

Roles and Responsibilities for Travel Functions

PWS Task Reference	Task	Travel Team	Payments Division	Field Liaison	COR	CDRL	Policies, references, etc.	Comments
C-5.2.3.1.1 Payments	Receive, review, and validate TDY travel voucher file and execute Travel Manager (TM) interface							
	a. Selects all tdy vouchers in a submitted status and local vouchers in an approved status from each TM database	X						
	b. Performs TM audit processing for selected documents in each TM database. Returns the voucher to the traveler for correction as required.	X						Electronic TM audits will be standardized after consolidation. The TM audits in place currently will remain as is until a consensus is reached by the Travel Team on standardized electronic audits.
	c. Transmits file of TM data for all tdy and local vouchers that have passed electronic TM audits through HP/HQ DISCAS to the Payments Team for processing TM interface using site specific DISCAS/TM interface	X			Payments Team Leader			Process for using HQ HP to interface to AL and OR DISCAS being set up by Matt Sparks and Tim Bodnar. The process will require testing prior to implementation.
	d. Performs TM/DISCAS interface on files received		X					Automated process will generate the TM/DISCAS interface at 10:00 each day. The Payments Team and Travel Team will evaluate this timeframe and adjust it as necessary.
	e. Resolve DISCAS edit messages and exception messages	X	X	X	Payments Team Leader			See separate listing of specific audit messages resolved by the Travel Team and Payments Team. In addition, Field Liaisons will receive reports with TM exception messages related to funding issues to be resolved and coordinated directly with the Payments Team.
	f. Validate transactions in DISCAS and provide COR with reports for certification of payments		X		OR Certifying Official			
C-5.5.2.2.1 Travel	Execute TM interface							

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	see steps listed above							
C-5.5.2.2.2	Perform a weekly review and research of vouchers returned to the traveler for correction							Identify any ways to automate the process- consider including as part of the review of unpaid obligations
	a. Run a report from each TM database of all vouchers and local vouchers in an audit fail status	X						
	b. Manually review each document to determine if follow up action is necessary (date of audit fail, any actions since that date by traveler or support person)	X			Travel Team Leader			
C-5.5.2.2.2	Provide Follow up notifications							
	a. Send e-mail notification to traveler and document creator to provide instructions on how to resolve discrepancy on voucher that caused document to be returned for correction	X			Travel Team Leader			
New	Review of vouchers in approved or adjusted status in TM							
	a. Run a report from each TM database of all vouchers and local vouchers in an adjusted status and all vouchers in an approved status	X						
	b. Perform research in TM to determine if document was signed by traveler and appropriate approving official for local vouchers	X						
	c. Process any vouchers determined to be complete through the TM edits and create and file for TM interface. Return the document to the traveler for corrections if necessary.	X						
	d. Upload TM interface file to HQ HP for processing by Payments Team	X			Payments Team Leader			
C-5.5.5.1.1	Audit all IPA vouchers							
	a. Receive notification from TM Interface Warning/Exception Report that traveler is under IPA assignment (designated by indicator in employee record in DISCAS)	X	X					TM Interface Warning/Exception report prints automaticall
	b. Delete Funding entry created by TM interface for payment	X						
	c. Review document and print copy from TM to ensure that dates do not overlap previous claims for monthly flat rate per diem (no receipts required)	X						
	d. Check copy of IPA agreement to identify if assignment is over 1 year and requires tax withholding	X						
	e. Manually calculate Federal tax withholding if applicable	X						
	f. Make entries in DISCAS to record tax amounts withheld and payment to appropriate entity	X						
	g. Submit scanned copy of the voucher to the Payments Team via e-mail to orfscmail@oro.doe.gov . Voucher will indicate amount of payment to the employee.	X			Payments Team Leader			
	h. Create the DISCAS entry for the payment to the traveler (net amount of voucher less taxes)		X					
	i. Validate DISCAS transactions for payment to the employee and certify for payment		X					

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	j. Verify payments sent for processing are received and processed for payment	X			Travel Team Leader			
	Permanent Change of Station Authorizations							
C-5.5.6.1.1	Process Permanent Change of Station Authorizations							review change in workload since PWS
	a. Receive employee moving expense information sheet from relocating employee or field organization	X						
	b. Review information provided by employee for completeness and contact employee for any additional information required to prepare authorization for PCS move	X						
	c. Determine which entitlements the employee is eligible for based on Federal Travel Regulations, DOE Agency policies, and Board of Contract Appeals rulings	X					Federal Travel Regulations	
	d. Complete worksheet to calculate amounts for each entitlement for employee and dependents	X						
	e. Prepare PCS Authorization forms for specific amounts authorized and entitlements allowed and fax to field point of contact	X						
	f. Update spreadsheet log with dates received from employee, dates prepared, and submitted to the field	X						
	g. Coordinate approval of PCS authorization and prepare obligation entries in DISCAS			X				
	h. Return authorization to the Travel Team identifying field authorization number and accounting information			X				
	i. Update spreadsheet log to indicate dates returned from field, verify travel authorization number and accounting data are provided	X						
	j. File authorization in individual employee's PCS folder	X			Travel Team Leader			
	k. Send copy of the authorization to the PCS traveler	X						
C-5.5.6.1.1	Prepare procurement request for PCS third party relocation services							
	a. Receive employee moving expense information sheet from relocating employee or field organization	X						
	b. Review information provided by employee for completeness and contact employee for any additional information required to prepare Procurement request for third party relocation services	X						
	c. Determine which entitlements the employee is eligible for based on Federal Travel Regulations, DOE Agency policies, and Board of Contract Appeals rulings	X					Federal Travel Regulations	
	d. Submit request to GSA for estimate of shipment and storage of household goods	X						
	e. Prepare Procurement request for specific amounts authorized for shipment and storage of household goods and real estate	X				SF__		
	f. Update spreadsheet log with dates received from employee, dates prepared, and submitted to the field	X						

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	g. Coordinate approval of Procurement request and prepare obligation entries in DISCAS			X				
	h. Return Procurement request to the Travel Team identifying field purchase order number and accounting flex field data			X				
	i. Update spreadsheet log to indicate dates returned from field, verify purchase order number and accounting data are provided	X						
	j. File Procurement request in individual employee's PCS folder	X			Travel Team Leader			
C-5.5.6.1.1	Prepare PCS amendments							
	a. Receive request from employee or field to amend PCS authorization	X						
	b. Review request provided by employee to determine if additional justification or information is required from the employee to prepare authorization for PCS move	X						
	c. Determine which entitlements the employee is eligible for based on Federal Travel Regulations, DOE Agency policies, and Board of Contract Appeals rulings	X					Federal Travel Regulations	
	c. Complete worksheet to calculate amounts for each entitlement for employee and dependents	X						
	d. Prepare PCS Authorization forms for specific entitlements to be amended and fax to field point of contact	X				SF__		
	e. Update spreadsheet log with dates received from employee, dates prepared, and submitted to the field	X						
	f. Coordinate approval of PCS authorization and prepare obligation entries in DISCAS			X				
	g. Return authorization to the Travel Team identifying field authorization number and accounting flex field data			X				
	h. Update spreadsheet log to indicate dates returned from field, verify travel authorization number and accounting data are provided	X						
	i. File authorization in individual employee's PCS folder	X			Travel Team Leader			
	j. Send copy of the amendment to the PCS traveler	X						
C-5.5.6.2.1	Coordinate and review PCS travel authorizations prepared by ME-40 for HQ funded moves							Consider reengineering process to consolidate with field funded moves
	a. Receive completed and approved PCS authorization from ME-40 for moves being funded by HQ Program offices	X						
	b. Ensure obligation has been created in DISCAS by Payroll and Budget Execution Team	X						
	c. Create an individual folder for the PCS moves and file the folder	X			Travel Team Leader			
	Permanent Change of Station Vouchers							
C-5.5.6.2.2	Process Permanent Change of Station (PCS)travel vouchers							

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	a. Log PCS received in appropriate DISCAS database	X						
	b. Record the logging xid in block 11 of voucher (SF1012)	X						
	c. Review completed PCS travel vouchers for technical, clerical and other errors for completeness and accuracy. Return travel voucher to traveler as required.	X						
	d. Notate any discrepancies, amounts verified correct and amount due traveler in block 17 of the voucher	X						
	e. Notate information required for payment processing in block 12 of the voucher	X						expense code, state code, transfer employee Y/N, Field Office CID and accounting information, DISCAS database (AL/OR/HQ)
	f. Scan front page of voucher . Attach to an e-mail to Payments Team at orfscmail@oro.doe.gov	X			Payments Team Leader			
	g. Enter payment information into DISCAS for payment to employee, for federal tax withholding, state tax withholding, and retirement withholding.		X					
	h. Provide scanned copy of the letter generated by DISCAS during the payment process to the Travel Team		X					
	i. Provide copy to employee of tax spreadsheet and any discrepancies noted	X						
	j. Verify payments sent for processing are received and processed for payment	X			Travel Team Leader			Use automated report in DISCAS or common spreadsheet on shared drive
	k. File completed voucher and tax spreadsheet in individual employee's PCS file	X						

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C-5.5.6.4.1	Process Reimbursements for Home Marketing Incentive							
	a. Receive invoice from third party relocation service for sale of residence	X						
	b. Perform review of the invoice to determine if the employee entitled to the home marketing incentive bonus	X						
	c. Calculate amount of bonus to be paid to the employee	X						
	d. Prepare a travel voucher (SF1012) for the amount of the bonus to be paid.	X						
	e. Log voucher into appropriate DISCAS database	X						
	f. Record the logging xid in block 11 of voucher (SF1012)	X						
	g. Notate information required for payment processing in block 12 of the voucher	X						expense code, state code, transfer employee Y/N, Field Office CID and accounting information, DISCAS database (AL/OR/HQ)
	h. Scan front page of voucher. Attach to an e-mail to Payments Team at orfscmail@oro.doe.gov	X			Payments Team Leader			
	i. Enter payment information into DISCAS for payment to employee, for federal tax withholding, state tax withholding, and retirement withholding.		X					
	j. Provide scanned copy of letter generated by DISCAS during the payment process to the Travel Team		X					
	k. Provide copy to employee of tax spreadsheet and voucher	X						
	l. Verify payments sent for processing are received and processed for payment	X						
	m. File completed voucher and tax spreadsheet in individual employee's PCS file	X			Travel Team Leader			
C-5.5.6.4.2	Enter payment information for real estate expenses and shipping and storage of household goods							

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	a. Enter amounts paid to third party relocation vendor for real estate expenses, shipment and storage of household goods in the DISCAS PCS TRAN dataset after invoice has been reviewed and approved by Office of Finance and Oversight	X			Travel Team Leader			
C-5.5.6.5.1	Test the RITA disk for accuracy and proper operation							
	a. Receive RITA disk from NASA annually	X						
	b. Enter test data into program for amount of taxable payments, tax withholdings, proper state and local withholding, and amount of income and compare to manual calculation of the RITA	X			Travel Team Leader			
	c. Work with IT support to have RITA program installed if necessary	X						
C-5.5.6.5.2	Generate the report to identify individuals with taxable payments							
	a. Create report from DISCAS to identify PCS employees with payments for expense types that are taxable	X						
	b. Review report to ensure accuracy and identify any entries that were corrections and not actual reimbursements to travelers	X			Travel Team Leader			
C-5.5.6.5.2	Send notifications to employees regarding eligibility to receive RITA							
	a. Prepare letters to be sent to employees identified as being eligible for RITA payment by report above	X						
	b. Send letters to employees notifying them they are eligible for the RITA of the procedures for submitting a RITA voucher	X			Travel Team Leader			
C-5.5.6.5.3	Send follow up notifications to employees eligible to receive RITA							
	a. Review report of letters sent to employees eligible for RITA to determine if vouchers have been submitted	X						
	b. Issue a follow up notification to employees that have not submitted vouchers after 30 days	X			Travel Team Leader			
	c. Make phone calls to employees that have not submitted vouchers after 60 days from the date of the initial notice	X						
C-5.5.6.5.5	Prepare billing request for individuals that were paid a WTA but have not submitted a RITA							
	a. Identify employees that have not submitted RITA vouchers	X						
	b. Prepare billing requests form for employees that have not submitted a RITA voucher but were paid a Withholding Tax Allowance (WTA)	X			Travel Team Leader		Reference Billing Request form located on O:-----	
	c. Submit billing request to Special Accounts and Reconciliation Team to establish the receivable and bill the employee.	X			Special Accts & Reconciliation Team Leader			
C-5.5.6.5.4	Process RITA vouchers							
	a. Receive RITA voucher from employee through the mail	X						
	b. Log incoming voucher in DISCAS to record receipt	X						

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	c. Record the logging xid in block 11 of voucher (SF1012)	X						
	d. Run reports from DISCAS to identify amounts paid for taxable entitlements and amounts paid for WTA	X			Travel Team Leader			
	e. Compute the RITA using reports from DISCAS and the automated disc provided by NASA	X						
	f. Review completed PCS travel vouchers for technical, clerical and other errors for completeness and accuracy. Return travel voucher to traveler as required.	X						
	g. Notate any discrepancies, amounts verified correct and amount due traveler in block 17 of the voucher	X						
	h. Notate information required for payment processing in block 12 of the voucher	X						expense code, state code, transfer employee Y/N, Field Office CID and accounting information, DISCAS database (AL/OR/HQ)
	i. Scan front page of voucher and tax spreadsheet. Attach to an e-mail to Payments Team at orfscmail@oro.doe.gov	X			Payments Team Leader			
	j. Enter payment information into DISCAS for payment to employee, for federal tax withholding, state tax withholding, and retirement withholding.		X					
	k. Provide scanned copy of the letter generated by DISCAS during the payment process to the Travel Team		X					
	l. Provide copy to employee of tax spreadsheet and any discrepancies noted	X						
	m. Verify payments sent for processing are received and processed for payment	X						
	n. Prepare and submit a billing request for overpayment to employee of WTA if applicable	X						

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	n. File completed voucher and tax spreadsheet in individual employee's PCS file	X			Travel Team Leader			
C-5.5.6.6.1	Complete the closeout of PCS travel authorizations							
	a. Run reports from DISCAS of HQ PCS authorizations with unpaid obligations	X						
	b. Review each authorization and employee folder to determine if the funds can be deobligated	X						
	c. Process entries in DISCAS to deobligate funds if necessary for HQ obligations	X						
	d. Notify the field of any PCS authorizations that may be considered for deobligation	X			Field PCS contacts			
	e. Process entries in DISCAS to deobligate funds if necessary for field funded obligations			X				
C-5.5.6.6.2	Review and research purchase orders to determine eligibility for close out	X						
	a. Receive request from HQ Procurement to review third party relocation purchase orders to determine eligibility for close out	X						
	b. Pull individual employee folder and verify that all third party expenses authorized have been paid to the vendor	X						
	c. Notify Procurement if purchase order can be closed out	X			Travel Team Leader			
C-5.5.6.7.1	Generate, reconcile, and provide PCS reconciliation report reflecting year to date actual relocation costs- 4782 process							Evaluate options to eliminate yearly reporting and report only as vouchers are paid or establish report in DISCAS
	a. Generate report from DISCAS PCS TRAN dataset to identify all PCS payments for the calendar year being reported	X						Consider adding information to Employee Self Service website like W-2
	b. Review reports to identify any potential out of balances or correction entries	X						
	c. Run DISCAS job that prints information on SF 4782	X						
	d. Mail 4782 form to the traveler for tax reporting purposes	X			Travel Team Leader			
	Paper Vouchers							

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C-5.5.4.1.1	Review and manually record paper travel vouchers (logging)							
	a. Log incoming paper travel vouchers in DISCAS to record receipt	X						
	b. Record the logging xid in block 11 of voucher (SF1012)	X			Travel Team Leader			
	c. Monitor status of unpaid paper vouchers using a report from DISCAS	X						
C-5.5.5.2.1	Conduct prepayment audit of paper travel vouchers							
	a. Audit voucher and supporting documentation in accordance with the Federal Travel Regulations to ensure accuracy	X					Federal Travel Regulations DOE Travel Order	
	b. Scan copy of audited voucher and e-mail to Payments Team at orfscmail@oro.doe.gov	X			Payments Team Leader			
	c. Record and validate payment entries in DISCAS		X					
	d. Notify the traveler of any discrepancies noted in the audit of the voucher	X						
	e. File the original voucher in the individual employee folder	X			Travel Team Leader			
	Travel Manager Training							
C-5.5.2.1.1	Prepare and submit Travel Manager training manuals, materials, and handouts							
	a. Update user training manual used for Travel Manager Web training as needed based on changes in procedures or upgraded versions of software	X						
	b. Prepare information for Travel Manager version 8.2 GUI training as needed	X			Travel Team Leader			
	c. Update administrator training manual used for Travel Manager administrator training as needed based on changes in procedures or upgraded version of software	X						
C-5.5.2.1.2	Conduct training classes for TM software							Consider use of alternative methods to present classes remotely such as WEBEX
	a. Evaluate training requirements for each field site for document preparation	X		X				Currently under contract with MIL for document preparation classes
	b. Schedule train the trainer sessions for field liaisons as needed	X		X				
	c. Perform training sessions for trainers	X						
	d. Perform ongoing training for field employees			X				
C-5.5.2.1.2	Conduct 1-on-1 instruction for TM software							

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	a. Evaluate training requirements for each field site for administrator training	X		X				HQ Administrator training was initially one on one instruction as each individual office began electronic processing. Training for administrators is now performed in small groups.
	b. Schedule train the trainer sessions for field liaisons as needed	X		X				
	c. Perform training sessions for trainers and HQ administrators	X						
	d. Perform ongoing training for field employees			X				
	Ticket Interface							
C-5.2.3.4.1	Receive, process and reconcile monthly airlines ticket interface files into DOE's primary acctg & reporting system							Issue: Identify any issues or additional costs to obtain information from TMC after review of contracts by field personnel. Each field site has a different TMC. HQ is the only one receiving weekly files of tickets issued.
	a. Receive the weekly file or hardcopy data from the TMCs for all tickets issued on the corporate account for each field site	X						Coordinate with the Bank of America transition team to identify other corporate accounts used
	b. Enter ticket data into DISCAS for tickets purchased on the corporate card	X						
	c. Perform reconciliations between the monthly bill and the weekly files.	X						
	d. Submit information to the Payments Team to process the ticket payment	X			Payments Team Leader			
	e. Make entries in DISCAS to record ticket payments		X					
	Advances							
C-5.2.3.3.1	Schedule Approved Travel Advances							Currently automated part of TM authorization interface generates advance entries. HQ is the only site that requires special approval of advances. Consider having field sites create entries in DISCAS through the authorization interface and the Payment Team processing for payment.-

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	a. Receive advance request from employee or employee's supervisor	X						
	b. Obtain approval from employee's supervisor for advance request	X						
	c. Obtain printed copy of approved authorization	X						
	d. Confirm amount of advance requested does not exceed allowable amount	X					Federal Travel Regulations DOE Travel Order	verify current policy with Financial Policy
	e. Record advance payment entry for travel in DISCAS		X					
	f. Scan copy of authorization and e-mail to Payments Team for approval in DISCAS. Authorization should indicate CID and DISCAS database.	X			Payments Team Leader			
	f. Approve advance payment entry in DISCAS and certify for payment		X					
	g. File authorization and advance request in file for advances	X			Travel Team Leader			Duplication of paper copies if Travel and Payments Team have files?
Statistical Sampling								
C-5.5.5.3.1	Issue initial notification to randomly selected audit candidates (stat sample process)							Refer to standard post payment audit selection. Will need to obtain DISCAS ids for AL and OR and run the process in their DISCAS. Ensure that Field sites audit all post payment vouchers received prior to 9/30/04 or submit vouchers to GTN.
	a. Receive electronic file from Bank of America with employee government issued credit card charges	?						
	b. Execute a report from DISCAS that will show the number of vouchers paid to determine the population size	X						
	c. Enter the population total in the Excel spreadsheet for calculation of the statistical sampling sample number	X						
	d. Run Statistical Sampling process in DISCAS- User will be prompted for year and month/sample size	X						
	e. Analyze reports produced to ensure that vouchers are properly selected for audit and that e-mail notifications were generated	X						

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	f. Manually review each document on the Local Vouchers/TDY under \$150.00 report to determine if receipts are required	X						
	g. Send manual e-mails requesting any documentation	X			Travel Team Leader			
	h. File reports and documentation by month	X						
C-5.5.5.3.1	Issue follow up notifications on post payment audits							
	a. Automated report generates follow up e-mail notification from DISCAS 30 days from the date of the initial request	X			Travel Team Leader			
	b. If no, e-mail address is found for the traveler, a manual follow up notice is printed on printer _____	X						
	c. Any manual notices are mailed to the travel coordinator or document creator	X						
C-5.5.5.3.1	Refer non-responses to 2nd follow-up notification to CO							
	a. An automated report is generated with all of the vouchers not received for audit within 60 days of the initial request	X			Travel Team Leader			
	b. Phone calls are made to each of the individual travelers listed on the report to request they submit the documents for audit	X						
	c. If vouchers are not received within ____ days a billing request in prepared to bill the traveler for the amount of the payment	X						
	Post Payment Audits							
C-5.5.5.4.2	Audit post-payment travel vouchers							
	a. Update DISCAS to record receipt of post payment audit voucher	X						
	b. File voucher by date received in file of vouchers to be audited	X						
	c. Perform complete audit of all amounts claimed, travel documents, and receipts in accordance with the Federal Travel Regulations, DOE Travel Policy and internal procedures	X					Federal Travel Regulations, DOE Travel Order, Internal Procedures	
	d. Notate any discrepancies on the front of the voucher SF 1012 block _____	X			Travel Team Leader			
	e. Update DISCAS with the appropriate code to reflect either the voucher was audited and no discrepancies were found or the voucher was audited with discrepancies noted	X						
C-5.5.5.5.1	Prepare and submit a billing request for any traveler receiving overpayment							
	a. If post payment audit discloses an amount overpaid to the traveler prepare a billing request form and notate a clear description of the discrepancies- Need to determine what threshold if any should be established for billing travelers- ex: \$20 or more	X						Issue with Financial Policy to establish a consistent policy on handling over and under payments
	b. Provide a copy of the billing request to the individual responsible for collecting information on erroneous payments	X						
	c. Update information on spreadsheet to be used for Erroneous Payment Reporting to identify the type of voucher audited (100% post payment audit or random audit) and the discrepancy types and amounts.	X			Travel Team Leader			Add new task for recording information to be used in preparation of erroneous payments

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	d. Submit the spreadsheet to the Payments Team on a quarterly basis	X						
	e. Prepare the Erroneous Payment report for travel payments		X					
C-5.5.5.5.1	Notify traveler receiving underpayment to submit supplemental voucher for verified claims							
	a. If post payment audit discloses an amount underpaid to the traveler send the traveler an e-mail notification that they may reclaim the amount through Travel Manager electronic processing	X						Discuss requirements for generating paper manual reclaims for amounts due travelers and GC guidance
	b. Provide a copy of the adjustment to the individual responsible for collecting information on erroneous payments	X						
	c. Update information on spreadsheet to be used for Erroneous Payment Reporting to identify the type of voucher audited (100% post payment audit or random audit) and the discrepancy types and amounts.	X						
	d. Submit the spreadsheet to the Payments Team on a quarterly basis	X						
	e. Prepare the Erroneous Payment report for travel payments		X					
	Reporting and Reconciliation							
C-5.5.6.7.2	Confirm and reconcile reported payroll amounts with actual payment amounts							
	a. Run report from DISCAS to indicate amounts paid to employees and on their behalf in connection with a PCS move	X						
	b. Ensure that federal tax withholding is appropriate percentage of taxable payments	X						
	c. Ensure proper state is listed on report for withholding purposes	X						
	d. Submit report to Payroll and Budget Execution Team- Payroll submits taxes withheld to the appropriate authority and forwards the information to DFAS for W-2 reporting purposes	X			Travel Team Leader			
C-5.5.6.7.3	Confirm and reconcile the amount of payments with the amounts charged to DOE offices							Will not be required with changes in inter entity acctg in DISCAS
C-5.5.6.7.4	Confirm and reconcile the amount of taxes withheld with the amount of taxes paid- clear suspense account							
	a. Prepare a report from DISCAS to identify the amounts withheld for IPA and PCS taxes	X			Travel Team Leader			
	b. Reconcile the report with the amounts paid to the taxing authorities	X						
	c. Prepare correction entries for DISCAS if needed	X						
C-5.5.8.1.1	Extract and compile local mileage from trip information for annual local mileage reimbursable report			X				Workload only reported at NETL
	Customer Service							
C-5.5.9.1.1	Provide customer service and respond to and resolve user requests	X	X	X				Communication needed to notify employees of contact information- include in DOECAS with Bank of America information

Data on Manual Pre-Payment Vouchers

<u>Site</u>	<u>Volume Per Year</u>	<u>Type</u>	<u>Reason Not Processed Electronically</u>
AL/NNSA		1. Extended TDY	
		1. All TDY and Local Travel	Not using TM to prepare documents currently- Working with Casper to implement electronic processing
Casper	100		
CH		1. Payment reissues	Consider change in the process to submit electronically?
Golden	8	1. Extended TDY	
HQ		1. The Secretary of Energy and their spouse 2. Senior Advisors to the Secretary 3. Office of Scheduling and Advance (ME-2.2)	Prepayment audit to ensure complete and accurate voucher records are maintained for reviews from others
		4. Intergovernmental Personnel Agreement vouchers	Received electronically and audited prior to payment to determine tax withholding Consider change in the process to submit electronically?
		5. Payment reissues 6. Supplemental vouchers prepared by the Travel Team based on post payment audit findings	Consider change in process to prepare in TM and have Travel Team submit
ID		1. Multi funded vouchers	
NETL			
OH			

OR

1. Invitational ?
2. All supplemental vouchers over \$100?

Process electronically using type travel of
invitational ?

?

Consider preparing query write to change the
voucher record so that these are selected during
stat sampling?

3. Multi funded vouchers ?

PNR

1. Payment reissues

Consider change in the process to submit
electronically?

RL

SNR

1. Payment reissues

Consider change in the process to submit
electronically?

SPRO

SR

Proposed Standard for Post Payment Audits

Reason for Audit	Requirement	Comments
1. No matching credit card information on Bank of America electronic file	GAO requirement for eliminating supervisory approval of travel vouchers	
2. VIP (Sensitive Travelers)		1. Heads of Departmental Elements have the authority to approve their own travel under DOE O 552.1 2. Selected employees in Finance and Systems staff for each office 3. HQ IG employees at GS-15 and above at the request of the Inspector General
3. Extended Travel		1. To ensure that expenses claimed on monthly voucher do not duplicate/overlap those claimed on other vouchers 2. To ensure tax withheld if assignment is over one year
4. Vouchers over \$2,500 excluding the common carrier amount	GAO Title 7	
5. Non DOE travelers		1. No matching credit card information will be available for validation that travel was performed as required by GAO
6. Vouchers Selected for Random Audit	GAO Title 7	Formula based on ___ confidence level- adjusted according to vouchers processed per month

Note: Temporary duty vouchers under \$150.00 and local vouchers that are selected for audit will be manually reviewed in Travel Manager before an e-mail notice is generated to request documentation for post payment audit. The Travel Team reviews the amounts claimed to determine if receipts are required to complete the audit. If receipts are required, an e-mail notice is manually sent to the traveler requesting receipts.