

## CHAPTER 4

### FUNDING

#### 4-1. Funding for Official Travel of USACE Personnel

a. All official travel, wherever possible, is funded by the traveler's organization unless group orders or alternative methods are more efficient. If funding is to be provided by another office, the traveler shall, prior to issuing traveler orders, obtain a fund cite from that office in an amount sufficient to pay for the travel and related expenses.

b. HQUSACE/MSC Travel. Travel expenses for personnel from HQUSACE/MSC are funded by the USACE Command activity requesting the service of HQUSACE/MSC representatives. Travel expenses for personnel from HQUSACE/MSC are charged to project funds only when the travel contributes directly to the accomplishment of the project. The general guide is, projects benefit directly when the service performed would be performed in the district if the expertise were available. However, a permissible exception would be consulting service or assistance requested in writing. When HQUSACE/MSC personnel are actually engaged in the design or redesign, travel costs incurred are also properly chargeable to project funds. The term 'actually engaged' is intended to cover only those HQUSACE/MSC personnel directly involved in the design and redesign actions. Expenses of field trips for purposes such as general inspection, general supervision, and auditing are charged to the appropriate HQUSACE/MSC travel funds.

#### 4-2. Temporary Duty Travel of USACE Personnel for Another Agency.

a. When a USACE employee performs TDY travel for which the expenses are reimbursed by another agency, authorization and payment of travel expenses should be accomplished by one of the following methods. DD Form 448, Military Interdepartmental Purchase Request (MIPR) or similar document, direct citation of the funding office funds on the travel order, or issuance of the travel order by the funding office.

b. DD Form 448 or similar document. Reimbursement by another agency should be authorized and funded by DD Form 448 or similar document. This procedure allows the traveler to obtain a GTS ticket locally and prevents attempts by other agencies to cross-disburse civil funds, which is prohibited.

c. Direct Fund Cite.

(1) When military funds are cited and the traveler's finance and accounting office can disburse military funds, a direct citation of the requesting office funds may be used on the travel order when a non-USACE office does not issue or accept a DD Form 448. If a travel advance is

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issued for a direct fund citation the advance should be promptly transferred to the requesting office and appropriate records maintained with adequate procedures to assure recoupment of the advance upon settlement of the travel voucher. Compliance with the provisions of DoD 7000.14-R, Department of Defense Financial Management Regulation (DoDFMR) is required. The DoDFMR is available at <http://www.dtic.mil/comptroller/fmr/>.

(2) A direct citation of civil funds may be used when necessary in emergency situations if use of DD Form 448 is impractical due to time constraints or conflict with policy of a non-USACE office. The travel order must specifically identify the name and address of the appropriate office to be billed for all costs. A direct fund citation must be a written authorization and the issuing finance and accounting officer must certify fund availability. The traveler may only obtain a GTS ticket from the travel office supporting the funding activity. Payment of a travel advance or travel voucher for reimbursement of travel expenses may only be made by the disbursing station stated in the fund citation unless that station has issued an official request for reimbursable services authorizing payment of the advance by another disbursing station. The travel order must state in item 16 that a travel advance and the travel voucher may only be paid by the disbursing station identified in the fund citation. A copy of the travel order must be furnished to the disbursing station identified in the fund citation.

d. Orders issued by funding office. A travel order may be issued by the funding office for an employee of another office when required by unusual circumstances. When this procedure is used, the following provisions are required:

(1) The employee's supervisor and travel approving official must concur with the travel assignment.

(2) A travel advance for Civil Works funds may only be issued by the disbursing station stated in the fund citation.

(3) GTS tickets must be obtained from the travel office supporting the funding activity.

4-3. Payment from a Non-Federal Source for Official Travel Expenses. Acceptance of payment from non-Federal sources for travel and related expenses at any function relating to official duties must be in accordance with JFTR, Chapter 7, Part W and JTR, Chapter 4, Part Q.

#### 4-4. Travel Advances.

a. Automated Teller Machine (ATM) withdrawals using the government-sponsored contractor-issued travel card is to provide the travel advance of the traveler to obtain cash for travel-related expenses where payment cannot be made by the travel card.

(1) ATM withdrawals are not to exceed (80) percent of the sum of the M&IE, miscellaneous expenses, registration fees or other expenses where payment cannot be made with a travel card. Lodging expenses are excluded from the advance.

(2) Travel card ATM withdrawal is determined on a per traveler basis. The typical limits are \$200 daily not to exceed \$500 within a billing cycle (month).

(3) The ATM transaction fee charged by the card contractor and the bank service fee charged for ATM access are reimbursable expenses.

b. In the case where the traveler does not have a Government-sponsored contractor-issued travel card, or other circumstances when the travel card cannot be used for ATM advance, the USACE Finance Center (UFC) may issue advances when appropriate and when permitted in accordance with the DoDFMR, Volume 9. The advance may not exceed (80) percent of the sum of M&IE, miscellaneous expenses, registration fees, other, and lodging expenses. Advances are not issued if the traveler has a government sponsored travel card, and/or the advance is less than \$100. Advances are issued by electronic funds transfer (EFT). TDY travel advances must be settled with the UFC within (5) working days after completion of TDY travel.

**4-5. Issuance of Government Transportation Request (GTR) and Commercial Bill of Lading (CBL) with Civil Works Fund Citation.**

a. In any instance where a Government Transportation Request (GTR) or Commercial Bill of Lading (CBL) may be issued with a USACE Civil Works fund citation, the fund citation must be complete with appropriation number, appropriation title, fiscal station number, and correct billing name and address. When using a Civil Works fund citation on a GTR or CBL the billing address must cite the billing address for the USACE Finance Center in lieu of a billing address for the Defense Finance and Accounting Service –Indianapolis Center (DFAS-I). Since most GTRs and CBL for Army installations are preprinted with the DFAS-I billing address, special attention is required when Civil Works funds are cited.

b. In any instance when it is necessary to furnish a Civil Works fund citation to another office for GTR, CBL or PCS travel order, the office issuing the fund citation is responsible for ensuring that the complete fund citation and correct billing name and address are appropriately included on the document.