

**INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES**

Suspense

Subject: FMO CIRCULAR NO. PM 14-01
TRAVEL ADVANCES

Originator: Eloise Uehara
586-5020

To: SOs, DAs, BAs, SAs, USs

From: FMO

Date: 02/24/14

Memo No. 1

FMO CIRCULAR NO. PM 13-01 is superseded by this circular PM 14-01.

According to HAR 3-10-10, travel rules, "Funds for travel expenses, including per diem allowances and reimbursable expenditures, may be secured by way of a cash advance, or by way of reimbursement of expenditures upon completion of the trip. Advances shall be limited to the cost itemized on the approved travel plan".

Recently, DAGS/Pre-Audit has been returning requests for travel advances which included excess lodging and out-of-state car rental. According to DAGS/Pre-Audit excess lodging should be reimbursed and not advanced as stated in the bargaining unit contracts. For out-of-state car rental traveler should submit original receipts for reimbursement. We understand that this may create an undue hardship for the employee and if needed an exception may be requested to the Comptroller.

Therefore, effective immediately, travel advances must not include excess lodging and out-of-state car rental. These travel expenses should be submitted as a reimbursement with the statement of travel completed form.

Submit your requests for advances to FMO/PA no later than ten (10) working days prior to the travel date. Submittal documents must include your purchase order, original TAF, worksheets, and any supporting documents. Requests for travel advances that are submitted after the after the 10 working date deadline will be returned.

The statement of travel completed form, the TAF, worksheets, original receipts, and any supporting documents must be submitted to FMO/PA within 5 working days after the completion of the trip.

- If the employee is owed monies resulting from the trip, a purchase order must be attached to the statement of travel completed form.
- If the employee owes the department monies, a check made payable to "Director of Finance" must be submitted with the statement of travel completed form.
- Supervisors must sign the statement of travel completed form. By signing the form the supervisor is approving the requested action and that all forms and documents (including, if applicable, the payment due to the Department) are correct and are being submitted within 5 days after the trip.

If there are any questions, please call the pre-audit clerk assigned to your office. Thank you for your assistance and cooperation.



FMO

**c: DIR
AAO
CSW**