



# UNITED STATES DEPARTMENT OF THE INTERIOR

INTER/INTRA-AGENCY TRAVEL AGREEMENT (ITA)

I. Period of Travel



START	END

Buyer is the agency funding the travel reimbursement.

Seller is the traveler's agency.

SEE INSTRUCTIONS ON PAGE 2

2. Common Document Number (Travel Authorization Number)

3. Check appropriate box

Original  Modification No.

4. Under the authority of (Cite authorities):

43 U.S.C. 1701 et seq., (FLPMA)

Working Capital Fund (WCF)

Department of the Interior Appropriation Act for FY

5 USC 5702 (Invitational): \_\_\_\_\_

31 U.S.C. 1535 (the Economy Act)

Other: \_\_\_\_\_

5. Description of Travel (Please include purpose, type, and location of travel. If more space is needed, attach additional sheets):

PROJECT TITLE:

### Buyer

### Seller

6a. Agency:

Address:

Address:

Administrative POC

Email: Phone Fax

Finance Point of Contact:

Email: Phone Fax

6b. Agency:

Address:

Address:

Administrative POC:

Email: Phone Fax:

Traveler Point of Contact:

Email: Phone Fax:

### ACCOUNT DATA

### BUYER

### SELLER

7. Agency Location Code

7a.

7b.

8. BPN Number (DUNS #) FSN

8a.

8b.

9. Treasury Account Symbol (TAS)

9a.

9b.

10. Standard General Ledger (see instruction)

10a.

10b.

11. Cost Structure/Account

11a.

11b.

12. Business Event Type Code (BETC)

12a.

12b.

13. Buyer provide Expiration of Funding Source (Date or indefinite)

13a.

13b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 13a

14. Amount of Estimated Travel Expenses:

a. Initial or current obligation:

\$

b. Modification Amount (check one)

\$

Increase  Decrease

c. Total obligation or travel estimate:

\$

15. Bill To (Name and Address, including zip code of **Finance Office**):

Name:

Address:

Address:

16. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done  bi-weekly  monthly  quarterly  in advance)

17. Approved for Buyer:

(Fiscal Officer's Signature)

18. Approved by Seller:

(Traveler's Approving Official Signature)

17a. Name (Type):

18a. Name (Type):

17b. Title:

19c. Date:

18b. Title:

20c. Date:

**INSTRUCTIONS FOR INTER/INTRA-AGENCY TRAVEL AGREEMENT (ITA)**

**ITA – BUYER WILL REIMBURSE TRAVEL EXPENSES OF A TRAVELER FROM ANOTHER AGENCY (SELLER)**

1. Enter the start and end date of the period of travel.
2. Enter the Common Document Number (Travel Authorization number).
3. Check “Original” unless it is a modification.
4. Check the authority that applies.
5. Provide the purpose, type, and location of travel. Use this block to provide any other relevant information.
- 6a. Enter the Buyer (Funding) Agency office name, city, state, zip code, administrative and finance contact names and phone nos. with area code, also include fax and Email address. A Finance contact who understands IPAC is recommended.
- 6b. Enter the Traveler’s (Seller) Agency office name, city, State, administrative and traveler’s contact names and phone nos. with area code, also include fax and Email address. An Administrative contact who understands IPAC is recommended.

**This data will be referenced on your Treasury IPAC bill**

- 7a. Provide the funding agency’s 8 digit Agency Location Code (ALC) assigned by Treasury.
- 7b. Provide the traveler’s 8 digit Agency Location Code (ALC) assigned by Treasury.
- 8a. Type the funding agency’s Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for Dept. of Defense. If unknown, try [www.ccr.gov](http://www.ccr.gov) or [www.bpn.gov/far](http://www.bpn.gov/far) and click Search.
- 8b. Type the traveler’s agency’s Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for Dept. of Defense. If unknown, try [www.ccr.gov](http://www.ccr.gov) or [www.bpn.gov/far](http://www.bpn.gov/far) and click Search.
- 9a. Provide the Treasury Account Symbol (TAS) for the funding agency. You may need to consult a budget or fiscal representative.
- 9b. Provide the Treasury Account Symbol (TAS) for the traveler’s agency. You may need to consult a budget or fiscal representative.
- 10a. and 10b. Determine the Treasury Standard General Ledger accounts (SGL) for this funding request. This field is optional if the accounting system already designates the correct SGL.
- 11a. Enter the account cost structure for the funding Agency. This may include an office identifier, program and budget object class.
- 11b. Enter the account cost structure for the traveler’s Agency. This may include an office identifier, program and budget object class.
- 12a. and 12b. Provide the Business Event Type Code (BETC) for this action. Examples are DISB or COLL.
- 13a. Provide the Fund Expiration date, or type ‘Indefinite’ (for no year funds).
14. Enter the estimated cost of Travel; this amount may be obligated by a finance office if necessary.
15. Enter the traveler’s finance office information.
16. IPAC should be processed in a timely manner, as soon as possible after the travel is completed.
17. Signature of fiscal officer or authorized official who can authorize travel funds.
18. Signature of the traveler’s approving official.

**Both agencies should maintain a copy of this ITA. Forward a copy of this ITA Agreement to the Finance Office that will process the IPAC.**