

**Functional Series 600
Budget and Finance**

INTERIM UPDATE 04-07

SUBJECT: Invoicing Mission-Funded Airfare Through SATO in Washington

NEW MATERIAL: This notice describes the procedures for invoicing Mission-funded airfare through SATO. This Notice will be incorporated into a future revision to ADS 630, Payables Management.

EFFECTIVE DATE: 05/13/2004

POLICY

USAID/General Notice
M/MPI
06/09/2004

SUBJECT: Invoicing Mission-Funded Airfare Through SATO in Washington

This Notice will be incorporated into a future revision to ADS 630, Payables Management.

Purpose: This policy revision is to streamline payment procedures at both Missions and USAID/W in order to 1) reduce the posting of duplicate obligations, 2) reduce Interagency Payment And Collection (IPAC) processing, and 3) facilitate travel account reconciliations.

BACKGROUND

OLD POLICY

The previous policy required SATO to charge all airline reservations, both mission-funded and USID/W funded, to the same USAID/W centrally billed travel card (master corporate travel card). This resulted in extra processing, potential for duplicate obligations, etc.

NEW POLICY

SATO must charge all airline reservations directly to the Mission funding the travel. This change streamlines payment processing, reconciliation, and recording obligations.

1. The Travel Authorization (TA) must be annotated to specify the credit card to which the airfare will be charged, including USAID/W. For example: "SATO please charge Zimbabwe's centrally billed travel card for the airfare and associated fees."

2. The TA must be cleared by M/AS/TT. The traveler is responsible for obtaining this approval from M/AS/TT. (This is not a new requirement.)
3. SATO Travel must charge the appropriate Mission centrally billed travel card for both the airfare and SATO's processing fee and send an electronic copy of the invoice and itinerary to the traveler, the Executive Office, and the Controller's Office. SATO Travel must include the TA number on the invoice. M/FM/PPC must provide SATO Travel with a table that lists the credit cards and contacts for each Mission.
4. Each Mission is responsible for downloading its credit card statement from Citibank's web site and paying the bill in a timely manner in accordance with the Prompt Payment Act standards. The credit card statement must provide sufficient information for the Mission to identify the obligation. This information includes the ticket number, the traveler's name, the travel itinerary (airport codes), airlines, date of departure, and amount.

For travel funded by more than one Mission, the TA must identify the one Mission that will be billed the entire airfare. SATO Travel can only bill one credit card for each traveler. The billed Mission will in turn send an IPAC to the other missions or otherwise account for the transaction.

NOTE: All Missions are required to possess a Corporate Travel Card unless they have been granted a waiver.

The Corporate Travel Card is different from the Individual Government Travel Card. Contact the Travel Card Coordinator (Richard Levine, M/FM/PPC), to obtain a Corporate Travel Card.

Send waiver requests for not using the Corporate Travel Card to the Deputy Chief Financial Officer (DCFO) for Overseas Operations (David Noble, DCFO). All waiver requests must be fully justified. Due to the overall benefit of the program to the Agency, the lack of Mission use of the Corporate Travel Card in the host country is not considered adequate justification for granting a waiver.

Point of Contact: Any questions concerning this Notice may be directed to Armand Lanier, M/FM/CMP, (202) 712-1486; Richard Levine, M/FM/PPC, (202) 712-5996; or Joe Keady, M/MPI, (202) 712-5744.

Notice 0628

File name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU6_0407_061504_CD36	06/09/2004	05/13/2004	N/A	36	This IU will be cancelled once ADS Chapter 630 is updated.

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