

Fund Cite SOP

Ref: NAVPGSCOLINST 4650.4E

Enclosures: (1) Travel Request Form
(2) Fund Cite Authorization Form – Outgoing
(3) Temporary Additional Duty Travel Orders (Form 1320)
(4) Request and Authorization for TDY Travel of DoD Personnel (Form 1610)

BACKGROUND:

Fund cites are issued by a command when paying for the travel of a DoD traveler from another command. The fund cites can be incoming to a command or outgoing from a command.

POLICY: Travelers and travel arrangers can consult the Joint Travel Regulations, the Foreign Clearance Guide, and NPS Security guidelines for policies governing fund cites.

Typically, the travel arrangements are made by the permanent duty station of the traveler. The voucher should be filed at the same command that makes the arrangements, unless the activity is non-Navy. If this is the case, then the voucher should be returned to NPS for processing. Instructions on the fund cite regarding the filing of vouchers should be followed.

PROCEDURES:

There are two kinds of fund cites: outgoing and incoming. There are different procedures for each of the them.

Outgoing fund cites (when NPS is paying for travel for DoD personnel by issuing a line of accounting). Typically, the arrangements are made and the voucher is filed at the other command.

1. The person requesting travel should provide the travel arranger with the following information: name of traveler, social security number, grade or rank, telephone and fax numbers, email address, address of command, dates of travel, and purpose of travel. See Attachment 1.
2. The travel arranger should prepare a cost estimate for the trip, including: transportation, per diem or Actual Subsistence Expense Allowance (AEA), rental car, registration fees, and any other miscellaneous expenses such

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- as parking, mileage to the airport, authorized business calls. It is common to use the language "Cost Not To Exceed (the estimate)" on the fund cite.
3. The cost estimate should be forwarded to the appropriate department funds authorizer (Administrative Support Assistant or Sponsored Programs Financial Analyst) for assignment of a document number and then returned to the travel arranger.
 4. The travel arranger should prepare a Fund Cite Authorization form and email it to Supervising Analyst, Reimbursable Research Section (or appropriate Comptroller analyst) for processing and Comptroller approvals. Any additional comments or exceptions, including dollar limits, should be noted on the form. See Attachment 2.
 5. After all approvals have been secured, the completed, approved Fund Cite Authorization should be sent to the traveler at the other command. The travel arranger should also make sure that the funds reviewer has a copy of the original fund cite authorization.

If the person traveling on NPS money does not file his or her voucher on a timely basis, it is up to the department to follow up with the other command.

Cancelling an outgoing fund cite:

The appropriate Comptroller analyst should be notified of the cancellation by email. The cancelled Fund Cite Authorization Form should be faxed to the analyst as well.

Incoming fund cites (another DoD entity is paying for travel for NPS personnel. This could be any of the four services.)

1. The traveler should inform the travel arranger of the upcoming travel to be paid by fund cite from a DoD activity
2. Once the fund cite documentation from the other command has arrived, a Travel Request Form should be completed by the traveler. Instead of a job order number, the words 'Pending Fund Cite' should be inserted. The completed form should be sent to SATO so the arrangements can be made.

If the fund cite is from the Army, Air Force or other DoD, and the traveler has a government credit card, the airline ticket must be charged to the individual's card. If this is the case, it must be specified in the orders in the Remarks section/Standard comments that the traveler is authorized to be reimbursed for the airline ticket.

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If the traveler does not have a government credit card, then the ticket can be billed to the NPS master billing account.

3. The travel arranger should complete either: Temporary Additional Duty Travel Orders (Form 1320) or Request and Authorization for TDY Travel of DoD Personnel (Form 1610). Form 1320 applies to uniformed personnel, and Form 1610 to DoD civilians. See Attachments 3 and 4.

The orders (either 1320 or 1610) should be signed by the department chair or director if for a civilian, or by the Shared Service Travel Office (SSTO) if for a student.

4. SATO will make reservations and send an itinerary back to the arranger or traveler for approval (as directed). SATO should be notified of any needed changes, and then the corrected itinerary will be re-sent to the arranger or traveler. This process will continue, as necessary, until the itinerary is correct.
5. After the orders (Form 1320 or 1610) have been approved, they should be faxed to PSD – Transportation. PSD will authorize SATO to issue the tickets. Check with PSD to find out when the tickets are ready; the original ITO should be brought to PSD when picking up the tickets.

Canceling an incoming fund cite:

The travel arranger should inform SATO of the cancellation, and return tickets to PSD – Transportation. The other command should also be notified.

If there are changes to the cost of travel on a fund cite, and they have been issued on a 'Cost Not to Exceed' basis, the fund cite must be amended and sent through the entire approval process again.

If there are changes to the cost of travel on a fund cite, and they have NOT been issued on a 'Cost Not to Exceed' basis, the fund cite must be amended and sent through the entire approval process again only if the additional cost is more than \$300. If the additional cost is less than \$300, the original fund cite is good.

Travel Request Form

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory except for SSN (SSN is mandatory for overseas travel). Failure to provide required information may result in delay of a response or disapproval of the request.

Name of Traveler: Last, First, MI	Rank/Rate	SSN	Office Phone	Office Fax	Home Phone <i>(Requested by Airline)</i>

Invitational Traveler Only

Business Address	Business Phone	Home Address	Home Phone

Per Public Law 104-134 all federal government payments must be paid via Electronic Funds Transfer (EFT). Travelers must complete the PSDMTRY 7200/6 (Rev 11/98) in order to receive payment.

Activity Location Visiting: _____

Itinerary:

Traveling alone Traveling With

Departure Date	Departure Time	Departure City	Arrival Time	Arrival City

Note about Air Reservations: Navy contract requires use of GSA Contract Carriers per the Federal Travel Directory. Under the Terms of the contract the government has guaranteed the airline name in the contract all Federal Travel between your origin and destination. You are advised that having the ticket reissued on another carrier for personal preferences or convenience is prohibited. If necessary to change airlines as a result of a flight cancellation or changes to travel requirements, a statement to the reason should be included on the travel voucher (claim).

Lodging Request

Check-in Date	Check-out Date	Name of Hotel or BOQ/BEQ	City/Location

BOQ Requires Activity Name/Contact Name and Rank:

Credit Card Number (Required) _____

Rental Car

Pick up Date/Time	Return Date	City or Airport of Pick-Up

Note about Rental Car Reservation: Companies with which MTMC has negotiated special DoD/Govt car rental rates will be used to the exclusion of all others. Navy contract requires use of the lowest available rate.

Requires Justification and Size for vehicles larger than Compact:

Travel Request Form Page 2

Travel Job Order Number/Label _____
ITO & Fund Site Require Tango Number _____
Labor Job Order Number/Label _____

Purpose: _____

Requirements:

Annual leave from/to:
Miscellaneous Expenses:

Registration Fee :\$

Registration (if included in fees)

Meals (B, L, D)	Meal dates

If Registration Includes Meals Identify
Meals: B-Breakfast L-Lunch D-Dinner

<p>If Visitor Request Clearance Required: Name of person Visiting: Dates of Clearance: Telephone Number Fax Number: Complete Address of Where Clearance is to be sent: Reason for Visits (If Different from TDY Purpose):</p>

ITO's Only:

Travel Arranger: Name: _____ Email address: _____

Phone: _____ Fax: _____

Date SATO faxed: _____

SATO: Please fax completed itinerary/estimate to:

Name: _____

Email: _____

Comments/Additional Information:

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

1. FROM	2. STANDARD DOCUMENT NO.
3. TO:	4. TANGO NO.
	5. SSN/DESIGNATOR
	6. DATE

7. REF: (A)	8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL
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9. PROCEED ON OR ABOUT	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS	12. ESTIMATED DATE OF RETURN
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13. ITINERARY (Activity/activities and Place/places indicated below)	14. <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
15. REASON FOR TRAVEL:	
16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY	

17. FISCAL DATA ACCOUNTING CLASSIFICATION								
APPROPRIATION SYMBOL AND SUB-HEAD (1) (2)	OBJECT CLASS (3)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE (9)	
(7 SYM) (4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)	

18. ESTIMATED COST	19. CUSTOMER IDENTIFICATION CODE								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">TRANSPORTATION</td> <td style="width:25%;">PER DIEM</td> <td style="width:25%;">MISC. ESP.</td> <td style="width:25%;">TOTAL</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </table>	TRANSPORTATION	PER DIEM	MISC. ESP.	TOTAL	\$	\$	\$	\$	
TRANSPORTATION	PER DIEM	MISC. ESP.	TOTAL						
\$	\$	\$	\$						

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)
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23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget/fund manager in all cases)

**ORDERS SUPPLEMENTARY ITEMS
(TEMPORARY ADDITIONAL DUTY ORDERS)
(TO BE CONSIDERED AN INTEGRAL PART OF BASIC ORDERS)**

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL								1. DATE OF REQUEST	
REQUEST FOR OFFICIAL TRAVEL									
2. NAME					3. POSITION TITLE AND GRADE OR RATING				
4. OFFICIAL STATION					5. ORGANIZATIONAL ELEMENT			6. PHONE NO.	
7. TYPE OF ORDERS			8. SECURITY CLEARANCE		9. PURPOSE OF TDY				
10a. APPROX. NO. OF DAYS OF TDY			b. PROCEED O/A						
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED									
12. MODE OF TRANSPORTATION									
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER							<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.		
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM									
14. ESTIMATED COST								15. ADVANCE AUTHORIZED	
PER DIEM		TRAVEL		OTHER		TOTAL			
\$		\$		\$		\$		\$	
16. REMARKS									
17. REQUESTING OFFICIAL					18. APPROVING OFFICIAL				
AUTHORIZATION									
19. ACCT'G CITATION	APPROPRIATION AND SUBHEAD		OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER NO.	COST CODE
20. ORDER AUTHORIZING OFFICIAL OR AUTHENTICATION							21. DATE ISSUED		
							22. TRAVEL ORDER NUMBER		