

Child and Family Services Agency

Quick Reference Guide

CFSA Travel Process

(Travel Card Non-Cardholder)



Introduction

It is preferred that travel requests be presented to the Accounting Office 30 days before the designated travel date. However, requests received 15 days prior will be processed in a timely fashion. Requests submitted outside of this window are not guaranteed to receive a check in advance of the designated travel date.

Forms

Must obtain and complete all of the following forms:

- 1) Justification Form (**Include all travel cost**)
- 2) Authorization Form
- 3) Travel Expense Form

Supportive Documents

Attach all required supportive materials (i.e., itinerary, hotel confirmation, rental car confirmation, and all other supportive documentation to justify travel cost).

Authorized Signatures

Ensure that the authorization form has the administrator's or program manager's signature.

Consult with Fiscal

Consult and converse with fiscal to review the travel documents, confirm budget availability, process an advance check for per diem (meals, lodging, and incidentals), and confirm transportation with cardholder or travel agent (shared responsibility) as applicable.

A copy of the per diem rates is available at <http://www.gsa.gov/portal/category/21287> (select state for applicable per diem rate).

Advance Checks

Advance checks shall be mailed to the traveler's home address and should arrive no later than one week before the scheduled travel date. Advance checks will be issued for 80% of the per diem. If the check is not received before the scheduled travel date, notify the Accounts Payable (A/P) travel office at (202) 727-7457 or (202) 727-7379.

Reconciliation

Reconciliations are due to the Accounting Office seven calendar days from the date of return. **All original receipts are required to be submitted with reconciliation.** The Travel Expense Form must be used to reconcile travel expenditures.

Reconciliations will be processed within 10 business days from the date of receipt in the accounting office.

If money is **due to** the traveler, a check shall be mailed to the traveler's or reporting government official's home address.

If money is **due from** the traveler, the traveler will receive notification from the A/P travel office detailing the expenditures. A check payable to DC Treasurer is expected no later than seven calendar days from notification.

