



STP Procedure Approval

Invitational Travel Authorization and Vouchers

AD-500

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Paul H. Lohaus
Director, STP

Original signed by
Paul H. Lohaus

Date: 12/02/2002

Josephine M. Piccone
Deputy Director, STP

Original signed by
Mary Lynn Scott, Acting for

Date: 12/02/2002

Brenda G. Usilton
Procedure Contact, STP

Original signed by
Brenda G. Usilton

Date: 11/27/2002

NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.



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I. INTRODUCTION

This procedure describes the use of NRC invitational travel by the Office of State and Tribal Programs (STP) for authorization and voucher processing.

II. OBJECTIVES

- A. To identify the process used to request invitational travel and reimbursement for travel expenses.
- B. To provide the form for requesting authorization of invitational travel.
- C. To provide instructions for filling out the voucher after travel has ended.

III. BACKGROUND

The STP provides invitational travel for State travelers to participate in Integrated Materials Performance Evaluation Program (IMPEP) Reviews, Management Review Board (MRB) meetings, Working Groups, and Commission briefings. Invitational travel and per diem is also provided for State attendance at NRC sponsored training when States meet the criteria for NRC training funds. (See STP Internal Procedure E.4, *Training and Qualification Criteria for Agreement State Reviewers*.) The STP also funds the National State Liaison Officers meeting, which is held every 3 years. Other offices may also authorize invitational travel for State travelers in accordance with their internal procedures.

IV. ROLES AND RESPONSIBILITIES

- A. The Management Analyst is responsible for processing all State invitational travel for the STP. In the absence of the Management Analyst, the Director's secretary processes invitational travel. The Management Analyst maintains a record of all State invitational travel.
- B. The Management Analyst is responsible for verifying that all vouchers submitted are complete and accurate.
- C. NRC staff is responsible for coordinating all STP funded State invitational travel with the Management Analyst.

- D. The STP Director or Deputy Director is responsible for authorizing STP funded invitational travel.
- E. The STP Director or Deputy Director is responsible for certifying all voucher submittals are complete and accurate.

V. GUIDANCE**A. Guidance to NRC Staff**

1. NRC staff should coordinate all State invitational travel that is to be funded by STP with the Management Analyst. Such coordination should take place before a commitment for STP funding is provided to the State traveler.
2. NRC staff should instruct the State traveler to call the Management Analyst (Brenda Usilton, (301) 415-2348, E-mail BGU@NRC.GOV) for guidance on how to make the arrangements for travel.

B. Guidance to be Given to Agreement State Staff

1. Specific information is required from the traveler to prepare NRC travel orders, providing official authorization for the travel. This information will be provided to the Management Analyst by fax or E-mail. (See Appendix A for items that are needed for preparation of travel orders.)
2. To obtain reimbursement, a voucher must be completed and returned at the conclusion of travel. The voucher for reimbursement should be sent by the traveler to the Management Analyst. Vouchers are either sent to or provided to the traveler at the meeting, course, etc. The voucher will have instructions for filling out the form properly. (Also see Appendix B for instructions and a sample voucher.)
3. The Management Analyst reviews all vouchers for completeness and conformance with Federal travel regulations and makes modifications, as necessary, to ensure the vouchers are complete and meet current Federal travel regulations.
4. Travelers should return the voucher to STP for processing within 15 days to meet NRC travel processing needs and to preclude the need for follow-up

contact with the traveler. Please contact the Management Analyst for any questions on completing the voucher or timing for submittal. If the Management Analyst does not receive the voucher in a timely manner he/she would then call the State traveler to find out the status of the voucher.

5. Following processing, the U.S. Department of Treasury will mail you a reimbursement check, usually within 2 weeks of our processing the voucher.

VII. APPENDICES

Appendix A - Request for Invitational Travel

Appendix B - Travel Voucher Instructions (including sample voucher)

VIII. REFERENCES

1. STP Procedures AD-500 supersedes STP Operations Manual B.2, Revision 2, July 10, 1986 and B.3, August 13, 1984.
2. STP Internal Procedure E.4, *Training and Qualification Criteria for Agreement State Reviewers*.
3. NRC Management Directive 14.1, *Travel*.

Appendix A

Please FAX the following information to: Brenda Usilton at (301) 415-3502

STATE:

DATES:

TRAVEL PURPOSE:

LOCATION:

NAME:

BUSINESS ADDRESS:

WORK PHONE NUMBER:

SS#:

DEPARTURE CITY (airport):

DATE OF DEPARTURE (note anything unusual):

Please provide reason:

DATE OF RETURN (note anything unusual):

Please provide reason:

COST OF AIRFARE (from Carlson Travel*):

Flight Number (e.g., UA 210)

Arrival Time (4:23 p.m. July 9)

IF YOU ARE DRIVING INDICATE ROUND TRIP MILES:

LODGING ARRANGEMENTS MADE: (YES) (NO)

* Please call Carlson Travel on 301 415-5006, (normal business hours are 8:00 a.m. - 5:00 p.m. Eastern Standard Time), provide the travel attendant with your flight information for reservations and obtain the fare cost for the ticket.

For emergency travel (outside normal work hours) you can reach Carlson Travel on 1-800-383-6723.

Appendix B

SAMPLE VOUCHER - FOR INVITATIONAL TRAVEL

Attached is a sample voucher showing the format to be used, the information required, and to assist you in filing your claim for expenses.

It is requested that your voucher be forwarded as soon as possible after your travel has been completed. It is required that the following be returned with your voucher.

1. Your copy of the airline ticket (xerox copy is not acceptable) or your itinerary, if you had an electronic ticket. Even though NRC pays for your airline expense it is still required to show how much the cost was.
2. Receipt for your hotel bill (xerox copy is not acceptable).
3. All expenses \$75.00 or more should have a receipt (i.e., taxi, limo, parking).
4. Please note in the instructions, that the mileage rate for driving has increased to 36.5 cents effective January 21, 2002.
5. Effective January 1, 1999 per diem allowance will only include lodging and meals. Your tax will be claimed as a miscellaneous item.

Be sure to use your home address in Block 7 (this is the only address the Treasury Department has for mailing your check).

PLEASE TYPE VOUCHER - Handwritten ones do not show through all carbons which are needed by Travel. DO NOT PULL ANY COPIES OFF. You will receive a payee copy in the mail after processing.

Be sure to sign and date voucher in Block 24.

Mail Voucher to: Brenda G. Usilton, O-3-C-10
Office of State and Tribal Programs
U.S. Nuclear Regulatory Commission
Washington, DC 20555

If you have any questions, please call Mrs. Usilton at (301) 415-2348.

PLEASE SUBMIT YOUR VOUCHER WITHIN 15 WORKING DAYS AFTER TRAVEL HAS ENDED. DO NOT FILL IN AUTHORIZATION NUMBER, IT WILL BE DONE FOR YOU.

Appendix B (continued)

INSTRUCTIONS FOR COMPLETING YOUR TRAVEL VOUCHER

A travel voucher packet will be provided to you either by mail or by someone from STP. Complete your travel voucher in accordance with the attached samples(s).

TRAVEL BY POA

If you drive your privately owned automobile (POA), you are entitled to your mileage at 36.5 cents per mile and your toll expenses. Itemize your tolls by State. Mileage is to be computed by the most direct route.

Per diem will only be paid for a reasonable time while traveling to and from your residence. A guideline is an average of 350 miles per day. However, your reimbursement for driving your own POA cannot exceed the scheduled government rate of the airline. Therefore, the reimbursement voucher must include a comparative cost statement. Claim whichever is the least, by air or by POA. You will note in the sample voucher, travel via POA was less and, therefore, claimed. However, there are situations where travel by air is less costly and, therefore, must be claimed even though your actual POA mode of travel cost more.

PER DIEM

Effective January 1, 1999, your per diem allowance will be: maximum lodging amount of \$* _____ and meals and incidental expenses \$* _____ not to exceed \$* _____ per day. Your per diem allowance will cover lodging, meals, and incidental expenses related to subsistence; e.g., fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards and stewardesses. Charges for taxes for lodging will be a separate line item.

RECEIPTS

Receipts are required for all lodging costs for which an allowance is claimed. If the lodging shows a charge for double occupancy, such fact shall be shown on the travel voucher and the traveler will be allowed single room rate. When the traveler obtains lodging on a weekly or monthly basis, the daily lodging cost shall be computed by dividing the total lodging cost by the number of days in the rental period (e.g., may be divided by 7 or 30 days, as appropriate). Receipts are required for all expenses over \$75.00. If your lodging exceeds 30 days, traveler will be allowed only 55% of the actual lodging and per diem for that area.

*Amounts for lodging and meals are incidental expenses will be different depending on where the traveler has been.

Appendix B (continued)

COMPUTATION OF PER DIEM

When lodging is required on the day that travel begins (day of departure from the official station or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the traveler, plus 75% of the applicable meal and incidental expense rate regardless of the actual time of departure. On the day of return there will be a flat 75% of the applicable meal and incidental expense rate regardless of the actual time of return. The days in between will be full per diem amounts.

Per diem for travel of 12 hours or less is now prohibited. Travel over 12 hours but less than 24 hours when no lodging is required will be paid at 75% of the applicable meal and incidental expense rate.

TRAVEL BY AIR

Complete your travel voucher using the attached sample for travel by air. You do not need to complete a comparative cost statement. If you use the airport limo at XXXXX airport to travel to XXXXX and return, be sure to obtain a receipt and attach it to your voucher.

You will be allowed taxi fare for travel from your lodging in XXXX to class/meeting and return. Receipts for such use of taxi is required and must be submitted with your voucher. You will not be allowed taxi fare to obtain food or incidentals, as this is provided for in the per diem allowance.

Please note that parking at the airport while you are on travel is reimbursable not to exceed the cost of POA round trip or taxi/limo, whichever is less.

ACCURACY OF EXPENSE ACCOUNT

It is important that the voucher contain complete and accurate information about expenses claimed. Incomplete or inaccurate information will result in questions that must be resolved and will cause delay in processing the vouchers and delay in the traveler's receipt of payment. The traveler's signature on the voucher certifies that the voucher is true and correct to the best of the traveler's knowledge. Falsification of an item on an expense account works as a forfeiture of the claim and may result in a fine or imprisonment, or both (see Travel Voucher - Part 1).