

**FISH AND WILDLIFE SERVICE  
FINANCE**

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## OVERVIEW

**2.1 What is the purpose of this chapter?** This chapter provides guidance and procedures for U.S. Fish and Wildlife Service (Service) employees using the electronic travel system (i.e., ConcurGov) to document official Temporary Duty Travel (TDY).

### 2.2 What is the scope of this chapter?

**A.** This chapter applies only to TDY travel (see [section 2.4D](#) and Part [265 of the Service Manual](#)).

**B.** This chapter does not cover:

(1) Permanent Change of Station (PCS) travel (see [266 FW 1](#)),

(2) Temporary Change of Station (TCS) travel (see Federal Travel Regulation (FTR), [41 CFR Part 302, Subpart E](#)), or

(3) Local travel in and around a permanent duty station (see [265 FW 12](#)).

**C.** Although this chapter discusses travel arranger responsibilities related to the electronic travel system when they are scheduling non-employee travel, travel arrangers and non-employees will find most information related to non-employee travel at [265 FW 8](#), Non-Employee Travel and Travel Arranger Responsibilities.

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**2.3 What are the authorities for this chapter?** See [265 FW 1](#) for a list of the authorities for all the chapters in [Part 265](#).

**2.4 What terms do you need to know to understand this chapter?**

**A. Approving Officials** are supervisors, Directorate members (i.e., Regional Directors; Assistant Directors; Director, National Conservation Training Center (NCTC); Chief, National Wildlife Refuge System (NWRS)), and other officials who approve travel-related transactions (e.g., authorizations and vouchers).

**B. ConcurGov** is the name of the electronic travel system the Service must use.

**C. Electronic travel system** provides an automated process for Service employees and approving officials to plan, document, manage, and monitor TDY travel. ConcurGov is the Service’s current electronic travel system.

**D. TDY travel** is travel that is performed for official purposes and is over 50 miles from the traveler’s permanent duty station and commuting residence.

**E. Travelers** are employees and non-employees who are authorized to conduct TDY travel on behalf of the Service.

**F. Travel arranger** is a staff member who books, documents, and adjusts travel reservations on behalf of others, including invitational travelers. The staff member could be a Service employee or a contractor.

**G. Travel Management Center (TMC)** (i.e., Duluth or El Sol Travel) is responsible for assisting travelers with booking and adjusting travel itineraries. The TMC charges higher fees to assist with booking travel and adjusting reservations than those associated with self-service booking through ConcurGov.

**RESPONSIBILITIES**

**2.5 What are the responsibilities related to the electronic travel system?** See Table 2-1.

**Table 2-1: Responsibilities for the Electronic Travel System**

These employees...	Are responsible for...
<b>A. The Director</b>	Approving or declining to approve Servicewide policy.
<b>B. Joint Administrative Operations (JAO) Administrative Operations Center (AOC), Financial Operations Division Chief</b>	Providing guidance on TDY travel-related issues as necessary.

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These employees...	Are responsible for...
<b>C. JAO AOC Travel and Charge Card Operations Branch Chief</b>	Providing guidance on TDY travel-related issues as necessary.
<b>D. JAO AOC Travel Team</b> (i.e., Federal Agency Travel Administrators (FATA), Audit team, Help Desk team)	<p><b>(1)</b> Providing travelers with guidance on the <a href="#">FTR</a> and on U.S. Department of the Interior (Department) and Service TDY travel policies,</p> <p><b>(2)</b> Assisting travelers and travel arrangers with technical issues associated with the electronic travel system,</p> <p><b>(3)</b> Performing a Fly America Act compliance review on travel authorizations to foreign destinations,</p> <p><b>(4)</b> Performing prepayment audits on selected TDY travel vouchers in the electronic travel system,</p> <p><b>(5)</b> Creating traveler profiles in the electronic travel system, and</p> <p><b>(6)</b> Updating/deactivating user profiles in the electronic travel system when required.</p>
<b>E. Approving Officials</b> (i.e., Directorate members, Project Leaders, or Supervisors)	<p><b>(1)</b> Reviewing and approving TDY travel authorizations and vouchers,</p> <p><b>(2)</b> Ensuring expenses are authorized and allowable and the associated amounts are accurate,</p> <p><b>(3)</b> Ensuring required documentation (i.e., justifications) and receipts are uploaded, and</p> <p><b>(4)</b> Recognizing that electronic signatures processed through the electronic travel system are legally binding.</p>
<b>F. Travelers</b>	<p><b>(1)</b> Reading and becoming familiar with TDY travel policy;</p> <p><b>(2)</b> Ensuring their profiles in the electronic travel system are up-to-date with the current Government-issued travel charge card numbers and expiration dates;</p> <p><b>(3)</b> Using the electronic travel system in adherence with the <a href="#">FTR</a>;</p> <p><b>(4)</b> Documenting all expenses, uploading receipts, and creating travel authorizations and vouchers in the electronic travel system;</p>

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These employees...	Are responsible for...
	<p><b>(5)</b> Requesting approval(s) to travel prior to leaving for trips; and</p> <p><b>(6)</b> Recognizing that electronic signatures processed through the electronic travel system are legally binding.</p>
<b>G. Travel Arrangers</b>	<p><b>(1)</b> Reading and becoming familiar with TDY travel policy;</p> <p><b>(2)</b> Using the electronic travel system in adherence with the <a href="#">FTR</a>;</p> <p><b>(3)</b> Acting on behalf of non-employees conducting TDY travel for the Service by completing required actions in the electronic travel system (e.g., arranging transportation, creating travel vouchers, etc.) (see <a href="#">265 FW 8</a>);</p> <p><b>(4)</b> Documenting all expenses, uploading receipts, and creating TDY travel authorizations and vouchers in the electronic travel system;</p> <p><b>(5)</b> Assisting travelers in obtaining user profiles; and</p> <p><b>(6)</b> Assisting travelers with navigational issues associated with the electronic travel system.</p>
<b>H. Travel Reviewers</b>	Accessing the electronic travel system to review TDY travel vouchers for accuracy and compliance.

## BASICS AND ACTIVATING ACCOUNTS

**2.6 What is the electronic travel system?** The electronic travel system (also known as ConcurGov):

- A.** Is a part of the overall Departmental travel management program that administers a TDY travel authorization, claim, and reservations system in accordance with the [FTR](#);
- B.** Provides an automated process for Service employees and supervisors to plan, document, manage, and monitor TDY travel;
- C.** Documents and reimburses travelers for authorized and allowable TDY travel expenses, providing the data needed to manage official TDY travel and support adequate accounting for TDY travel expenses; and
- D.** Is the system of record for all TDY travel documentation.

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**2.7 Who may access the electronic travel system?**

**A. Employees.** Service employees may have access to all roles within the electronic travel system, depending on their position and duties.

**B. Non-employees.** We may allow non-employees to access the travel arranger role within the electronic travel system.

**2.8 Are travelers required to use the electronic travel system?**

**A.** Travelers and travel arrangers must use the electronic travel system for:

- (1) Official TDY travel,
- (2) Travel authorization creation, and
- (3) Travel voucher creation.

**B.** Travelers and travel arrangers must use the electronic travel system or contact the TMC to:

- (1) Book transportation (see [265 FW 5](#)),
- (2) Reserve lodging (see [265 FW 6](#)), and
- (3) Make rental car reservations (see [265 FW 5](#)).

**C.** Travelers and travel arrangers must use the TMC:

- (1) When providing personal charge card information when combining official and personal travel,
- (2) When the electronic travel system is unavailable for use and they cannot wait until it is available,
- (3) When canceling a trip less than 72 hours from the departure date,
- (4) When changing a reservation after the reservation is ticketed, but before departure date, and
- (5) When renting a vehicle for less than 24 hours.

**2.9 What happens if a traveler does not use the electronic travel system or TMC?** If a traveler does not comply with this policy (i.e., books their travel outside of the electronic travel system or TMC) and incurs additional costs resulting from the non-compliance, the traveler must pay for the unreimbursed costs from their personal funds. Additional costs may include service fees, cancellation or itinerary change penalties, and damages or liabilities caused by vehicle accidents.

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**2.10 How does a traveler or travel arranger obtain a user profile in the electronic travel system?**

**A.** The traveler or travel arranger must submit the [Department's ConcurGov Profile Maintenance Form](#) to the Travel team at [travel\\_help\\_desk@ios.doi.gov](mailto:travel_help_desk@ios.doi.gov).

**B.** The Travel team:

(1) Creates a user profile in the electronic travel system and grants the appropriate access, and

(2) Notifies the employee or travel arranger via email that the user profile is available.

**C.** The traveler or travel arranger must then access the system, validate the account, and add remaining required information (e.g., date of birth, gender).

## **USING THE ELECTRONIC TRAVEL SYSTEM**

**2.11 What actions does a traveler or travel arranger have to complete in the electronic travel system for each trip?**

**A. Reservations.** The traveler or travel arranger makes necessary reservations (e.g., air, rental car, and lodging) in the electronic travel system or through the TMC (see [265 FW 5](#) and [265 FW 6](#)).

(1) In cases where it is acceptable to book transportation or lodging directly with a vendor (e.g., Amtrak ticket, hotel room at a conference facility), the employee or travel arranger is responsible for adding the expense to the TDY trip record and for modifying or cancelling those reservations as necessary (see [265 FW 5](#)).

(2) Reservations should be made at least 72 hours in advance of departure, except in cases of emergency travel (see [265 FW 10](#)).

**B. Travel Authorization.** The traveler documents and signs the travel authorization in the electronic travel system for each TDY trip the traveler conducts on behalf of the Service, even if the trip is authorized under a Limited Open Travel Authorization (LOTA), Unlimited Open Travel Authorization, or by hard copy Trip-by-Trip Authorization ([DI-1020](#)). See [265 FW 4](#) for additional information on travel authorizations.

(1) If the system generates a pre-audit flag during the authorization process, the traveler or travel arranger must justify or correct the issue prior to electronic signature.

(2) The traveler or travel arranger must upload additional required documentation as part of the travel authorization, when applicable (e.g., TDY Travel – Cost Comparison form ([FWS Form 3-2387](#)), TDY Travel – Discretionary and Trip-by-Trip Entitlements form ([FWS Form 3-2388](#)), [airport parking cost comparison](#), etc.).

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**C. Travel Voucher.** Within 5 business days of completing TDY travel, or every 30 days if on extended TDY travel, the traveler or travel arranger creates a travel voucher from the existing travel authorization. Travel voucher(s) must capture all of the travel-related costs accurately.

(1) The traveler or travel arranger must submit required receipts and supporting documentation in the electronic travel system as the receipt packet.

(2) The traveler must sign the completed travel voucher.

(3) The Service retains documentation in the electronic travel system for a minimum of 6 years and 3 months, in accordance with the requirements of the National Archives and Records Administration (NARA). See [265 FW 7](#) for information on how to submit and review travel vouchers.

**2.12 How does the Service deactivate profiles when a traveler separates from the Service?** When a traveler separates from the Service, the Travel team must confirm that there are no outstanding travel authorizations or vouchers and then deactivate the profile and add the deactivation date.

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Exercising the Delegated Authority of the Director  
U.S. Fish and Wildlife Service

Date: February 12, 2021