

**U.S. FISH AND WILDLIFE SERVICE
TDY TRAVEL - TRAVEL ADVANCE LIQUIDATION FORM**

Traveler Name (Last, First, MI):
Permanent Duty Station:
TDY Travel Location(s):
TA Number:
Total Advance Amount:

Method 1: Reduction of Per Diem (Email to fwsegov_nbcdenvr@nbc.gov)

Date (MM/DD/YY)	TDY Location M&IE Allowance	Amount of Advance Applied	Remaining Amount of Advance	Notes
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

Method 2: Payment by Personal Check (Send to your Collection Officer)

I repaid the total amount associated with my travel advance by issuing personal check # _____ to the U.S. Fish and Wildlife Service on _____ (insert date).

Traveler Signature

Date

INSTRUCTIONS FOR COMPLETION OF FWS FORM 3-2389

Service employees use this form to document repayment of travel advances. Repayment may be made by following either Method 1 (Reduction of Per Diem) or Method 2 (Payment by Personal Check). Complete the appropriate set of instructions below, based upon the method selected.

Method 1: Reduction of Per Diem

You must complete the following steps when repaying a travel advance through the voucher process (**Method 1**):

Step 1: Fill in the identifying information at the top of Page 1 (name, permanent duty station, TDY travel location(s), travel authorization number, and total advance amount).

Step 2: Use the table below to document the following information, by day: the M&IE rate that applied to the traveler based on his / her TDY location, the amount of the advance applied, and the remaining balance of the advance. Use the Notes column to provide additional detail as appropriate.

Figure 1: Example of a completed FWS Form 3-2389 for a \$158 Travel Advance at a TDY Location with \$79 M&IE per diem.

Date (MM/DD/YY)	TDY Location M&IE Allowance	Amount of Advance Applied	Remaining Amount of Advance	Notes
05/01/09	\$ 59.25	\$ 59.25	\$ 98.75	Travel Day at 75%
05/02/09	\$ 79.00	\$ 79.00	\$ 19.75	
05/03/09	\$ 59.25	\$ 19.75	\$ 0	Travel Day at 75%

Step 3: Attach completed FWS Form 3-2389 to the traveler's receipt packet in GovTrip.

Step 4: Email the National Business Center (NBC) at fwsegov_nbcdenver@nbc.gov to notify them to liquidate the advance in the Service's Federal Financial System (FFS). Enter "Request to Liquidate FWS Travel Advance" as the email subject and copy the following text into the body of the email:

Please liquidate the travel advance issued to *[Insert Traveler's Name]* in the amount of *[Insert Amount]* in FFS. The travel advance was applied to travel voucher *[Insert TA Number]* in GovTrip. FWS Form 3-2389 is attached for NBC's review. Please contact *[Insert Point of Contact Name]* at *[Insert Point of Contact Phone Number]* with any questions.

Method 2: Payment by Personal Check

You must complete the following steps when repaying a travel advance by issuing a personal check (**Method 2**):

Step 1: Fill in the identifying information at the top of Page 1 (name, permanent duty station, TDY travel location(s), travel authorization number, and total advance amount).

Step 2: Fill in the check number and date on the bottom of Page 1. Sign and date the form.

Step 3: Attach completed FWS Form 3-2389 and a copy of the personal check to the receipt packet in GovTrip.

Step 4: Send a check to your Collection Officer, with the travel authorization number, to notify them to liquidate the advance in the Service's Federal Financial System (FFS).