



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

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## Memorandum

To: Service Directorate

From: Assistant Director – Business Management and Operations and Chief  
Financial Officer

Subject: Use of Corporate Charge Card Accounts for Invitational Travel

This memorandum provides updated guidance on the appropriate use of Service “corporate” charge card accounts for invitational travel. Corporate accounts are used to purchase airline tickets for individuals traveling at the invitation of the Service who do not have a government charge card, such as interviewees, emergency firefighters, new employees and non-Service personnel. Airline tickets purchased through the corporate accounts must comply with all applicable Federal Travel Regulations, and Departmental and Service travel policies. Please note that invitational travel does not apply to contractors or to Federal employees from another bureau or agency, unless they are traveling for pre-employment interviews.

As a result of the recent change to GovTrip Travel Authorization and Vouchering System (TAVS), the following key conditions apply when using corporate accounts:

- Travel arrangers may book invitational travel online;
- All invitational travel must be documented with a travel authorization either approved in TAVS or by an approved hard copy travel authorization scanned or faxed into GovTrip; and
- The appropriate invitational travel form must be scanned or faxed into the invitational traveler’s GovTrip voucher.

Attachment 1 provides general procedures to establish invitational travelers in the Service’s financial system (FFS) and travel system (GovTrip-TAVS) and to facilitate travel voucher processing. Attachments 2 and 3 are invitational travel authorization forms for less than 10 travelers and 10 or more travelers, respectively.



If you have any questions, please contact Tom Angus, Chief, National Financial Policy and Analysis Branch, Division of Financial Management at (703) 358-1742 or your Regional Budget and Finance Office.

Attachments

## INVITATIONAL TRAVELERS IN GOVTRIP

The following guidance provides general procedures to process invitational travel through GovTrip. For specific procedures applicable to your Region, please check with your Regional Budget and Finance Office.

The corporate account should only be used for invitational travel which consists of non-Federal employees and Service employees and temporary (casual) workers who do not have a government charge card. Non-Service employees are not to be provided access to the GovTrip system. Invitational travelers' authorizations, travel arrangements and vouchers are completed by their assigned travel arranger. Travel arrangers are encouraged to prepare the invitational traveler's travel authorization through GovTrip to save time in completing the traveler's voucher. An authorization must exist in GovTrip in order for a voucher to be completed.

Departmental policy (<http://www.doi.gov/pfm/fams/fam1998-12.html>) prohibits the issuance of a travel authorization for non-government personnel to attend meetings and conferences at government expense except as specifically provided by law. Specifically, invited non-government personnel who participate in meetings and conferences as advisors and/or by making presentations are considered to be providing a direct service and may receive direct reimbursement of their travel and transportation expenses. However, if they are performing the travel as a contractor (individual who has been contracted to perform a service), they do not qualify for direct reimbursement of their travel and transportation expenses and must bill the travel expenses as part of the contract.

### **Add the Invitational Traveler to FFS**

**To add the traveler to FFS**, complete Service ACH Form ([http://www.fws.gov/policy/Attachment%207\\_ACH%20Form.pdf](http://www.fws.gov/policy/Attachment%207_ACH%20Form.pdf)) to set up a vendor in FFS. This form must be faxed or emailed via Lotus Notes to the National Business Center (NBC). The vendor must be set up as an invitational traveler under his or her Social Security number (SSN) preceded with a "1" with a vendor type of "V". All travelers must be set up in the FFS VEND table prior to the travel voucher being processed in GovTrip, otherwise the voucher will reject and reimbursement will be delayed. If the traveler is established as a contractor or another entity in FFS, the FFS interface will reject the GovTrip voucher and the voucher reimbursement will not be processed.

### **Add the Invitational Traveler to GovTrip**

#### **If the sponsoring office will need to purchase airfare for the invitational traveler**

To add the traveler to GovTrip, complete the GovTrip User Access form (<http://dfm.fws.gov/etravel.html>) and provide it to your Regional or local Corporate Card

coordinator. Please note that Service employees and the invitational traveler's unique ID in GovTrip must be established in the following format (in CAPS):

- FWS
- First initial of first name
- First 4 digits of last name
- Last 4 digits of SSN

The Corporate Card coordinator will add the applicable corporate card number to the form and forward it directly to the National Business Center (NBC) with a copy to the Regional Federal Agency Travel Administrator (FATA). A profile must be established in order to process a voucher. As a reminder, the corporate card is not to be used to pay for the invitational traveler's lodging or rental car cost.

**If the sponsoring office will not need to purchase airfare for the invitational traveler**

To add the traveler to GovTrip, complete the GovTrip User Access Form. The office may add their purchase card number to the form and forward it directly to the NBC with a copy to the Regional FATA. As a reminder, Departmental policy does not allow the purchase card to be used for individual travel cost. The purchase card is entered into GovTrip to pay for the Northrop Grumman voucher processing (TAV) fee only.

**To Initiate Travel for an Invitational Traveler**

1. **Create the traveler's travel authorization (TA)** within GovTrip or manually complete authorization using a Form DI-1020.
2. If GovTrip is used, reserve the necessary arrangements and include the estimated expenses in the authorization but do not sign it.
3. Go to the Authorization/Orders under **Official Travel – Others** and search for the traveler.
4. From the traveler's Authorizations page in GovTrip, click the appropriate authorization's **Print** link. The authorization will open in a new window as an Adobe Acrobat/Reader (.pdf) file.
5. Print a copy of the authorization and obtain supervisory approval and signature.
6. Attach the invitational traveler's TA to the Corporate Card Authorization form and forward the documents to the Corporate Card coordinators for approval.
7. Once approved, the travel arranger may complete the travel authorization for the invitational traveler by calling SATO or booking online.
  - a. **Calling SATO:** Travel arranger should prepare and sign the TA in GovTrip. Then the Travel arranger may call SATO and should provide SATO with GovTrip TA number. Initiating and signing the authorization in GovTrip prior to calling SATO will allow the travel agent to load reservations made by phone back into GovTrip.
  - b. **Booking online:** Once authorization is approved by the Corporate Card coordinator, the Travel arranger can now stamp the authorization as signed. If the invitational traveler's profile is not set to "autobook", please

remind the invitational traveler's authorizing official to approve the authorization in GovTrip. This will ensure the reservations are ticketed.

- c. If a travel advance is authorized, travel advances will continue to process via SF-1038 form sent to NBC. Do not try to process the travel advance in GovTrip, however, ensure that the SF-1038 form is attached to the voucher in GovTrip.

## Processing Authorization and Voucher

### Authorization

1. If the traveler is a non-Service employee, the travel type in the GovTrip Trip Overview page should be set to **INV-Invitational**. If the traveler is a Service employee using the corporate card, the travel type should be set to **TBT – Trip By Trip**.
2. The travel arranger should complete all necessary authorization information according to the procedures described in user guide **2.0 – Initiating a Travel Authorization** available on the DFM website <http://dfm.fws.gov/etravel.html>.
3. After receiving approval from the Corporate Card coordinator, scan or fax Corporate Card Authorization and approved Travel Authorization into GovTrip. Complete and stamp the authorization **SIGNED**.

### Voucher

1. Collect travel receipts from the invitational traveler.
2. The travel arranger should complete the travel voucher according to user guide **4.0 – Completing a Travel Voucher** available on the DFM website <http://dfm.fws.gov/etravel.html>. However, the travel arranger should not yet sign the voucher.
3. Any travel advances obtained must be deducted from the per diem entitlements. To ensure the travel advance is liquidated in FFS, provide NBC with the document control number.
4. The travel arranger should then print a copy of the travel voucher and send or fax it to the traveler for signature. Once signed, the signed travel voucher must be electronically attached to the voucher via scanning or faxing it into GovTrip along with other supporting documentation (e.g., receipts).
5. Once the voucher is completed and supporting documentation attached, the travel arranger must stamp the voucher **T-ENTERED** to route the voucher for approval and reimbursement. If the travel arranger does not see **T-ENTERED** as an option, he or she should contact the Regional FATA.

**AUTHORIZATION FOR USE OF CORPORATE ACCOUNT  
LESS THAN 10 TRAVELERS**

The FWS Corporate Account is applicable to the travel business line and is a means of purchasing transportation tickets for Invitational Travel which consist of non-FWS individuals, interviewees, new employees with immediate travel requirements, and employees who do not have a government charge card. **Transportation reservations must be established by a FWS authorized travel arranger and approved by a FWS corporate account official.**

**Places of Travel and Travel Dates:**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Travel Dates:** \_\_\_\_\_

**Name of Traveler**                      **TA Number**                      **Cost Account #**

**Reason for Corporate Account Use:**    **Invitational Traveler(s)** \_\_\_\_\_ **New Employee** \_\_\_\_\_  
**Other** \_\_\_\_\_

If additional information is required regarding the above reservations, please contact the Travel Arranger's name listed below.

**Name of Travel Arranger:** \_\_\_\_\_

**Office Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Name of BOA Corporate Account:** \_\_\_\_\_

**Acct #: (last 4 digits)** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Approved:

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Corporate Account Manager, Date, and Phone #

**NOTE: NOTE: An approved travel authorization(s) in GovTrip or hard copy DI-1020 (<http://www.fws.gov/forms/di1020.pdf>) MUST be attached to this form.**

**INVITATIONAL TRAVEL COVER SHEET – MORE THAN 10 TRAVELERS**

New Request: \_\_\_\_\_ Modification: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_ Begin & End Time: \_\_\_\_\_

Center/Group Name: \_\_\_\_\_

Group # (if available): \_\_\_\_\_ Approximate # of Travelers in Group: \_\_\_\_\_

Name of Group Coordinator or Point of Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Email: \_\_\_\_\_

Location of Event Information: (Please provide detailed information, hotel name, address, phone)

Preferred Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Preferred Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

\*Note: This would be the date & time the traveler would need to arrive and depart for the meeting

Special Needs/Seat requests: \_\_\_\_\_

Deviations authorized to the itinerary at the cost of the traveler: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who does SATO contact for approval: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_  
Corporate Account Approving Official, Date and Phone #

**NOTE: Approved travel authorizations in GovTrip or hard copy DI-1020 (<http://www.fws.gov/forms/di1020.pdf>) MUST be attached to this form.**