



# TRAVELING FOR THE GOVERNMENT



# REGULATIONS

- Travel regulations for NOAA are based primarily upon the Federal Travel Regulations (FTR)

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-14863>

- Travel regulations and information may also be found at the NOAA Travel website:

<http://www.ofa.noaa.gov/~finance/travel.html>



# TRAVEL BASICS part 1

- YOU ARE INVITED
- YOU CONTACT **ADTRAV** at: (301) 713-2407 or Fax: (205) 949-4217 or E-Mail: [NOAAOnSite@adtrav.com](mailto:NOAAOnSite@adtrav.com) for your travel needs (common carrier, hotel, rental car if authorized).
- **IMPORTANT: NO other travel or airline agent may be used.**
- ADTRAV FORWARDS YOUR ITINERARY TO THE INVITING OFFICE
- A TRAVEL AUTHORIZATION IS PREPARED AND FAXED TO ADTRAV, WHO ISSUES AN ELECTRONIC TICKET AND NOTIFIES YOU
- YOU ARE NOW READY TO TRAVEL

# TRAVEL BASICS part 2

- RETURN FROM TRAVEL; WITHIN 5 DAYS:
- FORWARD A SUMMARY OF YOUR TRAVEL COSTS AND YOUR RECEIPTS TO NMFS HQ
  - Original receipts, keep copy
  - Not needed for food, full or  $\frac{3}{4}$  day per diem
- TRAVEL VOUCHER IS PREPARED FOR YOUR SIGNATURE; YOU SIGN THE VOUCHER AND RETURN TO NMFS HQ
- WE FORWARD VOUCHER TO NOAA FINANCE OFFICE
- YOU ARE COMPENSATED BY DIRECT DEPOSIT
- TRAVEL IS COMPLETE

# YOUR RESPONSIBILITIES

- KNOW THE REGULATIONS
- MAKE YOUR TRAVEL ARRANGEMENTS **ONLY** THROUGH **ADTRAV**
- **DO NOT USE YOUR CREDIT CARD TO PURCHASE TICKETS!**
- OBTAIN TRAVEL AUTHORIZATION PRIOR TO TRAVELING.
- SUBMIT SIGNED VOUCHERS AND RECEIPTS FOR REIMBURSEMENT OF TRAVEL EXPENSES.
- THE GOVERNMENT WILL **NOT** REIMBURSE FOR EXPENSES OVER THE LIMITS SET BY THE REGULATIONS.

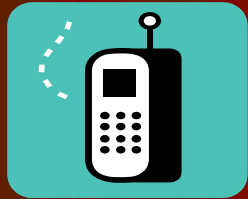
# DID YOU KNOW???

- ◆ THE GOVERNMENT IS CHARGED A SERVICE FEE FOR EACH TICKET ISSUED WHETHER IT'S USED OR NOT.
- ◆ THE CURRENT RATE FOR PRIVATELY OWNED VEHICLE (POV) MILES IS 58.5 CENTS PER MILE.
- ◆ RENTAL CAR AND TRAVEL ADVANCES ARE ALLOWED ONLY IF THE INVITING OFFICE AUTHORIZES.

# DID YOU KNOW???(CON'T)

- ◆ TO BE FULLY REIMBURSED WITHOUT DELAY, SUBMIT ALL YOUR RECEIPTS WITHIN 5 DAYS.
- ◆ PLEASE REMEMBER TO UPDATE YOUR *DIRECT DEPOSIT* FORM IF YOU CHANGE BANKS

# SUMMARY



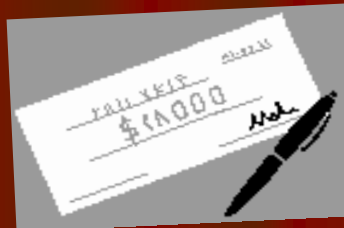
We call you.



You call ADTRAV.



You travel.



We pay.

THE END.....



# MAIN POINTS TO REMEMBER

- **ONLY USE ADTRAV**
- ***DIRECT DEPOSIT* FORM:** Needs to be kept updated for correct direct deposit.
- **ANY QUESTIONS OR CONCERNS:** Contact Mark Holliday at (301) 713-2239 x-120; Angela Proctor at (301) 713-2239 x-106
- **TRAVEL REGULATIONS AND INFORMATION:**  
<http://www.ofa.noaa.gov/~finance/travel.html>