

United States Department of the Interior



In Reply Refer To:
FWS/DFM/069596

FISH AND WILDLIFE SERVICE

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Memorandum

To: Service Directorate

From: Assistant Director – Management and Administration

Subject: Interest Due on Temporary Duty Travel Vouchers
(**Effective: March 1, 2019**)

On April 21, 2009, the Department of the Interior (Department) issued Financial Management Memorandum (FMM) [2009-065, Travel and Transportation Act – Revised Procedures](#) (Attachment 1). The Department has now implemented procedures that allow the U.S. Fish and Wildlife Service (Service) to identify travel vouchers that are due an interest penalty payment. The Division of Financial Management (DFM) is updating the Temporary Duty (TDY) Handbook to incorporate these new procedures. In the interim, this memorandum provides initial Service guidance on responsibilities, identifying and processing interest penalty payments.

Responsibilities

Traveler: Travelers are required to complete a “proper” travel voucher in ConcurGov Travel System (ConcurGov) and submit to their designated approving official(s) within five working days after completion of travel, after each 30-day segment of extended TDY travel, or each segment of permanent change of station travel (see [265 FW 7](#)).

A proper voucher is defined as substantially complete in every material respect (as to documentation and receipts) and which has been signed by the traveler. That is: (1) the trip was authorized and performed; (2) the appropriate receipts and other required documentation are uploaded into ConcurGov; and (3) the traveler has electronically signed and dated the travel voucher certifying to its correctness in ConcurGov.

Designated Approving Official: Approving officials are required to review, verify and approve travel vouchers electronically in ConcurGov (we recommend completing within five working days of receipt). If a voucher is determined “improper,” it must be returned to the traveler within seven working days by stamping the voucher “returned” in ConcurGov.

FWS Travel Team: The FWS travel team monitors open travel vouchers that have been signed by the traveler but are unapproved. At 20 and 27 days, the travel team will either notify, over the phone or by email the designated approving official(s) that there is an outstanding travel voucher that requires action.

Penalty Payment Process

To avoid a late payment penalty, payments should be processed so that the traveler will receive it not more than 30 days from the date the voucher was received by the designated approving official(s). If a payment is made after 28 days:

- The FWS travel team will notify the traveler and approving official(s) that an interest penalty payment may be claimed and the amount of the claim.
- The traveler is responsible for:
 - Completing a Claim for Reimbursement for Expenditures on Official Business ([OF-1164](#)) form;
 - Using commitment item/budget object class “211U – Non-Foreign Late Payment Costs Payable to Employees” only;
 - Attaching email as authorization of the claim;
 - Obtaining approving officials signature; and
 - Submitting to their Financial and Business Management System (FBMS) designated employee (see [261 FW 3](#)) for payment.
- Late payment penalty amount are calculated as follows:

Amount of Claim*	\$1 – \$500	\$500.01+	Notes
28 – 57th Day	\$5	\$10	Reported on IRS Form 1099-INT.
58 – 87th Day	\$10	\$20	Reported on IRS Form 1099-INT.
88 – 117th Day	\$15	\$30	Reported on IRS Form 1099-INT.
118 – 147th Day	\$40	\$60	Reported on IRS Form 1099-INT. Includes \$20 additional for amount that could be charged by CitiBank and reported as additional wages on Form W-2.
148 – 177th Day	\$65	\$90	Reported on IRS Form 1099-INT. Includes \$40 additional for amount that could be charged by CitiBank and reported as additional wages on Form W-2.
178 – 207th Day	\$90	\$120	Reported on IRS Form 1099-INT. Includes \$60 additional for amount that could be charged by CitiBank and reported as additional wages on Form W-2.
208+ Days	\$115	\$150	Reported on IRS Form 1099-INT. Includes \$80 additional for amount that could be charged by CitiBank and reported as additional wages on Form W-2.

*Table allows 2 days for Electronic Funds Transfer (EFT) payment to be processed to traveler’s bank account, which is why the table begins on day 28 rather than 30.

- The Internal Revenue Service (IRS) has determined that the late payment fee is in the nature of interest and must be reported annually on IRS Form 1099-INT. In addition, if a traveler is reimbursed an additional fee, which is equal to any late payment charge that the card contractor would have been able to charge, that amount constitutes Form W-2 earnings to employees.
- Please note, while there is an allowance for an additional amount that could be charged by CitiBank for late payment. Travelers are still required to pay their bill in accordance with the cardholder agreement, regardless of reimbursement.

Please circulate this memo and the accompanying attachments within your Region/Program, as appropriate.

If you have any questions, please contact Ms. Kristen Wisda, Federal Agency Travel Administrator, at (571) 488-8022 or Kristen_Wisda@fws.gov; or Mr. Michael Sciortino, Chief, Division of Financial Management, at (703) 358-2054 or Michael_Sciortino@fws.gov.

Attachment