



USAID
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**Functional Series [600](#)
Budget and Finance**

INTERIM UPDATE 07-13

SUBJECT: Standards for Employee Claims Submission - Travel

NEW MATERIAL: This policy notice informs all agency personnel of the requirements to submit claims including; travel, and other claims such as employee reimbursement of relocation allowances, and conforms to the applicable statutory requirements. This notice will be incorporated into ADS-630 Payables Management.

EFFECTIVE DATE: September 13, 2007

POLICY

USAID/General Notice
M/CFO/FPS
09/13/2007

Subject: Standards for Employee Claims Submission - Travel

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Under the provisions of the Prompt Payment Act (31 U.S.C 39), and the Improper Payments Information Act of 2002 (Pub. L 107-300). Agencies, including USAID are required to pay interest for late payments and report to Congress instances of improper payment activity. Interest must be paid when a claim is not paid within 30 days. This includes employee travel. In order to observe the 30 day period, a proper completed travel voucher must be delivered to the payment office within 5 days of completion of the travel under USAID administrative procedures, and the Federal Travel Regulations, or every thirty days for extended travel periods (See ADS-633).

All travel claims must be fully documented, supported by receipts, when required, intact and substantially complete at the time of submission with the original signature of the claimant and claimant's reviewing officer. The travel voucher must contain the actual final fixed dollar amount of the reimbursable travel cost due to the employee at the time the employee signs and submits the voucher.

Point of Contact: Any questions concerning this Notice may be directed to:
Shawn Barrett, M/CFO/FPS, (202) 712-0519.

Notice 0934

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU6_0713_091307_cd49	09/13/2007	09/13/2007			This IU will remain active until it is incorporated in ADS Chapter 630.