

Revised RPES GovTrip Instructions

Authorization

Research Leaders and other supervisors who are otherwise authorized to approve GovTrip travel for their employees are also authorized to approve **authorizations and vouchers** for persons traveling to Research Position Evaluation System (RPES) panels or RPES training. Use the RPES accounting code **2010101926**.

To utilize the RPES accounting code, it must first be entered into FMMI by your location Accounting Technician. Note that because FMMI does not roll over, the RPES accounting code must be reentered at the beginning of each Fiscal Year.

Copy of authorization

You **must** send a copy of the **approved** authorization showing the *tracking* authorization number (for example, 0XXXX). Please send to RPE Staff via fax or e-mail. We will enter and track the data in CATS. The fax number is 301-504-1586; the e-mail address is paula.mcevoy@ars.usda.gov.

Copy of voucher

Once travel is completed, you **must** send a copy of the **approved** voucher **including the accounting detail page** to RPE Staff at the above fax number or e-mail address.

Restrictions

Approvers must adhere to the following restrictions when reviewing travel authorizations and vouchers charged to the RPES account:

Only directly-related panel meeting travel costs are to be charged to the RPES account. Any side trips or other expenses must be charged to other accounts.

Because of limited travel funds, approve use of taxis only in those instances when no shuttle service is available.

Car rental is not authorized except under unusual circumstances and only with prior approval of the Head, RPE Staff.

RPES provides complimentary refreshments on Wednesday morning. This is not considered provided meals and there is no need to subtract it from the M&IE rate when preparing a voucher.

(Revised 08/11)