were authorized in accordance with the FTR. Otherwise, leave this field **blank**.

**Non-contract** (*numeric field; 1 position*). Key in the appropriate code from the list below, to indicate that the use of a non-contract airline has been approved and justified in accordance with the FTR. Otherwise, leave this field **blank**.

- 1** Space not available on contract airline
- 2** Schedule of flights on contract airline inconsistent with Government policy
- 3** Cost comparison substantiates use of non-contract airline

### Section D – Claims

This section is used to compute the total claim amount.

**26. Total Sales Price Former Residence** (*numeric field; 8 positions max.*). Key in the sales price of the residence at the former official station, if real estate expenses in conjunction with the sale are being claimed on the voucher. This includes expenses payable to a relocation services company (Field 28).

**Example:** Key in \$80,000.00 as **800000**

**27. Total Purch Price Of New Residence** (*numeric field; 8 positions max.*). Key in the purchase price of the residence at the new official station, if real estate expenses incurred in connection with the purchase are claimed in the Purchase field (Field 30B).

**Example:** Key in \$87,000.00 as **870000**

**28. Expenses Claimed By Relocation Services Company.** The following fields are used for Type Claim RC (Relocation Contract) to reimburse a relocation firm for relocation services rendered. After

keying in the data, go to Section E – Classification. Complete the fields as follows:

**A. Appraised** (*numeric field; 7 positions max.*). Key in the fee payable to the relocation services company for the purchase of the employee’s residence at the old official duty station, if the fee is based on the **appraised** value of the residence. The state in which the home is located governs the fee.

**Example:** Key in \$20,000.00 as **2000000**

**B. Amended** (*numeric field; 7 positions max.*). Key in the fee payable to the relocation services company for the purchase of the employee’s residence at the old official duty station, if the fee is based on an **amended** value of the residence. The state in which the home is located governs the fee.

**Example:** Key in \$17,000.00 as **1700000**

**C. Cancel** (*numeric field; 7 positions max.*). If relocation services are cancelled, the firm may be reimbursed for justifiable fees. Key in the sum of all such fees.

**Example:** Key in \$3000.00 as **300000**

Press [Enter] to move to Screen TV01203, AD-616R/Section D – Claims, Relocation (Continued) (**Figure 36**).

Complete the fields as follows:

**Expenses Claimed By Employee.** This part of Section D is used to record the expenses payable to the traveler.

**29. Outside CONUS Subsistence.** This field is completed for OT Type Claims **only** to summarize outside CONUS subsistence. The locations, the number of days spent in each location, and the amount claimed for each location will be shown. This information will be systematically compared to authorization data in the Travel System and locality per diem rate tables in the Table Management System (TMGT). Key in each location where the traveler incurred subsistence expenses.

**City** (*alphanumeric field; 20 positions max.*). Key in the city name where the traveler incurred subsistence expenses.

**State** (*alphanumeric field; 2 positions*). Key in the 2-position state abbreviation code of the location.

**No Days** (*alphanumeric field; 5 positions max.*). Key in the number of days authorized for subsistence for each locality.

**Amount** (*numeric field; 7 positions max.*). Key in the subsistence expenses claimed for each locality.

**Total Outside CONUS Subsistence** (*numeric field; 7 positions max.*). Key in the sum of the amounts for each enroute locality.

TV01203	AD-616R/SECTION D - CLAIMS RELOCATION (CONTINUED)	14:32:43	08/04/97
EXPENSES CLAIMED BY EMPLOYEE >>			
29. OUTSIDE CONUS SUBSISTENCE >>			
CITY	STATE	NO DAYS	AMOUNT
TOTAL OUTSIDE CONUS SUBSISTENCE			
ENTER DATA THEN SELECT OPTION			
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT	
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

**Figure 36. Screen TV01203, AD-616R/Section D – Claims, Relocation (Continued)**

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**Example:** Key in \$1027.39 as **102739**

Press [Enter] to move to Screen TV01204, AD-616R/Section C, Claims, Relocation (Continued) (**Figure 37**). Use Screen TV01204 to continue keying in expenses payable to the employee.

Complete the fields as follows:

**30. Real Estate.** This field is completed to reimburse the traveler for real estate expenses. If real estate expenses are claimed, Screen TV01301, AD-424, Employee (**Figure 40**) will be automatically displayed after the last AD-616R screen.

**A. Sale** (*numeric field; 7 positions max.*). Key in the total amount of real estate expenses incurred in connection with the sale of the residence at the old official station.

**Example:** Key in \$8,162.21 as **816221**

**B. Purchase** (*numeric field; 7 positions max.*). Key in the total amount of real estate expenses incurred in connection with the purchase of a residence at the new official station.

**Example:** Key in \$4,027.39 as **402739**

**C. Lease** (*numeric field; 7 positions max.*). Key in the amount paid by the employee to terminate a lease at the old official station. ►If this amount is entered, Field 30A must be **blank**.◀

**Example:** Key in \$927.16 as **92716**

### 31. Per Diem

**No. of Days** (*numeric field; 5 positions max.*). Key in the total number of per diem days. Record fractional days using **25**, **50**, and **75**. Record whole days using **00** behind the whole number.

**Example:** Key in 2 whole days as **200**; 3 1/4 days as **325**

**No. of Travelers** (*numeric field; 5 positions max.*). Key in the total number of travelers claiming per diem on the voucher.

**Example:** Key in 1 as **1**

**Lodging & IE Amount** (*numeric field; 7 positions max.*). Key in the total amount of per diem claimed for reimbursement of lodging and incidental expenses.

**Example:** Key in \$41.50 as **4150**

**Meals Amount** (*numeric field; 7 positions max.*). Key in the total amount of meals claimed for reimbursement.

**Example:** Key in \$18.00 as **1800**

### 32. Mileage

**Rate** (*numeric field; 4 positions max.*). Key in the mileage rate claimed for the househunting trip or transfer in accordance with the FTR. A maximum of 4 rates may be entered.

**Example:** Key in 15¢ as **150**

TV01204	AD-616R/SECTION D - CLAIMS RELOCATION (CONTINUED)	14:32:58	08/04/97
30. REAL ESTATE >> A. SALE:	B. PURCHASE:	C. LEASE:	
31. PER DIEM >>NO. OF DAYS:	LODGING & IE		
	MEALS		
32. MILEAGE >> RATE:	MILES:		
	MILES:		
	MILES:		
33. PARKING, TOLLS, ETC:			
34. PLANE, BUS, TRAIN:			
35. UNACCOMPANIED BAGGAGE:			
36. LOCAL TRANSPORTATION:			
37. MISCELLANEOUS ALLOWANCE:			
38. CAR RENTAL:			
39. SHIPMENT OF HOUSEHOLD GOODS>> TOTAL WEIGHT:			
40. STORAGE OF HOUSEHOLD GOODS >> TOTAL WEIGHT:	NO DAYS:		
	1ST 30 DAYS:		
	OVER 30 DAYS:		
41. TEMPORARY QUARTERS >>	NO. DAYS:	NO. OCCUPANTS:	
ENTER DATA THEN SELECT OPTION			
CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT	
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

**Figure 37. Screen TV01204, AD-616R/Section D – Claims, Relocation (Continued)**

**Miles** (*numeric field; 4 positions max.*). Key in the total number of miles driven at each rate.

**Example:** Key in 326 as **326**

**Mileage Amount** (*numeric field; 7 positions max.*). Multiply each rate by the applicable number of miles. Add the resulting products together and key in the cumulative total of mileage claimed.

**33. Parking, Tolls, Etc. Amount** (*numeric field; 7 positions max.*). Key in the total amount of parking, tolls, etc., claimed.

**Example:** Key in \$21.00 as **2100**

**34. Plane, Bus, Train Amount** (*optional, numeric field; 7 positions max.*). Key in the total amount of common carrier transportation costs claimed. A ticket, coupon, or other receipt is required.

**Example:** Key in \$383.00 as **38300**

**Note:** Do **not** claim reimbursement of transportation tickets purchased through GVTS or by GTR.

**35. Unaccompanied Baggage Amount** (*numeric field; 7 positions max.*). Key in the total amount of unaccompanied baggage charges claimed. A receipt must be attached to support the claim.

**Example:** Key in \$50.00 as **5000**

**36. Local Transportation Amount** (*numeric field; 7 positions max.*). Key in the total amount of local transportation charges claimed.

**Example:** Key in \$45.00 as **4500**

**37. Miscellaneous Allowance Amount** (*numeric field; 7 positions max.*). Key in the total of the miscellaneous expenses/allowance amount claimed.

**Example:** Key in \$700.00 as **70000**

**38. Car Rental Amount** (*numeric field; 7 positions max.*). Key in the total amount of car rental expenses claimed. A receipt and copy of the rental agreement for each incidence of car rental is required to substantiate the car rental expense.

**Example:** Key in \$101.62 as **10162**

**39. Shipment Of Household Goods**

**Total Weight** (*numeric field; 5 positions max.*). Key in the total weight of household goods shipped.

Weight receipts for the goods shipped must be attached to the AD-616R.

**Example:** Key in 16,000 pounds as **16000**

**Amount** (*numeric field; 7 positions max.*). Key in the total amount claimed for reimbursement of shipment of household goods expenses.

**Example:** Key in \$7976.00 as **797600**

**40. Storage Of Household Goods**

**Total Weight** (*numeric field; 5 positions max.*). Key in the total weight of household goods claimed for storage.

**Example:** Key in 8000 as **8000**

**No Days** (*numeric field; 4 positions max.*). Key in the number of days, in **whole days**, claimed for storage of household goods.

**Example:** Key in 30 days of storage as **30**

**1st 30 Days Amount** (*numeric field; 7 positions max.*). Key in the amount claimed for reimbursement of storage costs for household goods incurred for the initial 30 day period.

**Example:** Key in \$899.30 as **89930**

**Over 30 Days Amount** (*numeric field; 7 positions max.*). Key in the amount claimed for reimbursement of storage costs for household goods incurred over 30 days.

**Example:** Key in \$713.50 as **71350**

**41. Temporary Quarters.**

**No. Days** (*numeric field; 3 positions max.*). Key in the number of days, in **whole days**, claimed for temporary quarters as shown on the AD-569 (**Exhibit 2**), Expense Record for Temporary Quarters. The AD-569 **must** be attached to the AD-616R.

**Example:** Key in 24 days as **24**

**Note:** Domestic temporary quarters **cannot** exceed 120 days; foreign temporary quarters **cannot** exceed 150 days.

**No. Occupants** (*numeric field; 3 positions max.*). Key in the number of occupants, including the employee, shown on the AD-569. The AD-569 **must** be attached to the AD-616R.

**Example:** Key in 3 as **3**

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**Amount** (*numeric field; 7 positions max.*). Key in the total amount claimed for all days of temporary quarters as shown on the AD-569. The AD-569 **must** be attached to the AD-616R.

**Example:** Key in \$1335.78 as **133578**

Press [Enter] to move to Screen TV01205, AD-616R/Section D – Claims, Relocation (Continued) (**Figure38**).

**42. Relocation Income Tax.** Leave this field blank.

**Note:** If the voucher is a RIT claim, NFC will compute the RIT allowance based upon RIT data keyed in on the AD-1000 screen. Screen TV01401M, AD-1000, Relocation Income Tax Claim (**Figure 44**) will be automatically displayed after the last AD-616R screen.

**43. Total Claim** (*required, numeric field; 8 positions max.*). Key in the sum of all dollar amounts shown in Fields 29 through 41.

**Example:** Key in \$11,389.62 as **1138962**

**Note:** If the voucher is a RIT claim, leave Field 43 **blank**; NFC will calculate and key in the total claim amount.

**44. Travel Advance Amount Outstanding** (*numeric field; 7 positions max.*). Key in the travel advance amount outstanding at the time of voucher preparation.

**Amount Of Voucher To Be Applied**

**45. Outstanding Advance Amount** (*numeric field; 7 positions max.*). Key in the amount of the relocation

travel reimbursement that is to be applied to the outstanding advance balance.

**Note:** Taxes are withheld before monies are applied to outstanding advance balances or bills for collection.

**46. Bill For Collection** (*numeric field; 7 positions max.*). If the traveler has been issued a Bill for Collection by NFC for travel (i.e., overpayment of a travel voucher), the traveler may repay all or a portion of this bill through use of this field. Key in the amount that is to be applied to the bill.

**Note:** Taxes are withheld before monies are applied to outstanding advance balances or bills for collection.

**Bill Number** (*alphanumeric field; 10 positions max.*). Key in the Administrative Billings and Collections (ABCO) bill number to which a portion of the Total Claim amount will be applied.

**47. Additional Advance Amount Repaid** (*numeric field; 7 positions max.*). Key in the amount of advance repaid by the traveler with a check or money order. Be sure to **securely attach** the check or money order to the **front** of the AD-616R before submission to NFC.

**48. Remaining Advance Balance** (*numeric field; 7 positions max.*). Key in the travel advance balance that remains outstanding after subtracting the amounts in Fields 45 and 47.

**49. Net To Traveler** (*required, numeric field; 8 positions max.*). Key in the amount of the claim to be paid to the traveler. This field must be left **blank** for Type Claim RI.

TV01205	AD-616R/SECTION D - CLAIMS RELOCATION (CONTINUED)	14:34:00	08/04/97
		AMOUNT	
	42. RELOCATION INCOME TAX:		
	43. TOTAL CLAIM:		
	44. TRAVEL ADVANCE AMOUNT OUTSTANDING:		
	AMOUNT OF VOUCHER TO BE APPLIED >>		
	45. OUTSTANDING ADVANCE AMOUNT:		
	46. BILL FOR COLLECTION:		
	BILL NUMBER:		
	47. ADDITIONAL ADVANCE AMOUNT REPAID:		
	48. REMAINING ADVANCE BALANCE:		
	49. NET TO TRAVELER:		
	ENTER DATA THEN SELECT OPTION		
	CLEAR= EXIT	PF1= MENU	PF8= HOLD & EXIT
	ENTER= PROCESS	PF7= PREV	PF9= HOLD

**Figure 38. Screen TV01205, AD-616R/Section D – Claims, Relocation (Continued)**

Press [Enter] to move to Screen TV01206, AD-616R/Section E – Accounting Classification, Relocation (Continued) (**Figure 39**). Use Screen TV01206 to key in accounting and certification information.

Complete the fields as follows:

**Section E – Accounting Classification**

Section E is completed to indicate the accounting that will be charged for the travel expenditures.

**Accounting**

**50. Authorization** (*alphanumeric field; 1 position*). Key in **Y** to charge the total voucher claim to the accounting and purpose code(s) from the corresponding AD-202. **Do not** complete any other information in Section E. Proceed to Section F.

**Note:** If the **exact** accounting data, including the purpose code(s), as shown on the AD-202 will not be used, follow the instructions for Field 51.

**51. Distributed** (*alphanumeric field; 1 position max.*). Key in **Y** to distribute the voucher claim to a **different** accounting classification code(s) and/or a different purpose of travel code(s) than the one(s) indicated on the corresponding AD-202. Then complete the Purpose Code, Accounting Classification, and Percentage fields according to the instructions below.

**Purpose Code** (*numeric field; 2 positions*). Key in a purpose of travel code, from the list below, for each line of accounting that will be charged. Each line of accounting must have a corresponding Purpose Code.

- 6 Relocation
- 7 Entitlement travel
- 12 First post of duty

- 13 Rest and recuperation
- 14 Educational

**Accounting Classification** (*alphanumeric field; 35 positions max.*). Key in the agency assigned management or accounting classification code, which will be charged for the travel. Up to 7 accounting codes may be used.

**Note:** Do not skip a line between multiple lines of accounting.

- If a document control number (DCN) (as assigned through NFC’s Funds Control System) is used with the accounting code, it must be placed at the end of the accounting code.

**Example:** If the accounting code is 12345678 and the DCN is 0001, key in **123456780001**.

- If the accounting is for an agency other than the traveler’s employing agency, the accounting must be entered in a special manner. In these instances, key in the paying agency’s accounting code and follow the accounting code with a slash (/), immediately behind the slash, key in the 2-position agency code that identifies the paying agency and directly behind the agency code key in the 4-position accounting station code of the paying agency. Do not space between the agency code and the accounting station code. Follow this procedure if multiple accounting codes are to be charged.

**Example:** If an employee works for the Forest Service (Agency Code 11) but is traveling for NFC and NFC will be paying for the trip (Agency Code 90, Accounting Station Code 0010, Accounting Code 99999999), the accounting section should be completed as follows:

**99999999/900010**

```

TV01206      AD-616R/SECTION E - ACCOUNTING CLASSIFICATION      14:35:26      08/04/97
              RELOCATION (CONTINUED)
ACCOUNTING >> 50. AUTHORIZATION:      (Y/N)  51. DISTRIBUTED:      (Y/N)
PURPOSE CODE      ACCOUNTING CLASSIFICATION      PERCENTAGE

              THESE PERCENTAGES MUST EQUAL 100 PCT

              SECTION F - CERTIFICATIONS
53. CLAIMANT'S DATE:      54. FINAL VOUCHER:      (Y/N)
APPROVING OFFICER >> 56. SSN: 000 00 0000
57. NAME >> LAST:      FIRST:      MI:
              TITLE:      AGENCY CODE:
58. DATE APPROVED:      59. PHONE >> AREA CODE & NO: (      )
CONTACT PERSON >> 60. NAME >> LAST:      FIRST:      MI:
              61. PHONE >> AREA CODE & NO: (      )
OVERTYPE FIELDS TO BE MODIFIED ---- PRESS "Enter" KEY
CLEAR= EXIT      PF1= MENU
ENTER= PROCESS      PF7= PREV      PF9= HOLD
    
```

**Figure 39. Screen TV01206, AD-616R/Section E – Accounting Classification, Relocation (Cont'd)**  
Updated 8/2/01

## Systems Access Manual Travel And Transportation Travel Online Data Entry

- If multiple agencies other than the employing agency are responsible for the cost of the trip, show each agency on a separate line following the procedures stated in the above paragraph. If the employing agency is paying for part of the trip along with another agency or agencies, key in the employing agency's accounting on one line (without the slash, agency code, and accounting station) and follow the above procedure for all agencies other than the employing agency.

**Percentage** (*alphanumeric field; 3 positions max.*). Key in the percentage of the total claim amount that is to be distributed to each individual line of accounting. Percentages must be entered as **whole numbers**.

**Example:** Key in 80% as **80**  
Key in 20% as **20**

**Note:** Do **not** key in dollar amounts or percentage signs. The sum of the individual percentages must equal 100 percent.

### Section F – Certifications

Section F is completed by the traveler and the approving official after all other sections of the form have been completed. Completion of this section serves as certification that all entries have been reviewed and verified as reasonable in accordance with regulations published in the FTR and that all required documentation is attached.

**53. Claimant's Date** (*required, numeric field; 6 positions*). The claimant must key in the date the travel voucher is signed using the mm/dd/yy format. The date the claimant signed the form is optional for Type Claim RC vouchers.

**Example:** Key in **060296** to record June 2, 1996.

**54. Final Voucher** (*optional, numeric field; 1 position*). Key in a **Y** if this is the final voucher being filed against the corresponding AD-202. If Y is keyed in, the authorization will expire, and for those agencies that obligate, all remaining funds will be deobligated. Key in an **N** or leave this block **blank** if this is **not** the final voucher for the AD-202.

**Approving Officer.** Complete the following fields about the individual who is authorized to approve the voucher.

**Note:** If the individual who will sign the 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 he/she is acting.

**56. SSN** (*required, numeric field; 9 positions*). Key in the Social Security Number of the approving officer who will sign the voucher.

**57. Name.** Key in the name of the approving officer as described below:

**Last** (*alphanumeric field; 17 positions max.*). Key in the last name of the approving officer.

**First** (*alphanumeric field; 12 positions max.*). Key in the 9-position DOJ Bar Code, if applicable. Otherwise, key in the first name of the approving officer.

**MI** (*alphanumeric field; 1 position*). Key in the middle initial of the approving officer.

**Title** (*alphanumeric field; 20 positions max.*). Key in the 9-position DOJ Certifying Officer Number (i.e., the 5-digit certifying officer number reported by NFC followed by the first 4 letters of the certifying officer's last name (e.g., **12345SMIT**). The number is not displayed. This number does not appear on any reports or inquiry screens.

**Agency Code** (*required, alphanumeric field; 2 positions*). Key in the code which identifies the approving officer's employing agency.

**58. Date Approved** (*required, numeric field; 6 positions*). Key in the date, in the mm/dd/yy format, that the travel voucher is signed by the approving officer.

**59. Phone Area Code & No** (*required, numeric field; 10 positions*). Key in the area code and telephone number of the approving officer.

### Contact Person

**60. Name.** Key in the name of the person to contact for information regarding the voucher, if this person is someone other than the approving officer.

**Last** (*alphanumeric field; 17 positions max.*). Key in the last name of the contact person.

**First** (*alphanumeric field; 12 positions max.*). Key in the 9-position DOJ Bar Code, if applicable. Otherwise, key in the first name of the contact person.

**MI** (*alphanumeric field; 1 position*). Key in the middle initial of the contact person.

**61. Phone Area Code & No** (*numeric field; 10 positions*). Key in 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.

After keying in the data, press [Enter].

- If Field 26 (above) indicates that real estate expenses are payable to the traveler, Screen TV01301, AD-424/Section A-Employee (**Figure 40**), is displayed. To key in real estate information, see [Adding Form AD-424 Real Estate Data](#), below.
- If you keyed in **RI** in Field 7 (above), Screen TV01401M, AD-1000, Relocation Income Tax Claim (**Figure 44**), is displayed. To key in RIT information, see [Adding Form AD-1000 Data For Relocation Income Tax Claims](#).
- If Field 26 (real estate expenses) is blank or Field 7 does not indicate a RIT claim, Screen TV01201, AD-616R/Section A-Identification, Relocation (**Figure 34**), is displayed with the message *Document Is Ready To Be Released By An Approving Official*.
  - To add another document before releasing, repeat the process under [Adding A Relocation Travel Voucher](#). After keying in and approving all documents, release them using the instructions under [Releasing A Document For TRVL Processing](#).
  - To perform another function, press the applicable function key. For instructions about other functions, see the applicable function heading (e.g., [Printing A Relocation Travel Document](#)).

### Adding Form AD-424 Real Estate Data

If the relocation travel voucher claim includes real estate expenses (Field 26 on the AD-616R), Screen TV01301, AD-424/Section A-Employee (**Figure 40**), is automatically displayed after the last AD-616R screen for the entry of the real estate information.

Screen TV05301 is the first of 4 screens for keying in AD-424 data. **Caution:** When recording these dollar amounts, the system automatically considers the last 2 digits of the amount as cents. **Do not use a decimal** between dollars and cents.

**Example:** Key in \$175.37 as *17537*

Complete the fields as follows:

#### Name

**Last** (*alphanumeric field; 17 positions max.*). Key in the employee's last name.

**First** (*alphanumeric field; 12 positions max.*). Key in the employee's first name.

**Middle** (*alphanumeric field; 1 position*). Key in the employee's middle initial.

#### Mailing Address

**Address 1** (*alphanumeric field; 35 positions max.*). Key in the employee's address. Two address lines are provided to enter the street address and/or box number. If only one address line is needed, use the first line and leave the second line blank.

**Address 2** (*alphanumeric field; 35 positions max.*). Key in the second line of the employee's address, if needed.

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the employee's address.

**St** (*alpha field; 2 positions*). Key in the state code of the employee's address.

```

TV01301                AD-424/SECTION A - EMPLOYEE                15:28:24    08/04/97
NAME >>  LAST:                FIRST:                MIDDLE:
MAILING ADDRESS >>  ADDRESS 1:
                   ADDRESS 2:
                   CITY:                ST:        ZIP:
RELOCATION SERVICE PREVIOUSLY AUTHORIZED:    (Y/N)
EARLIER CLAIM FOR REAL ESTATE EXPENSES:    (Y/N)

                   AD-424/SECTION B - TRANSFER DATA

OLD OFFICIAL STATION >>  CITY:                ST:
NEW OFFICIAL STATION >>  CITY:                ST:
DATE OF NOTIFICATION:
TRAVEL AUTHORIZATION NUMBER/DATE:
DATE REPORTED FOR DUTY:
DATE SERVICE AGREEMENT SIGNED:

AD-616R HAS BEEN MODIFIED ----  UPDATE DATA THEN SELECT OPTION
CLEAR= EXIT                    PF1= MENU
ENTER= PROCESS                  PF7= PREV                    PF9= HOLD
    
```

**Figure 40. Screen TV01301, AD-424/Section A – Employee**

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**ZIP** (*numeric field; 5 positions max.*). Key in the ZIP Code of the employee's address.

**Relocation Service Previously Authorized** (*alpha field; 1 position*). Key in **Y** (yes) if relocation services were previously authorized for the transfer. Key in **N** (no), if not applicable.

**Earlier Claim For Real Estate Expenses** (*alpha field; 1 position*). Key in **Y** (yes) if an earlier claim for real estate expenses has been submitted for this transfer. Key in **N** (no), if an earlier real estate claim has not been submitted.

### AD-424/Section B – Transfer Data

**Old Official Station.** Key in the city and state of the old official duty station in the following fields:

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the employee's old official duty station.

**St** (*alpha field; 2 positions*). Key in the state code of the employee's old official duty station.

**New Official Station.** Key in the city and state of the new official duty station in the following fields:

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the employee's new official duty station.

**St** (*alpha field; 2 positions*). Key in the state code of the employee's new official duty station.

**Date Of Notification** (*date field; mm/dd/yy*). Key in the date that the employee was notified of the impending transfer.

**Travel Authorization Number/Date** (*date field; mm/dd/yy*). Key in the date of the travel authorization.

**Date Reported For Duty** (*date field; mm/dd/yy*). Key in the date that the employee reported for duty.

**Date Service Agreement Signed** (*date field; mm/dd/yy*). Key in the date that the service agreement was signed.

After keying in the data, press [Enter]. If all data is accepted, Screen TV01302, AD-424/Section C-Residence Property (**Figure 41**), is displayed.

Use Screen TV01302 to key in the employee's residence property information for the sale and purchase of real estate and to key in approval information.

Complete the fields as follows:

**Address Of Residence (Old).** Key in the address of the employee's residence that was sold at the old official station in the following fields:

**Address 1** (*alphanumeric field; 35 positions max.*). Key in the employee's address. Two address lines are provided to enter the street address and/or box number. If only one address line is needed, use the first line and leave the second line blank.

**Address 2** (*alphanumeric field; 35 positions max.*). Key in the second line of the employee's address, if needed.

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the employee's address.

TV01302	AD-424/SECTION C - RESIDENCE PROPERTY	15:28:40	08/04/97
ADDRESS OF RESIDENCE >> (OLD)	ADDRESS 1: ADDRESS 2: CITY:	ST:	ZIP:
ADDRESS OF RESIDENCE >> (NEW)	ADDRESS 1: ADDRESS 2: CITY:	ST:	ZIP:
NUMBER OF DWELLING UNITS >>	(OLD):	(NEW):	
SALE/PURCHASE PRICE >>	(OLD):	(NEW):	
DATE OF CLOSING >>	(OLD):	(NEW):	
AMOUNT OF EXPENSE >>	(OLD):	(NEW):	
EMPLOYEE CERT. DATE >>	(OLD):	(NEW):	
AD-424/SECTION D - APPROVALS			
SALE EXPENSES >>	(CLAIMED):	(REDUCED):	
PURCHASE EXPENSES >>	(CLAIMED):	(REDUCED):	
FINAL APPROVAL >>	AMOUNT:	DATE:	
ENTER DATA THEN SELECT OPTION			
CLEAR= EXIT	PF1= MENU		
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

**Figure 41. Screen TV01302, AD-424/Section C – Residence Property**

**St** (*alpha field; 2 positions*). Key in the state code of the employee's address.

**ZIP** (*numeric field; 5 positions*). Key in the ZIP Code of the employee's address.

**Address Of Residence (New)**. Key in the address of the employee's residence that was purchased at the new official station in the following fields:

**Address 1** (*alphanumeric field; 35 positions max.*). Key in the employee's address. Two address lines are provided to enter the street address and/or box number. If only one address line is needed, use the first line and leave the second line blank.

**Address 2** (*alphanumeric field; 35 positions max.*). Key in the second line of the employee's address, if needed.

**City** (*alphanumeric field; 20 positions max.*). Key in the city of the employee's address.

**St** (*alpha field; 2 positions*). Key in the state code of the employee's address.

**ZIP** (*numeric field; 5 positions*). Key in the ZIP Code of the employee's address.

#### **Number of Dwelling Units**

**(Old)** (*numeric field; 6 positions max.*). Key in the number of dwelling units on the property that was sold at the old official station.

**(New)** (*numeric field; 6 positions max.*). Key in the number of dwelling units on the property that was purchased at the new official station.

#### **Sale/Purchase Price**

**(Old)** (*numeric field; 8 positions max.*). Key in the sale price of the property that was sold at the old official station.

**(New)** (*numeric field; 8 positions max.*). Key in the sale price of the property that was purchased at the new official station.

#### **Date Of Closing**

**(Old)** (*date field; mm/dd/yy*). Key in the date of the closing for the property that was sold at the old official station.

**(New)** (*date field; mm/dd/yy*). Key in the date of the closing for the property that was purchased at the new official station.

#### **Amount of Expense**

**(Old)** (*numeric field; 7 positions max.*). Key in the amount of expenses being claimed for the property that was sold at the old official station.

**(New)** (*numeric field; 7 positions max.*). Key in the amount of expenses being claimed for the property that was purchased at the new official station.

#### **Employee Cert. Date**

**(Old)** (*date field; mm/dd/yy*). Key in the date of the approving official's signature at the employee's old official station.

**(New)** (*date field; mm/dd/yy*). Key in the date of the approving official's signature at the employee's new official station.

#### **AD-424/Section D – Approvals**

Key in **Y** (yes) in the following approval fields to indicate if the residence property sale and purchase expenses were approved as claimed or as reduced. The fields are described below:

#### **Sale Expenses**

**(Claimed)** (*alphanumeric field; 1 position*). Key in **Y**, if the sale expenses of the property that was sold at the old official station were approved as claimed.

**(Reduced)** (*alphanumeric field; 1 position*). Key in **Y**, if the sale expenses of the property that was sold at the old official station were approved as reduced.

#### **Purchase Expenses**

**(Claimed)** (*alphanumeric field; 1 position*). Key in **Y** if the purchase expenses of the property that was purchased at the new official station were approved as claimed.

**(Reduced)** (*alphanumeric field; 1 position*). Key in **Y** if the purchase expenses of the property that was purchased at the new official station were approved as reduced.

#### **Final Approval**

**Amount** (*numeric field; 8 positions max.*). Key in the amount of the approved payment for this claim.

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**Date** (*date field; mm/dd/yy*). Key in the date that this claim was approved.

After keying in the data, press [Enter]. If all data is accepted, Screen TV01303, AD-424/Section E, Explanation (**Figure 42**), is displayed.

Use Screen TV05303 to key in amounts for costs incurred and paid in selling the residence at the old official station or purchasing the residence at the new official station location. **Note:** Some line items only pertain to either the former residence or the new residence.

Complete the fields as follows:

### 1. Loan Amount

**Former Residence** (*numeric field; 8 positions max.*). Key in the amount of the loan for the employee's former residence.

**New Residence** (*numeric field; 8 positions max.*). Key in the amount of the loan for the employee's new residence.

### 2. Brokerage Fees

**Former Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for brokerage fees of the former residence. These fees are sales commissions paid to a broker or real estate agent for selling the former residence. Also included are fees for listing a residence and payment for a multiple listing service, if not included in commission paid to the broker or agent.

**New Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for brokerage fees of the new residence.

### 3. Advertising

**Former Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for advertising expenses of the former residence. These are expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.

**New Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for advertising expenses of the new residence.

### 4. Appraisal Fee

**Former Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for the appraisal fee of the former residence. This expense is for payment to a professional appraiser for establishing a suggested sales price for the residence.

**New Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for the appraisal fee of the new residence.

### 5. Loan Origination Fee

**Former Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for the loan origination fee of the new residence. This expense covers the administrative overhead cost of processing a loan.

**New Residence** (*numeric field; 8 positions max.*). Key in the amount paid by the employee for the loan origination fee of the new residence.

TV01303	AD-424/SECTION E - EXPLANATION	15:28:47	08/04/97
	FORMER RESIDENCE		NEW RESIDENCE
1. LOAN AMOUNT	>>		
2. BROKERAGE FEES	>>		
3. ADVERTISING	>>		
4. APPRAISAL FEE	>>		
5. LOAN ORIGINATION FEE	>>		
6. SETTLEMENT FEE	>>		
7. ATTORNEY FEE	>>		
8. TITLE INSURANCE POLICY	>>		
9. CERTIFICATIONS	>>		
10. FHA OR VA APPLICATION FEE	>>		
11. STATE REVENUE STAMPS	>>		
12. CREDIT REPORT	>>		
13. RECORDING FEES AND TAXES	>>		
14. PREPAYMENT CHARGE	>>		
15. SURVEY	>>		
ENTER DATA THEN SELECT OPTION CLEAR= EXIT                      PF1= MENU ENTER= PROCESS                  PF7= PREV                      PF9= HOLD			

**Figure 42. Screen TV01303, AD-424/Section E, Explanation**

## 6. Settlement Fee

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the settlement fee of the former residence. This expense is paid to an escrow agent, title company, or similar entity for closing a real estate transaction.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the settlement fee of the new residence.

## 7. Attorney Fee

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the attorney fees of the former residence. This expense is for title search, preparing abstract, and legal fees for a title opinion. This expense does not include costs of litigation.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the attorney fees of the new residence.

## 8. Title Insurance Policy

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the title insurance policy of the former residence. This expense is for owners coverage only on a sale where customarily furnished.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the insurance policy of the new residence.

## 9. Certifications

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for certifications of the former residence. These expenses are paid for any required certifications as to the structural soundness or physical condition of the property, when required by mortgage-lender, FHA, or VA (including termite inspection fee).

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for certifications for the new residence.

## 10. FHA Or VA Application Fee

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the loan application fee for the former residence.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the loan application fee for the new residence.

## 11. State Revenue Stamps

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for state revenue stamps for the former residence.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for state revenue stamps for the new residence.

## 12. Credit Report

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the credit report of the former residence. This expense is for the credit or factual data report on the buyer, if required by the mortgagee/lender, FHA, or VA.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the credit report of the new residence.

## 13. Recording Fees And Taxes

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the recording fees and taxes of the former residence. This expense is for charges paid incidental to recordation (e.g., mortgage discharge recording fees).

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the recording fees and taxes for the new residence.

## 14. Prepayment Charge

**Former Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the prepayment charge for the former residence. This expense is required in the mortgage or other security instrument as a charge for prepayment; or, if not specifically required by the mortgage instrument, the amount paid but limited to three months of prevailing interest on the loan balance.

**New Residence** (*numeric field; 8 positions max.*).  
Key in the amount paid by the employee for the prepayment charge for the former residence.

**15. Survey**

**Former Residence** (*numeric field; 8 positions max.*).  
 Key in the amount paid by the employee for the survey for the former residence.

**New Residence** (*numeric field; 8 positions max.*).  
 Key in the amount paid by the employee for the survey for the new residence.

After keying in the data, press [Enter]. If all data is accepted, Screen TV01304, AD-424/Section E-Explanation Cont. (**Figure 43**), is displayed.

Use Screen TV01304 to continue keying in amounts for costs incurred and paid in selling the residence at the old official station or purchasing the residence at the new official station location.

Complete the fields as follows:

**16. Other Incidental Expenses.** Key in other incidental expenses paid by the employee on the three lines provided. These expenses include other reasonable and customary paid charges or fees, as may be authorized, and not properly includable in the items listed previously. The fields are described below:

**Explanation** (*alphanumeric field; 25 positions max.*). Key in the explanation and itemize the incidental expenses.

**Former Residence** (*numeric field; 8 positions max.*). Key in the corresponding amount paid by the employee for the incidental expenses for the former residence.

**New Residence** (*numeric field; 8 positions max.*). Key in the corresponding amount paid by the employee for the incidental expenses for the new residence.

**Total Fee**

**Former Residence** (*numeric field; 8 positions max.*). Key in the total amount paid by the employee for all incidental expenses of the former residence. This is the sum of all previous field entries for the former residence on Screens TV05303 and TV05304.

**New Residence** (*numeric field; 8 positions max.*). Key in the total amount paid by the employee for all incidental expenses of the new residence.

**Total** (*numeric field; 8 positions max.*). Key in the sum total of the Total Fee: Former Residence and New Residence fields.

After keying in the data, press [Enter] to save the document. Screen TV01201, AD-616R/Section A-Identification, Relocation (**Figure 34**), is displayed with the message *Document Is Ready To Be Released By An Approving Official* at the bottom of the screen.

To add another document before releasing, repeat the process under [Adding A Relocation Travel Voucher](#). After adding all documents, release them using the instructions under [Releasing A Document For TRVL Processing](#).

- To perform another function, press the applicable function key. For instructions about other functions, see the applicable function heading (e.g., [Printing A Relocation Travel Document](#)).

```

TV01304          AD-424/SECTION E - EXPLANATION CONT.      15:28:55      08/04/97
16. OTHER INCIDENTAL EXPENSES  >>
      EXPLANATION          FORMER RESIDENCE      NEW RESIDENCE

                                TOTAL FEE:

TOTAL:

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT          PF1= MENU
ENTER= PROCESS      PF7= PREV          PF9= HOLD
  
```

**Figure 43. Screen TV01304, AD-424/Section E – Explanation (Cont'd)**

**Adding Form AD-1000 Data For Relocation Income Tax Claims**

If Type Claim is RI (Relocation Income Tax (RIT)) (Field 7 on the AD-616R), Screen TV01401M, AD-1000/Relocation Income Tax Claim (**Figure 44**), is automatically displayed after the last AD-616R screen for entry of the RIT information. **Caution:** When recording these dollar amounts, the system automatically considers the last 2 digits of the amounts as cents. **Do not use a decimal** between dollars and cents.

**Example:** Key in \$250.00 as **25000**

Complete the fields as follows:

**Tax Year** (*numeric field; 2 positions*). Key in the applicable calendar year for the RIT allowance claim.

**WTA Amount** (*required; numeric field; 2 positions*). Key in the amount of the Withholding Tax Allowance. **This is a mandatory field.**

**Prior RIT** (*numeric field; 8 positions*). Key in the prior RIT amount.

**1. Gross Compensation**

**Employee Information**

**Form W-2** (*required, numeric field; 8 positions*). Key in the total gross wages from employee's Form(s) W-2, Wage and Tax Statement. If the employee has more than one W-2, enter the total amount of all W-2's here. A copy of each W-2 must be attached to the RIT claim.

**Example:** Key in \$25,500.00 as **2550000**

**Schedule SE** (*numeric field; 8 positions*). If applicable, key in the sum of the employee's self-employment net earnings from lines 1 and 2 of the employee's tax form, Schedule SE (1040). A copy of the Schedule SE (1040) must be attached to the RIT claim.

**Example:** Key in \$15,000.00 as **1500000**

**Total** (*required, numeric field; 8 positions*). Key in the cumulative total of the amounts shown in the Form W-2 and Schedule SE blocks for the employee.

**Example:** Key in \$40,500.00 as **40500.00**

**Spouse Information**

**Form W-2** (*numeric field; 8 positions*). If the employee's filing status for the applicable year is *Married filing separate return* and the employee resides in a community property state or the employee's filing status is *Married filing joint return*, key in the total gross wages from the spouse's Form(s) W-2 (if the spouse had wages). If the spouse has more than one W-2, enter the total amount of all W-2's here. A copy of each W-2 must be attached to the RIT claim.

**Example:** Key in \$25,500.00 as **2550000**

**Note:** The community property states are: Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington.

**Schedule SE** (*numeric field; 8 positions*). If applicable, key in the sum of the spouse's self-employment net earnings from lines 1 and 2 of the spouse's tax form, Schedule SE (1040). A copy of the Schedule SE (1040) must be attached to the RIT claim.

TV01401M	AD-1000/RELOCATION INCOME TAX CLAIM	08/04/97	15:21:31
TAX YEAR:			
WTA AMOUNT:		PRIOR RIT:	
1. GROSS COMPENSATION			
FORM W-2	SCHEDULE SE	TOTAL	
EMPLOYEE >>			
SPOUSE >>			
TOTAL EARNED INCOME:			
2. FILING STATUS			
SINGLE	MARRIED JOINT	HEAD HOUSEHOLD	MARRIED SEPARATE WIDOW(ER)
3. STATE TAX LIABILITY			
STATE NAME	MARGINAL TAX RATE	TAX BASIS	
4. LOCAL TAX LIABILITY			
LOCALITY NAME	TYPE	MARGINAL TAX RATE	TAX BASIS
5. TAXABLE RELOCATION PAYMENTS:			
6. STATE ADJUSTMENT: STATE:			DATE SIGNED:
			AMOUNT DISALLOWED: 00000.00
AD-616R HAS BEEN MODIFIED ---- UPDATE DATA THEN SELECT OPTION			
CLEAR= EXIT	PF1= MENU		
ENTER= PROCESS	PF7= PREV	PF9= HOLD	

**Figure 44. Screen TV01401M, AD-1000/Relocation Income Tax Claim**

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**Example:** Key in \$15,000.00 as **15000.00**

**Total** (*numeric field; 8 positions*). Key in the cumulative total of the amounts shown in the Form W-2 and Schedule SE blocks for the spouse.

**Example:** Key in \$40,500.00 as **4050000**

**Total Earned Income** (*required, numeric field; 8 positions*). Key in the sum of the Employee Total and the Spouse Total.

**Example:** Key in \$81,000.00 as **8100000**

**2. Filing Status** (*required, alphanumeric field; 1 position*). Key in **Y** in the applicable field to indicate the Federal filing status as shown on the employee's Form 1040, Individual Income Tax Return, for the tax year involved.

**Single** (*alphanumeric field; 1 position*). Key in **Y** if the employee files as single.

**Married Joint** (*alphanumeric field; 1 position*). Key in **Y** if the employee files as married jointly.

**Head Household** (*alphanumeric field; 1 position*). Key in **Y** if the employee files as head of household.

**Married Separate** (*alphanumeric field; 1 position*). Key in **Y** if the employee files as married separately.

**Widow(er)** (*alphanumeric field; 1 position*). Key in **Y** if the employee files as a widow(er).

**3. State Tax Liability.** Key in the state code where a state tax liability in the following fields (two lines are provided).

**State Name** (*alphanumeric field; 2 positions*). Key in the 2-position state abbreviation code for the state(s) where a state tax liability on relocation reimbursements was incurred.

**Note:** Complete the Marginal Tax Rate column and the Tax Basis column **only** if the Total Earned Income is **\$20,000 or less**.

**Marginal Tax Rate** (*numeric field; 4 positions*). Key in the state marginal tax rate, in decimal format, for each state shown. This rate must be provided by the employing office and cannot exceed the rate already established by GSA at the \$20,000 income level.

**Example:** Key in 1% as **01**

**Tax Basis** (*numeric field; 1 position*). Key in one of the following codes to indicate how the state Marginal Tax Rate(s) is expressed:

- 1** Percent of Income
- 2** Federal Tax

**4. Local Tax Liability.** Key in the local tax liability in the following fields (two lines are provided).

**Locality Name** (*alphanumeric field; 20 positions*). Key in the name of each locality where local income tax liability was incurred.

**Type** (*numeric field; 1 position*). Key in one of the following codes to indicate the type of locality.

- 1** City
- 2** County

**Marginal Tax Rate** (*numeric field; 4 positions*). Key in the locality marginal tax rate, in decimal format, for each locality shown. Attach to the AD-1000 a copy of the local income tax rate table for each locality shown.

**Example:** Key in 1% as **01**

**Tax Basis** (*numeric field; 1 positions*). Key in one of the following codes to indicate the basis of each tax:

- 1** Percent of Income
- 2** State Tax
- 3** Federal Tax

**Total** (*numeric field; 4 positions*). Key in the cumulative total of all Marginal Tax Rates (both state and locality).

**Example:** Key in 2% as **02**

**5. Taxable Relocation Payments** (*required, numeric field; 8 positions*). Key in the amount of taxable moving expense reimbursements made for the year. This amount is shown on Form W-2 as Moving Allowance Subject to Withholding.

**Example:** Key in \$12,400.00 as **1240000**

**Date Signed** (*date field; mm/dd/yy*). Key in the date of the authorizing official's signature.

**6. State Adjustment.** Key in the state adjustment amounts in the following fields:

**State** (*numeric field; 4 positions max.*). Key in the amount of the state adjustment.

**Amount Disallowed** (*numeric field; 8 positions max.*). Key in the amount disallowed.

After keying in the data, press [Enter] to save the document. Screen TV01201, AD-616R/Section A-Identification, Relocation (**Figure 34**), is displayed with the message *Document Is Ready To Be Released By An Approving Official* at the bottom of the screen.

- To add another document before releasing, repeat the process under [Adding A Relocation Travel Voucher](#). After adding all documents, release them using the instructions under [Releasing A Document For TRVL Processing](#).
- To perform another function, press the applicable function key. For instructions about other functions, see the applicable function heading (e.g., [Printing A Relocation Travel Document](#)).







## Printing A Relocation Travel Voucher

To access the voucher, use one of the following methods:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **10** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Relocation Travel (**Figure 45**), is displayed listing all available documents.

At Screen TV02001, scroll through the list to locate the applicable document. At the Sel field, key in any alphanumeric character to select the document and press [PF12]. Screen TV02002, (Remote) Printer Destination Screen (**Figure 25**), is displayed. Use Screen TV02002 to key in information for the printing destination.

## Releasing A Relocation Travel Voucher

Following are instructions to release a temporary duty travel voucher to NFC for processing. Documents that are ready for release are identified as **Pending** in the Current Status column. The release function can be executed **only** by approving officials and their designees. For this reason, some users will have access to the data entry screens but will not have the authority to release the documents once entry has been completed.

To access the document, use one of the following methods:

At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **15** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Relocation Travel (**Figure 45**), is displayed listing all available documents.

At Screen TV02001, press [PF10]. Screen TV02000, (Remote) Document Selection List For Relocation Travel (**Figure 46**), is displayed.

At Screen TV02000, scroll through the list to locate the applicable document. At the Sel field, key in any alphanumeric character to select the document and press [PF10].

The message *Document Has Been Released* appears at the bottom of the screen. The status of the document as shown in the Current Status column changes from **Pending** to **Released**.

**Note:** Multiple documents may be released in two ways: **(1)** You may select documents one at a time and repeat the process individually or **(2)** you may select all the documents at the same time and press [PF10] the exact number of times to correspond with the number of documents selected.

- To return to Screen TV02001, press [PF12].
- To exit, press the applicable key shown at the bottom of the screen.

TV02000	NATIONAL FINANCE CENTER TRAVEL SYSTEM (TRVL)	15:25:37	08/04/97			
(REMOTE) DOCUMENT SELECTION LIST FOR RELOCATION TRAVEL						
SEL	SOCIAL SECURITY	AUTHORIZATION NUMBER	TYPE TRAVEL	TRAVEL DATE	RELEASE DATE	CURRENT STATUS
PAGE: 0001						
MAKE SELECTION THEN PRESS THE PF10 KEY TO RELEASE THE DOCUMENT						
CLEAR= EXIT		PF7= PREV PAGE		PF10= RELEASE		
PF1 = MENU		PF8= NEXT PAGE		PF12= RETURN		

**Figure 46. Screen TV02000, (Remote) Document Selection List for Relocation Travel**



## **Unreleasing A Relocation Travel Voucher**

Following are instructions to reverse the release of a relocation travel voucher document. Documents that have been released for NFC processing are identified as *Released* in the Current Status column. **Caution:** This function can be executed **only** on the **same day** that the travel voucher was released to NFC.

To access the document, use one of the following methods:

- At Screen TV00001, Travel System (TRVL) Menu (**Figure 5**), key in **15** at the Enter Task field and press [PF11]. Screen TV02001, (Remote) Document Selection List For Relocation Travel (**Figure 45**), is displayed listing all available documents.

At Screen TV02001, scroll through the list to locate the applicable document. At the Sel field, key in any alphanumeric character to select the document and press [PF9]. The message *Document Has Been Put On Pending Status* appears at the bottom of the screen. The status of the document as shown in the Current Status column changes from **Released** to **Pending**.

- To reverse multiple documents, repeat this process individually until all documents have been successfully unreleased.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

## **Inquiry Menu**

Inquiry Menu is Task 20 on the Travel System (TRVL) Menu (**Figure 5**). Use this option to access the Travel System Online Inquiry component.

Instructions for this option are found in the Travel System Online Inquiry procedure (Title VI, Chapter 6, Section 3) under **Inquiry Menu Screen**.

## **Inquiry Report Print**

Inquiry Report Print is Task 30 on the Travel System (TRVL) Menu (**Figure 5**). Use this option to print inquiry reports.

Instructions for this option are found in the Travel System Online Inquiry procedure under **Inquiry Menu Screen, Printing A Travel Inquiry Report**.

For instructions on printing travel documents see [Printing An Authorization/Advance](#), [Printing A Temporary Duty Travel Voucher](#), and [Printing A Relocation Travel Voucher](#).

**Exhibits**

**Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry**

Title VI  
Chapter 6  
Section 1

Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry

Travel Online Generated AD-202, Travel Authorization/Advance

TRAVEL AUTHORIZATION/ADVANCE

The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.  
NOTE: Traveler is liable for the value of the tickets issued until all tickets or coupons are properly accounted for on the Travel Voucher.

1. ACTION CODE: E (E, A, C, V)      2. DATES: XXX/XXX  
SECTION A - IDENTIFICATION  
3. AUTHORIZATION NO.: XXXXXXXXXXXXXXX      4. SOCIAL SECURITY NO.:  
5. NAME:      6. AGENCY CODE: 90  
7. AGENCY OON: XXXXXXXXXXX      8. TRAVELER OON:  
9. ESTIMATED DATES OF TRAVEL >> FROM: XXX/XXX      THRU: XXX/XXX  
10. TYPE TRAVEL: FG  
13. OFFICIAL DUTY STATION: NEW ORLEANS, LA

SECTION B - EMPLOYMENT STATUS: PAYROLLED BY NFC

SECTION C - ITINERARY AND ESTIMATED EXPENDITURES  
20. FROM (CITY, STATE)      21. TO-COUNTRY CODE      CITY CODE      CITY, COUNTY OR REGION, ST

23. SUBSISTENCE CODE	LODGING	M&IE	NO. DAYS	AMOUNT
P				
P				
P				
P				
P				
P				

POV: Y RATE \$ .310 \$ .000 \$ .000 \$ .000 \$ .000 METHOD OF PAYMENT: CC  
OTHER: Y DESCRIPTION: MISC \$ 0.00 NON-CONTRACT AIR:  
UNACCOMPANIED BAGGAGE: N \$ 0.00 EXCESS FARE: N  
CAR RENTAL: Y \$ 0.00 EXCESS BAGGAGE: N  
COMMON CARRIER TICKETS: Y \$ 0.00 GSA AUTO: N  
TRANSPORTATION MODE: A

24. TOTAL ESTIMATED EXPENDITURES AUTHORIZED: \$ 25000.00

USDA - WFC-31413

**Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry**

**Travel Online Generated AD-202, Travel Authorization/Advance**

TRAVEL AUTHORIZATION/ADVANCE CONTINUED			
<b>SECTION D - ACCOUNTING CLASSIFICATION</b>			
25. PURPOSE CODE	ACCOUNTING CLASSIFICATION	CLAIM PERCENTAGE	
01	XXXXXXXXXXXXXX	20%	
04	XXXXXXXXXXXXXX	20	
08	XXXXXXXXXXXXXX	20	
09	XXXXXXXXXXXXXX	10	
10	XXXXXXXXXXXXXX	10	
04	XXXXXXXXXXXXXX	10	
01	XXXXXXXXXXXXXX	10	
THESE PERCENTAGES MUST EQUAL 100%			
<b>SECTION F - AGENCY APPROVAL</b>			
35. APPROVING OFFICER'S NAME	TITLE/AGENCY_CD	37. DATE APPROVED:	XXXXXX
JOHNDOE	02		
A/J/U			
38. PHONE(Area Code & No.):	XXX XXX XXXX		
39. APPROVING OFFICER'S SIGNATURE:			
40. CONTACT PERSON'S NAME:	E JANE DOE		
	41. PHONE:	XXX XXX XXXX	
PRIVACY ACT NOTICE			
<p>The following information is provided to comply with the Privacy Act of 1974(P.L.93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative authorization. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.</p>			
Computer Generated FORM AD-202 (USDA)			







**Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry**

**Travel Online Generated AD-202R, Travel Authorization/Advance Attachment For  
Relocation Travel**

AUTHORIZATION NO: XXXXXXXXXXXX	SSN: 433901900	NAME: JOHN DOE	EST AMOUNTS
AD-202R/SECTION C - ITINERARY AND ESTIMATED EXPENDITURES (CONTINUED)			
POV >>	IND: Y	NO OF	RATE
		2	0.190
			1000
			0.170
			1000
			0.000
			0
			0.000
			0
OTHER >>	IND: Y	DESC: OTHER	360.00
UNACCOMP BAGGAGE >>	IND: N		0.00
COMM CARR >>	IND: Y	MODE: A METHOD: CC	0.00
NON CONTRACT AIR:	IND: Y	(0,1,2,3)	0.00
EXCESS BAGGAGE >>	IND: N		0.00
SHIPMENT OF GOODS >>	IND: N		0.00
WEIGHT OF GOODS: 8000	ACTUAL: Y	COMMITTED: N	
PAYMENT METHOD >>	ADDL ALLOW:		0.00
RATE: 0	IND: Y (Y/N)		0.00
19. STORAGE OF HOUSEHOLD GOODS >>	IND: Y		0.00
TEMPORARY >>	Y		
NO DAYS: 30	WEIGHT OF GOODS: 8000		
COMPUTED RATE >>	1ST DAY RATE: 0.00	OTHER DAYS RATE: 0.00	
	WAREHOUSE:		
20. TRANS OF MOBILE HOME >>	IND: N		0.00
21. TRANS OF PRIVATE VEHICLE >>	IND: N		0.00
TEMPORARY QUARTERS >>	IND: N	NO DAYS: 0	
RATE >>	1ST 30 DAYS: 0.00	OVER 30 DAYS: 0.00	
23. MISC ALLOWANCE >>	IND: N		0.00
24. REAL ESTATE EXPENSES >>	IND: Y		0.00
SALE RES >>	IND: N	AMOUNT: 0.00	
PURCHASE RES >>	IND: N	AMOUNT: 0.00	
LEASE TERM >>	IND: N	AMOUNT: 0.00	
25. HOME PURCHASE INFORMATION >>			0.00
STREET: 123 MAIN ST			
CITY: ARABI			
PROPERTY OWNERSHIP >>	NAME	ST: LA	ZIP CODE: 70032 0000
JOHN		PCT	IMMED
JANE		50.00	MARITAL
		Y	STATUS
		50.00	S
		Y	
SALES PRICE: 100000.00	PCT AUTHORIZED: 22.52	PCT INCOME: 0.00	
TITLE DEFECT: N	UREA-FORMALDEHYDE: N		22520.00
26. RELOCATION SERVICES >>	IND: N	COMPANY NAME:	
TYPE SERVICES >>	PURCHASE: N	FINDING: N	
	MARKETING: N	MORTGAGE: N	
27. RELOCATION SERVICES CANCELLATION >>	IND: N	RELO COMP:	FEES: 0.00
CANCELLED BY >>	AGENCY: EMPLOYEE:		
28. TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT:		\$	0.00
29. TOTAL ESTIMATED EXPENDITURES FOR TRANSFER OF STATION:		\$	23480.00
30. TOTAL ESTIMATED EXPENDITURES AUTHORIZED:		\$	23480.00

USDA-WFS-SWAL3

# Systems Access Manual Travel And Transportation Travel Online Data Entry

Exhibit 4  
Page 3

## Travel Online Generated AD-202R, Travel Authorization/Advance Attachment For Relocation Travel

AUTHORIZATION NO: XXXXXXXXXXXXXXXX SSN: XXXXXXXXXXXX NAME: DOE, JOHN H.

SERVICE AGREEMENT. I agree to remain in the service of the Federal Government for 12 months following the effective date of my transfer or appointment, unless separated for reasons beyond my control and acceptable to the Government. In case I violate this agreement, any moneys expended by the United States on account of my move described above shall be recoverable from me as a debt due the United States. If I receive Withholding Allowance (WTA) payments for claims filed for transfer expenses I agree to: (1) file for a Relocation Income Tax Allowance (RIT), (2) file all required documentation of income with the claim for RIT by August 31 of the year following the WTA payments unless an extension of the time is granted by the Government. If I am overpaid or do not file the claims, I agree to repay the Government the entire WTA expended by the United States in connection with my transfer.

31. SIGNATURE \_\_\_\_\_  
32. DATE \_\_\_\_\_

COMPUTER GENERATED FORM AD-202R (USDA)

USDA-WFC-SHAL3

Travel Online Generated AD-202RE, Election For Separate Relocation Allowance

ELECTION FOR SEPARATE RELOCATION ALLOWANCES

EMPLOYEE>>

1. AUTHORIZATION NO: XXXXXXXXXXXXXXXX      2. SOC SEC NO: XXX XX XXXX

3. NAME: DOE, JOHN H.      BIRTHDATE      MARITAL STATUS (S,M)

4. FAMILY >> NAME

SPOUSE>>

1. AUTHORIZATION NO:      2. SOC SEC NO: 000 00 0000

7. NAME:      BIRTHDATE      MARITAL STATUS (S,M)

8. FAMILY >> NAME

ELECTION>>

I ELECT PAYMENT OF SEPARATE RELOCATION ALLOWANCE IN ACCORDANCE WITH FTR 302-1.8.

9. SIGNATURE (EMPLOYEE)      10. DATE

11. SIGNATURE (SPOUSE)      12. DATE

USDA-NEC-SHA13

Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry

Travel Online Generated AD-616, Travel Voucher (Temporary Duty Travel)

TRAVEL VOUCHER (Temporary Duty Travel)

---

SECTION A - IDENTIFICATION

1. TRAVEL AUTHORIZATION NO.: XXXXXXXXXXXXX      2. SOC. SEC. NO.: XXX-XX-XXXX  
 3. NAME: DOE, JOHN H.      6. TRAVELER OON:  
 4. AG CODE: XX      5. AGENCY OON: XXXXXXXXXXXX      8. TYPE CLAIM: DM  
 7. DATE OF TRAVEL: XXX/XX TO: XXX/XX  
 9. RECLAIM AMOUNT: \$ 0.00      10. LEAVE TAKEN: N  
 12. OFF DUTY STN: NEW ORLEANS, LA      13. RESIDENCE: NEW ORLEANS, LA  
 14. POST APPROVAL INDICATOR: N      15. TOTAL NIGHTS LOGGING: 0  
 16. NO. OF NIGHTS IN APPROVED ACCOMMODATIONS PER THE FIRE SAFETY ACT: 0

SECTION C - TRANSPORTATION COSTS

22. MTD/OF 23. VENDOR/ 24. I.D.      25. CAR RENT 26. AMOUNT 27. AIRLINE/ ACCOMMODATIONS  
 CC US 22222      MILES/DAYS 300.00 EXCESS FARE: N  
 CC HT      00300/002 200.00 NONCONTRACT:

---

SECTION D - CLAIMS

28. SUMMARY OF SUBSISTENCE-TDY LOCATION      29. PER DIEM

ENTRY CITY	NO. OF	ST DAYS	AMOUNT	30. ACTUAL SUBSISTENCE
NEW YORK CITY	NY	1.75	160.00	( 1.75 DAYS) \$ 160.00
NEW YORK CITY	NY	2.75	350.00	( 2.75 DAYS) 350.00
				(RATE .310) (MILES 10)
				(RATE ) (MILES )
				(RATE ) (MILES )

---

SECTION E - ACCOUNTING CLASSIFICATION

32. PARKING, TOLLS, ETC 3.10  
 33. PLANE, BUS, TRAIN 10.00  
 34. UNACCOMPANIED BAGGAGE 300.00  
 35. LOCAL TRANSPORTATION 10.00  
 36. MISCELLANEOUS EXPENSE 10.00  
 37. CAR RENTAL 200.00  
 38. TOTAL CLAIM 1043.10  
 39. ADVANCE OUTSTANDING 0.00  
 40. AMOUNT APPLIED TO ADV 0.00  
 41. AMOUNT APPLIED TO BILL 0.00  
 42. ADD'L ADVANCE REPAID 0.00  
 43. REMAINING ADV BAL 0.00  
 44. NET TO TRAVELER \$ 1043.10

45. AUTHORIZATION: N 46. DISTRIBUTED: Y

PURPOSE ACCOUNTING CLASSIFICATION PERCENT

01 XXXXXXXXXXXXXXXX 100% 36. MISCELLANEOUS EXPENSE 10.00

THESE PERCENTAGES MUST EQUAL 100%

UBSA-WF-9443









**AD-424, Employee Application For Reimbursement Of Expenses Incurred Upon  
Sale Or Purchase (Or Both) Of Residence Upon Change Of Official Station**  
(Front) (For DOJ Users Only)

**EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED  
UPON SALE OR PURCHASE (OR BOTH) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION**  
See Privacy Act Notice On Reverse

**A. EMPLOYEE**

1. Obtain a copy of all supporting documents needed to file your claim. Include sales agreements between buyer and seller, settlement or loan closing statements, invoices and statements that support other items claimed for reimbursement, etc. Do not send your original supporting documents as they cannot be returned to you. Send photo copies only.
2. Prepare the front and back of this application in triplicate. Sign and date the appropriate employee certification(s).
3. Prepare Form AD-616R, Travel Voucher (Relocation).
4. Submit the original and first copy of Form AD-424, all supporting documents, and the AD-616R, to the head of your office at new official station or to the appropriate official designated by your Department or agency. Retain the remaining copy of the AD-424 and supporting documents for your records.

claimant's old official station as provided in Chapter 2, Part 6, of the Federal Travel Regulations (FTR). The approving official, or his/her designee, will handle and execute the approval and return the package to you (see Section D).

2. **For Purchases.** Approval of this claim must be executed by the head of the office, or his/her designee, at the new official station (unless agency review and approval functions are performed elsewhere) (see Section D).

3. **Final Administrative Approval.** Payment of the claim must be executed by an appropriate approving official (see Section E). Such official shall independently determine, in accordance with the provisions of the FTR, the propriety of all reimbursements claimed. In this connection, all vouchers for reimbursement of real estate incident to the same transfer shall be examined. Submit the approved AD-616R with attached original AD-424, and supporting documents, to the USDA, National Finance Center, P.O. Box 60,000, New Orleans, LA 70160. File the copy of the application with the office copy of the voucher.

**B. HEAD OF OFFICE**

1. **For Sales.** Submit the original and first copy of Form AD-424, all supporting documents, and the AD-616R, to the head of the office at the

SECTION A - EMPLOYEE			
1. SOCIAL SECURITY NUMBER	2. NAME (Last, first, middle initial)	3. RELOCATION SERVICE PREVIOUSLY AUTHORIZED FOR THIS TRANSFER	4. HAS EARLIER CLAIM FOR REAL ESTATE EXPENSES BEEN SUBMITTED FOR THIS TRANSFER?
XXX XX XXXX	DOE ALLEN	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
5. MAILING ADDRESS (Street or P.O. Box, City, State, and Zip Code)			
123 SAN ANTONIO STREET SAN ANTONIO TX XXXXXX			

SECTION B - TRANSFER DATA		
6. OLD OFFICIAL STATION NEW ORLEANS LA	7. NEW OFFICIAL STATION SAN ANTONIO TX	8. DATE OF NOTIFICATION OF IMPENDING TRANSFER 031597
9. TRAVEL AUTHORIZATION NUMBER/DATE 7CSXXXXXXXXXX/050197	10. DATE REPORTED FOR DUTY AT NEW OFFICIAL STATION 051697	11. DATE SERVICE AGREEMENT SIGNED 032297

SECTION C - RESIDENCE PROPERTY DATA			
Complete Address of Residence	12. SALE (Old Official Station)		13. PURCHASE (New Official Station)
			122 San Antonio Street San Antonio TX XXXXXX
Number of Dwelling Units on Property	1		
Sale and/or Purchase Price	138000.00		
Date of Closing or Settlement	12 31 97		
Amount of Expense Being Claimed	1950.00		
EMPLOYEE CERTIFICATION OF RESIDENCE PROPERTY DATA	I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.		I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my new residence.
	14. EMPLOYEE'S SIGNATURE	15. DATE	16. EMPLOYEE'S SIGNATURE <i>Allen Doe</i>
			17. DATE 01 15 98

SECTION D - APPROVALS			
	SALE EXPENSES. The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.		PURCHASE EXPENSES. The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.
	<input type="checkbox"/> 18. As Claimed <input type="checkbox"/> 19. As Reduced, Per Attached Memo		<input checked="" type="checkbox"/> 23. As Claimed <input type="checkbox"/> 24. As Reduced, Per Attached Memo
	20. SIGNATURE		25. SIGNATURE <i>John Smith</i>
	21. TITLE		26. TITLE <i>Director, Fiscal Div.</i>
22. DATE		27. DATE 011598	

SECTION E - FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT		
29. AMOUNT \$ 1950.00	Payment of this claim is approved in the amount indicated. If the amount approved is less than amount claimed, see the attached memo.	
30. SIGNATURE <i>John Smith</i>	31. TITLE <i>Director FO</i>	32. DATE 011598

**Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry**

Exhibit 9

**AD-424, Employee Application For Reimbursement Of Expenses Incurred Upon Sale Or Purchase (Or Both) Of Residence Upon Change Of Official Station**  
(Back) (For DOJ Users Only)

**COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)**

ITEM	EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1.	LOAN AMOUNT		125000.00
2.	BROKERAGE FEES The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.	\$	
3.	ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.	\$	
4.	APPRAISAL FEE The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	\$ 200.00
5.	LOAN ORIGATION FEE: Amount charged to cover the administrative overhead cost of processing the loan. (Subject to limitations contained in FTR 2-6.2d(1)(b).)	\$	\$ 1250.00
6.	SETTLEMENT FEE. Amount paid to escrow agent, title company, or similar entity for closing a real estate transaction.	\$	\$
7.	ATTORNEY FEE Searching title, preparing abstract and legal fees for a title opinion (does not include costs of litigation)	\$	\$
8.	TITLE INSURANCE POLICY Owners coverage only on sale where customarily furnished; Lenders coverage only on purchase when required by the lending institution.	\$	\$ 175.00
9.	CERTIFICATIONS The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA (includes termite inspection fee)	\$	\$
10.	LOAN APPLICATION FEE The amount paid	\$	\$ 50.00
11.	STATE REVENUE STAMPS. The amount paid	\$	\$
12.	CREDIT REPORT The amount paid for credit or factual data report on the buyer, if required by mortgagee/lender, FHA or VA.	\$	\$
13.	RECORDING FEES AND RECORDING TAXES Other charges paid incident to recordation (e.g., mortgage discharge recording fees)	\$	\$ 75.00
14.	PREPAYMENT CHARGE The amount paid as required in the mortgage or other security instrument as a charge for prepayment, or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.	\$	
15.	SURVEY	\$	\$ 125.00
16.	SALES OR TRANSFER TAXES, MORTGAGE TAX, IF ANY. The amount paid	\$	\$
17.	OTHER INCIDENTAL EXPENSES Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain, if necessary, attach separate sheet)	\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL ▶</b>		\$	\$ 1950.00

**Note:** In accordance with the real estate expense provisions of the Federal Travel Regulations, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321 and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

**Footnotes:**

- 1) The aggregate amount of expenses which may be reimbursed is the amount which should not exceed 10% of sale price or the maximum allowances as stated in FTR 2-6.2.g.
- 2) The aggregate amount of expenses which may be reimbursed is the amount which should not exceed 5% of purchase price or the maximum allowances as stated in FTR 2-6.2.g.
- 3) If property is multiple family unit type (excluding condominium), expenses will be prorated and allowed for residence unit only.

**Privacy Act Notice.** The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 101-7). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

☆ U.S. GPO: 1995-625-042/83210

**Systems Access Manual  
Travel And Transportation  
Travel Online Data Entry**

Title VI  
Chapter 6  
Section 1

Exhibit 10

**AD-1000, Claim For Relocation Income Tax Allowance (For DOJ Users Only)**

<b>CLAIM FOR RELOCATION INCOME TAX ALLOWANCE FOR THE YEAR 19__</b>				
<b>ATTACHMENT TO FORM AD-616, TRAVEL VOUCHER</b>				
NAME (First, last)	SOCIAL SECURITY NUMBER	AGENCY CODE	REPORTING DATE Year   Month   Day	
<b>1 GROSS COMPENSATION</b>	FORM W-2		SCHEDULE SE	
Gross compensation as shown on attached Form(s) W-2 (including Form W-2 for relocation) and/or net earnings (or loss) from self-employment income shown on attached Schedule SE (line 1 plus line 2).	Employee ▶			<b>TOTAL</b>
	Spouse ▶			
<input type="checkbox"/> Check box if total earned income is \$20,000 or less				<b>TOTAL EARNED INCOME ▶</b>
<b>2 FILING STATUS</b> Check appropriate box below.				
<input type="checkbox"/> 1 = Single <input type="checkbox"/> 2 = joint return <input type="checkbox"/> 3 = Head of Household <input type="checkbox"/> 4 = separate return <input type="checkbox"/> 5 = with dependent child				
<b>3 STATE TAX LIABILITY</b>	STATE NAME	MARGINAL TAX RATE (Use decimal)		TAX BASIS 1 = % Income 2 = Federal Tax
Enter the state(s) where you had incurred a state tax liability on relocation reimbursements. Complete the Marginal Tax Rate and Tax Basis blocks ONLY if total earned income shown above is \$20,000 or less. You must enter the state marginal tax rate for each state where you have a liability. You must indicate if this rate is expressed as a percent of income or Federal Tax.				
<input type="checkbox"/> Check box if your filing status is "Married filing separate return" and you reside in a community property state. (If this box is checked you must have entered total earned income for both you and your spouse in earned income blocks.)				
<b>4 LOCAL TAX LIABILITY</b>	LOCALITY NAME	TYPE 1 = City 2 = County	MARGINAL TAX RATE (Use decimal)	TAX BASIS 1 = % Income 2 = State Tax 3 = Federal Tax
Enter the locality where you have incurred a local income tax liability. Indicate if the locality is a city or a county and what the local income tax rate is and the basis of the tax. Attach a copy of the local income tax rate table for each separate locality.				
<b>TOTAL ▶</b>				
<b>5 TAXABLE RELOCATION PAYMENTS</b>				
Enter the amount of taxable moving expense reimbursements made for the year. This amount is shown on your Form W-2 as moving allowances subject to withholding. ▶				
<b>6 CERTIFICATIONS</b>				
I certify that the above information, which is to be used in calculating the RIT Allowance to which I am entitled, has been (or will be) shown on income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State, and local tax authorities for the tax year for which I am filing. The above information is true and correct to the best of my knowledge and I (we) agree to notify the appropriate agency official of any changes to the above (i.e., from amended tax returns, tax audits, etc.) so that appropriate adjustment to the RIT Allowance can be made. The required supporting documents are attached. Additional documentation will be furnished if requested.				
EMPLOYEE'S SIGNATURE			DATE	
SPOUSE'S SIGNATURE			DATE	
I have reviewed this claim and its attachments for truth and accuracy. I authorize the RIT Allowance payment on the attached Form AD-616 in accordance with the data provided and attached to this claim.				
AUTHORIZING OFFICIAL'S SIGNATURE			DATE	
<p><b>PRIVACY ACT NOTICE:</b> The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, and is used to verify employee claims for reimbursement of Relocation Income Tax Allowance (RIT). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigation of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.</p>				
FORM AD-1000 (USDA) 10/85				



*(reserved)*

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