

SAD Travel Voucher



Completion



Objective

- Understand when to complete a state travel voucher
- Learn what items are required by law and FEMA reimbursement to be filled out on a travel voucher



Who is Authorized Individual Travel Reimbursement on SAD?

- Since most units will have transportation, meals, and lodging provided by or on behalf of the government, most personnel will not be authorized individual travel.
- Unlike under some federal authorizations, mileage to your armory or headquarters is not authorized.
- Those given mileage or meals will have to be preauthorized based on the circumstances of the mission.
- Lodging can be paid for over the phone when pre-authorized by contacting the J4 or the JLOC, when operational. Do not submit for reimbursement for lodging unless absolutely necessary.

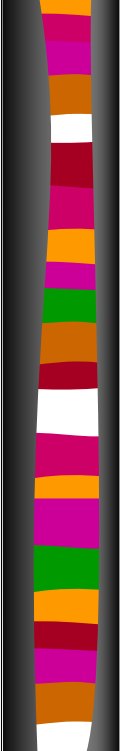
See Annex E (FINANCE) of the SOP



When is it Due?

- Complete the form as required and submit it with supporting documentation through your chain of command. Your component must have it to the State Property and Fiscal Office within 30 days of the travel.
- Incomplete forms or packets will be returned.
- The SPFO cannot process for reimbursement packets received after 90 days.

See Annex E (FINANCE) of the SOP



Supporting Documentation

- **Should:**
 - be 'reasonably necessary to prove legality and fiscal responsibility...'
 - be attached to the voucher
 - be maintained at the SPFO

- **Will include:**
 - Individual SAD orders or memo of authorization with ICS 213 or FRAGO extract
 - Receipts for lodging, rentals (gas), and other authorized expenses (with balance of 0 or payment proof)
 - Other items can speed up the process (Notes Page)

“The supporting documentation that a state agency must maintain in its files consists of the documentation...that is reasonably necessary to prove the legality and fiscal responsibility of the agency’s travel payments and reimbursements. The documentation must be maintained even if the comptroller does not require the agency to make it available to the comptroller.”

TXSG that are not paid will also provide Proof of residence (DL) and SSN Card.

Other items included will ensure faster payment.

(a) Contracted hotel information from website:

http://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2009

(b) Out-of-State rates from federal website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

(c) Texas Mileage Guide mileage results page:

<http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>

(d) A signed Adjutant General’s Department Memorandum

SUBJECT: Election to Disclose/Protect Personal Information

www.texasnationalguard.us/dsca



Legalities...(IAW TX CODE §660 and TX Administrative Code Title 34)

- **It is illegal to obtain reimbursement from two sources.**
 - Can't get reimbursement for meals while also receiving per diem for meals
 - Can't receive federal payment and state payment
- **It is illegal for the state to pay more than one person for mileage (or rental and POV) if members are going from/to same towns on the same days and on the same mission.**
 - 4 personnel to a vehicle
 - Unless AGD head determines infeasible in advance "only for reasons related to official state business"
- **It is illegal for the state to reimburse more than that authorized in the General Appropriation Act. The agency (AGD) can establish a limit of less than that amount.**
- **It is illegal for personnel to be paid for travel to/from HOR and place of state employment (HQ).**
- **The amount payable for meals and lodging is "ACTUAL COST", not the authorized limit.**
- **Travel arrangements must be the most cost effective using the most cost-effective route.**
- **Meals or lodging must get special authorization for < 6 hr duty or at place of state employment w/out overnight stay (HQ)**
- **Documentation required: employee's HQ, required itemizations, purpose of the trip, and required receipts.**

Travel Voucher Information Section

Voucher fields required for a reimbursement to one individual.

9. Total amount of transactions in the document.
Page 1 of

Comptroller of Public Accounts Rev. (9-01-7) Form

TRAVEL VOUCHER / FORM

1. Archive reference number	2. Agency number 401	3. Agency Name The Adjutant General's Department	4. Current document number 4. SPFO will fill this
5. Effective date (Agency use)	6. Doc date (First date of travel) 401	7. DOC agency 401	8. FY \$0.00
9. Document amount \$0.00	10. Pay to: 10. Name of payee and mailing address (If drivers license submitted and address differs - explain in same block.)	11. Title 11. TXMF Member Rank	12. Designated headquarters 12. Unit name and city for the member.
13. Texas identification number 13. Payee SSN.	14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed. sign here Leave Blank		

1. **Archive Reference Number:** Not required – this number used to be assigned by the Comptroller's Office
2. **Agency Number:** This is the agency where the funds are coming out of (numbers 2 and 7 will usually be the same agency.) AGD is 401.
3. **Agency name:** The Adjutant General's Department
4. **Current Document Number:** A number the AGD assigns to the document
5. **Effective Date:** Not required
6. **Doc Date:** 1st day of travel MMDDYY
7. **DOC Agency:** The agency who is preparing the documents and entering them into USAS (401)
8. **FY:** FY is the fiscal year
9. **Document Amount:** Total amount the employee is claiming for reimbursement
10. **Pay to:** Employee name and mailing address for the check.
11. **Title:** Rank. (will be consistent with the reason for the trip.)
12. **Designated Headquarters:** The unit name and unit city. If member was required to travel to duty location directly from home rather than the unit, Use Home city.
13. **Texas Identification Number:** Your SSN
14. **Head of agency signs here**

Travel Voucher Detail Section

3.	16. Last date of travel covered by the document.				
16. Service date (Last date of travel)	17. Description (Agency use only)				Use mission role and name of state hazard or threat
18. DISTRIBUTION	18. This section must be filled out in its entirety. All applicable information should be included.				AMOUNT
Expense itemization for in-state travel:					
Fares, Public transportation	Taxi	Air Fare	Rental Car		0.00
Personal car mileage	0.00	Miles @ (Rate set by Legislature)			0.00
Meals and / or lodging					0.00
Parking					
Incidental expenses (Itemize)					
Expense itemization for out-of-state travel:					
Fares, Public transportation	Taxi	Air Fare	Rental Car		0.00
Personal car mileage	0.00	Miles @ (Rate set by Legislature)			0.00
Meals and / or lodging					0.00
Parking					
Incidental expenses (Itemize)					
TOTAL					\$0.00

16. Service Date: This is the last day of travel

17. Description: This is where you would put the purpose of trip. Use mission-related terms (POD operations, Shelter Team, ISO Hurricane IKE Response)

18. Distribution: Much in this area will self populate as you fill in BACKPG1, so it may be best to fill that in first. This is the distribution of the expenses that you incurred. Under Parking be sure and give a range of dates and the amount/day. Some examples of incidental expenses are state/local taxes, tolls, rental car gas, etc....

Travel Voucher Certification

19. I certify that the expense account shown above is true, correct, and unpaid.			
Claimant	Date	Supervisor	Date
sign here →	sign →	sign →	sign →
This is for the original signature of the payee.		This is for HQ or Component HQ signature.	
20. Contact name	Phone, area code and number		
Agency	21. Approval	Title	Date
sign here →	save blank	Use if someone other than the payee made the travel arrangements.	save blank

19. This statement proves that this is a legal document

The claimant is where the traveler who is seeking reimbursement places their signature and dates the voucher. The supervisor's signature is required and will be the signature of the individual travel authorization unit level. For many, it will be the Wing or Brigade, or it may be the Component HQs eg TXSG HQ, TXANG HQ, TXARNG HQ. See component-specific guidance for this.

20. Contact Name: The contact name and number is usually your travel coordinator. Use if someone other than the claimant made the travel arrangements.

21. Agency Use: blank

22. Agency Approval: blank

Out-of-State Itemized Section

OUT-OF-STATE MEALS AND LODGING											ACTUAL EXPENSE			
m. Leave Headquarters			n. Arrive Headquarters				o. Meals non-overnight not to exceed \$38		p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							

If travel is out-of-state, blocks M through X must be filled out. Remember: If the duty point of a traveler is out of state, then all travel associated with getting to that duty point, whether it occurred in or out of state, should be coded to out of state travel.

This section is used to itemize the money spent on out of state meals and lodging. <http://www.window.state.tx.us/comptrol/texastra.html> for current rates.

The maximum rates for all states are listed on our fiscal management website under the Out-of-State Meal, Lodging and Median Rates.

State of Texas Travel Voucher

Purpose of Trip Section.

- In this section you need to document what you did while traveling; what official state business is being done. Also, include all other incidental expenses in this section.
- Each reimbursable 50 mile one-way trip has to be logged here, NOT in-and-around for which you will not be reimbursed. If mission is to move supplies or personnel with your vehicle, you may in that instance only include that mileage, but what you are carrying and why has to be included for each trip. Remember that your HQ is the city where your place of employment is located. For example mine is Austin. The POE is the actual building you work. For example LBJ Building. If you had to leave from home for the mission, use that city location.

Things that HAVE to be included on a voucher (in this section) are:

1. Check in time
2. Arrival time
3. Your working hours
4. Passengers traveling in your vehicle by name
5. And all acronyms and abbreviations need to be spelled out.

Purpose of Trip

DATE	y. INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point
	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> Daily itemization of expenses incurred. Other information that may appear here includes: working hours, point-to-point mileage breakdown, explanation of acronyms used, and other relevant information. Large space does not automatically word wrap, so you must return for each line. </div>	
	<small>*Show point-to-point breakdown, including intra-city mileage claims</small>	<small>Total:</small>

Example for large section of item y:

This is for the travel for Hurricane Noname. Left my home of record (HOR) Leander Tx at 7a.m. & drove my personal vehicle (POV) the my unit meeting at Camp Mabry Bldg #00. This is less then 50 miles.

Left Camp Mabry & drove my POV to Kelly AFB San Antonio with COL Yes Sir and SGT Schultz. Arrived 8:30 p.m. Stayed the night in quarters provided at no reimbursement cost.

9:45 a.m. left ANG Kelly AFB in POV driving COL Yes Sir to Point of Distribution (POD) in Lamarque arrived 4 p.m.

left LaMarque and carried supplies to NGA Addicks and returned to Lamarque for more supplies arrived 10 pm spent night No cost to the state.

7 a.m. left LaMarque with Col Yes Sir and drove to PO in Tyler arriving 11:30 am spent night no lodging cost

7 a.m. left Tyler with COL Yes Sir and drove to Troup with medical supplies for POD. Left COL Yes Sir at POD and helped with transportation of sick Soldier PFC Highthere to their HOR in Cresson

Left Cresson and returned to NGA Camp Mabry arrived 8:00 p.m. longer trip due to major wreck on IH 35

Out processed and returned to HOR in Leander Texas less then 50 miles.

Tricks of the Trade...

- Open the Comptroller Travel Voucher
<https://fm.x.cpa.state.tx.us/fm/forms/TrvlVchr06.xls>
- Entering in Dates: **MMDDYY**
- What do the zeros mean? **automatically populated**
- Leave room on right-side margin when typing in the purpose of trip section “Y”. **NOT WORD WRAPPING**
- In-state meals and lodging formula **won’t let you go over the maximum rate when calculated.**
- Mileage
 - Enter your rate (**from Texas Mileage Guide**)
 - Built in formula (**autocalulates for the FRONTPG1 when you use the “I” and “O” to the right.**)

- When entering in date don’t enter in slashes or dash marks. Excel doesn’t recognize that format and it will rearrange the date. Instead just enter in the numbers as is. Like today would be 110905 and Excel will put the dash marks in for you.
- Whenever you see zeros this means there is a formula built in and you will not be able to enter in values in that field. Instead Excel will pull numbers for other places on the voucher and fill that information in for you.
- When typing in description of duties performed and other related travel information in the purpose of trip section, block “Y”, give yourself room on the right hand margin or wording will be cut off. Do not type all the way up to the border of this block.
- In the in-state meals and lodging section there is a formula built in not to let you exceed \$36 a day for meals or \$85 for lodging. You can type in a higher amount, but when Excel is adding up your totals it will not exceed those rates. Be careful because that formula does not exist in the out-of-state meals and lodging section. There are just too many rates and too many ways to increase your rates for a formula to be possible.
- On FRONTPG1 you need to enter in your mileage rate. Find the State Mileage reimbursement rate authorized by going to: Texas Mileage Guide online.
- ON BACKPG1 you will see in the very bottom of the voucher in the Detail section is where you record the point to point miles. If you look at that section and click over a little bit you will see a box for you to put an “I” (for in-state) and an “O” (for out-of-state) miles. There is a formula that will carry that mileage amount to the front page once an “I” or an “O” has been recorded.



Where to Get More Information

- General Appropriations Act (art. IX secs. 5.01-5.09)
- Texas Government Code section 660.
- Window on State Government Website:
<http://www.window.state.tx.us>
- SAD SOP and voucher partially filled:
<http://www.texasnationalguard.us/DSCA>

Any Questions?

