

ARS □ NIFA □ ERS □ NASS

Bulletin

Title: GovTrip Split Disbursement Process

Number: 11-302

Date: February 25, 2011 **Expiration:** February 24, 2012

Originating Office: Travel and Relocation Services Branch,
Financial Management Division, AFM/ARS

Distribution: All REE Employees

The purpose of this bulletin is to announce the reinstating of the split disbursement process in GovTrip and explains the travel arrangers and employee responsibilities under the split disbursement process.

Background

A key component of the GovTrip system is the ability to reimburse certain expenses directly to the travel card vendor, eliminating the need for the employee to first receive reimbursement and then use these funds to pay the travel card vendor. The process of paying the travel card vendor directly through GovTrip is called split disbursement. Split disbursement helps to eliminate travel charge card delinquencies and many employees find this direct payment process useful.

Under split disbursement, GovTrip will use a default reimbursement method of “GOVCC” for travel expenses that are normally paid with a Government travel card. The “GOVCC” method of reimbursement will allow the payment of these expenses directly to the travel card vendor. Employees have the choice, under split disbursement, to change the default method of payment to allow reimbursement of certain items directly to them. The employee, in turn, is then responsible for paying the travel charge card vendor for the items when they appear on their bill.

Reimbursements for common carrier tickets (air and train transportation) arranged through GovTrip, the travel management fee (TMC fee), and the travel voucher fee (TAV fee) **must always** be paid directly to the travel card vendor through the split disbursement process.

While split disbursement is useful, some employees may find the process difficult to monitor. Frequent travelers, especially, who have multiple charges for varying trips on a single bill, may find it difficult to determine which payments match the charges on their travel charge card bill.

REE Policy

Employees are encouraged to use the full split disbursement functionality in GovTrip:

- Employees may elect to change their method of reimbursement in GovTrip from “GOVCC” to “Personal” for lodging, rental car and for the miscellaneous expenses of ATM fees, gasoline for rental cars, and hotel taxes.
- Employees must always use the default method of reimbursement of “GOVCC” for common carrier tickets (air and train transportation) arranged through GovTrip, the travel management fee (TMC fee), and the travel voucher fee (TAV fee).
- Employees that use a travel arranger are responsible for communicating the decision on changing the default method of reimbursement for allowable items to their travel arranger.
- Travel arrangers are responsible for changing the reimbursement method on each traveler’s voucher according to the reimbursement decision made by the traveler.
- No change in the method of reimbursement needs to be made for the meals and incidental expense portion of per diem and other miscellaneous expenses not listed above, since the reimbursement method for these expenses defaults to “Personal” in GovTrip.

Use of the split disbursement functionality does not relieve employees of their responsibility to monitor their travel card bill and to pay the bill by the due date. Employees who elect to receive reimbursement for lodging, rental car and for the miscellaneous expenses of ATM fees, gasoline for rental cars, and hotel taxes directly by changing the method of reimbursement in GovTrip to “Personal” are responsible for using the funds to pay their travel card bill by the due date.

Procedures

Selecting “Personal” as the reimbursement method on a GovTrip voucher will direct the reimbursement for the expense to the employee rather than the travel card vendor. Employees who have access to GovTrip and travel arrangers should follow the instructions in Attachment A to change the reimbursement method from “GOVCC” to “Personal” for lodging, rental car and for the miscellaneous expenses of ATM fees, gasoline for rental cars, and hotel taxes.

Changing the method of reimbursement in GovTrip from “GOVCC” to “Personal” will trigger an audit flag on the GovTrip Pre-Audit page. When reviewing this page, the preparer should enter “directing payment to employee” for each audit flag. Please review Attachment A for more instructions on responding to the audit flag.

Please contact your GovTrip Federal Agency Travel Administrator, under Attachment B, with any questions or concerns.

/s/

Robert H. Magill, Acting Director
Financial Management Division

GovTrip & Split Disbursement

Procedures for directing certain travel reimbursements to employee's payroll account

Contents

Directing lodging reimbursement to the employee's payroll account	5
Directing rental car reimbursement to the employee's payroll account	6
Directing reimbursement of certain expenses to the traveler's payroll account.....	8
Notes and reminders about changing the method of reimbursement	10

Directing certain travel reimbursements to the employee’s payroll account REE policy is to allow frequent travelers the choice to receive reimbursement of certain items to the employee’s payroll account instead of disbursing directly to the traveler’s government travel card. If an employee chooses this option, the employee is then responsible for paying the travel charge card for these items. However, reimbursements for common carrier tickets for air and train transportation, the travel management fee, and the voucher fee must be paid directly to the travel card vendor through the split disbursement process.

These expenses fall in to three categories in GovTrip: Per Diem, Rental Car, and Expenses.

Directing lodging reimbursement to the employee’s payroll account

Through the split disbursement process all lodging reimbursement defaults to the traveler’s government travel card. The default can be changed to the traveler’s payroll account on either the authorization or the voucher.

1. Open the document (authorization or voucher) in the *edit* mode.
2. Click on the *Per Diem* tab.



3. Select the *Edit All* button.

Note: when the Edit All button is used any previous changes to individual per diem days will reset. Always make necessary changes using the Edit All feature first, then make changes to individual dates as needed.

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change information to the default rates for that date and location.

Date	Location	View/Edit	Reset	Ldg Cost
02/15/11	HONOLULU,HI	> Edit	> Reset	177.00
02/16/11	HONOLULU,HI	> Edit	> Reset	177.00
02/17/11	HONOLULU,HI	> Edit	> Reset	177.00
02/18/11	HONOLULU,HI	> Edit	> Reset	0.00

Edit All
Reset All

- Under the Per Diem Rates heading, change the *Lodging Method of Reimbursement* to PERSONAL.

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below.

Per Diem Rate: 177.00 / 106.00 Method of Reimbursement:

Lodging (\$): 177.00

Method of Reimbursement: GOVCC (selected), GOVCC, PERSONAL

- Select the *Save These Entitlements* button at the bottom of the screen.

Cancel These Entitlement Changes and Return Save These Entitlements

Directing rental car reimbursement to the employee's payroll account

Through the split disbursement process, reimbursement for some expenses defaults to the traveler's government travel card. The default can be changed to the traveler's payroll account on either the authorization or the voucher.

- Open the document (authorization or voucher) in the *edit* mode.
- Mouse over the *Reservations* tab and click on *Car Rental*.

GovTrip

Authorization PLAN TRIP

Voucher GET REIMBURSED

Reports SCHEDULER

Approve TRAVEL DOCS

TA Maintenance GOVTRIP ADMINISTRATION

Trip Planner Reservations Per Diem Expenses Accounting Additional Options Receipts Review & Sign

Home Authorization * Flights

Step 1 of 9

Hotel

Car Rental

Train

Other Transportation

Travel Data

Booking Travel first provide information about your starting and ending locations (usually you these initial steps are complete.

- In the Trip Summary box on the right side of the screen, select the *Edit* button next the rental car reservation.

Trip Summary		
Overall:	Starting Point	Edit
Leave From:	RES: ANYTOWN, MD	
Leave:	15-Feb-11	
Location 1:	HONOLULU,HI	Edit
Leave From:	RES: ANYTOWN, MD	
TDY Location:	HONOLULU,HI	
Purpose:	MISSION (OPERATIONAL)	
Arrive:	15-Feb-11	
Leave:	18-Feb-11	
Rental Car:	ALAMO - Economy Car	Edit Remove
Pick-Up:	15-Feb-11 9:00AM	
Drop-Off:	18-Feb-11 5:00PM	
Overall:	Starting Point	Edit

- Under the Rental Rate heading, change the *Method of Reimbursement* to PERSONAL.

Rental Car Selected

Alamo Review & complete your booking

Rental Car: ALAMO - Economy Car, 2-4 Doors

Pick-Up: 15-Feb-11 - 9:00AM at HNL - Honolulu, HI

Drop-Off: 18-Feb-11 - 5:00PM at HNL - Honolulu, HI

Rental rate: \$ 113.99 (includes taxes and fees)
Rental rate does not include the Government Administrative Rate Supplement fee of \$5 per day.

Restrictions: Daily \$19.00, Extra Hour \$6.33, Extra Day \$19.00, Estimated Total Cost \$113.99, Unlimited miles/kilometers

Enter the following details:

Car Rental Club #:

Method of Reimbursement:
GOVCC
PERSONAL

Comments entered below will be maintained. If you are not a TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent

- Select the *Save Selected Car* link at the bottom of the page.

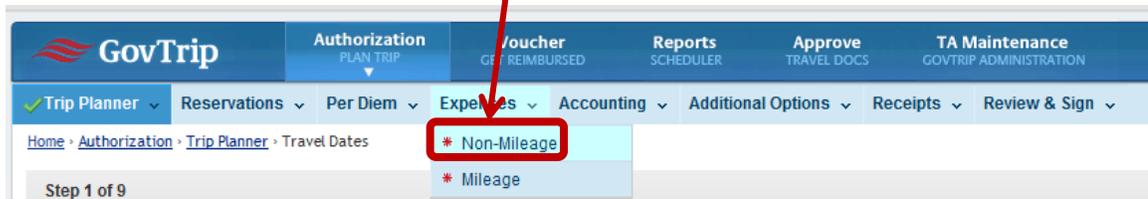
[Save Selected Car](#)

Directing reimbursement of certain expenses to the traveler's payroll account

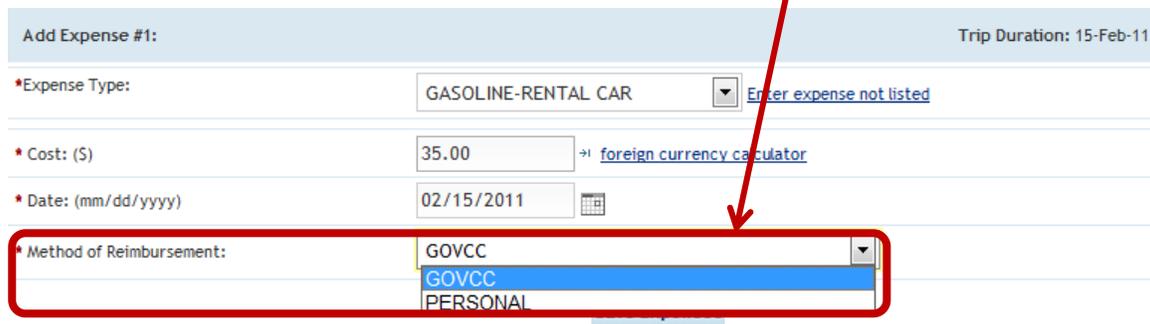
Through the split disbursement process the reimbursement for some expenses defaults to the traveler's government travel card. The default can be changed to the traveler's payroll account on either the authorization or the voucher.

Enter new expense

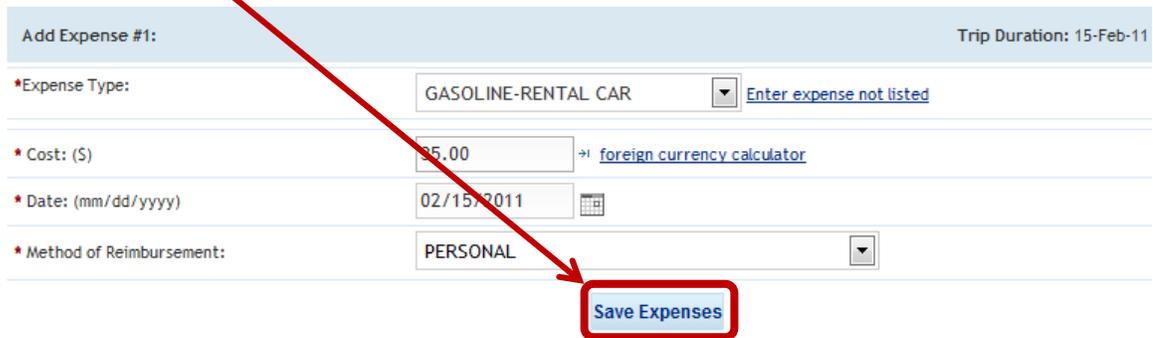
1. Open the document (authorization or voucher) in the *edit* mode.
2. Mouse over the *Expenses* tab and click on *Non-Mileage*.



3. Select the Expense Type from the drop down, enter the estimated or actual cost and the anticipated or actual date, and then change the *Method of Reimbursement* to PERSONAL.

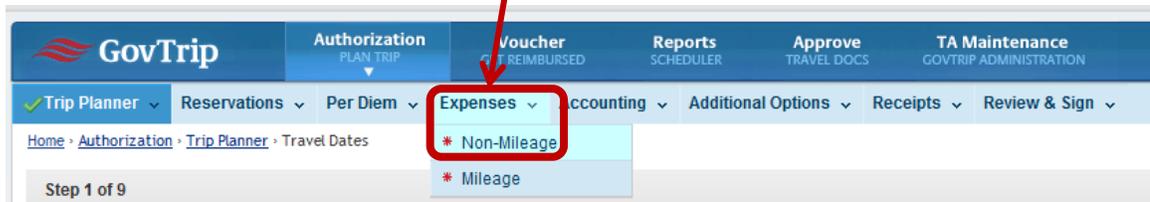
A screenshot of the 'Add Expense #1' form. The form fields are: 'Expense Type' (GASOLINE-RENTAL CAR), 'Cost: (\$)' (35.00), and 'Date: (mm/dd/yyyy)' (02/15/2011). The 'Method of Reimbursement' dropdown menu is open, showing 'GOVCC' and 'PERSONAL' as options. A red box highlights the 'PERSONAL' option, and a red arrow points from the text 'change the Method of Reimbursement to PERSONAL' in the previous step to this option. The 'Save Expenses' button is visible at the bottom right of the form.

4. Select the *Save Expenses* button.

A screenshot of the 'Add Expense #1' form, identical to the previous one, but with the 'Method of Reimbursement' dropdown menu closed and 'PERSONAL' selected. A red box highlights the 'Save Expenses' button at the bottom right of the form, and a red arrow points from the text 'Select the Save Expenses button' in the previous step to this button.

Edit existing expense

1. Open the document (authorization or voucher) in the *edit* mode.
2. Mouse over the *Expenses* tab and click on *Non-Mileage*.



3. In the Expense Summary box, on the right side of the screen, select the *Edit* link next to the effected expense.

The Expense Summary table shows the following data:

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
ATM FEE	GOVCC	02/15/11	\$0.00	Edit	Remove
HOTEL TAXES	GOVCC	02/15/11	\$35.00	Edit	Remove
TAV Fee -I	PERSONAL	03/15/11	\$30.00		
Total Expenses:			\$65.00		

A red arrow points to the 'Edit' link for the HOTEL TAXES row.

4. Under the Edit Expense Heading, change the *Method of Reimbursement* to PERSONAL.

The Edit Expense form shows the following fields:

- Expense Type: HOTEL TAXES
- Cost: (\$) 35.00
- Date: (mm/dd/yyyy) 02/15/2011
- Method of Reimbursement: GOVCC (dropdown menu)

A red box highlights the Method of Reimbursement dropdown menu, and a red arrow points to the 'PERSONAL' option. A 'Save Expenses' button is visible at the bottom.

5. Select the *Save Expenses* button.

The screenshot shows a web form titled "Edit Expense #1" with a "Trip Duration: 15-Feb-11" in the top right. The form contains several fields: "Expense Type" is a dropdown menu set to "HOTEL TAXES" with a text input field below it also containing "HOTEL TAXES"; "Cost: (\$)" is a text input field with "35.00" and a link to a "foreign currency calculator"; "Date: (mm/dd/yyyy)" is a date picker set to "02/15/2011"; and "Method of Reimbursement:" is a dropdown menu set to "PERSONAL". A red arrow originates from the instruction above and points to a "Save Expenses" button located below the form, which is highlighted with a red rectangular border.

Notes and reminders about changing the method of reimbursement

- Ⓜ Selecting Personal as the payment method on a GovTrip voucher will direct the payment for the expense to the employee rather than the travel card vendor.
- Ⓜ Common carrier tickets, travel management service fees, and the GovTrip voucher fee ALWAYS pay to the travel card vendor. These expenses should never be changed from the default.
- Ⓜ Each time changes are made to an authorization, the authorization will need to be stamped SIGNED and stamped APPROVED before ticketing can occur and before a voucher can be created.
- Ⓜ When the method of reimbursement is changed a Pre-Audit flag such as the one below maybe generated

DFLT PMT METHOD USED LODGING on 02/15/11 Has a Payment Method of PERSONAL- Not Using Default Payment Method of GOVCC .

Each time the *DFLT PMT METHOD USED* Pre-Audit flag displays on the Pre-Audit page enter "directing payment to employee" in the Justification to Approving Official field.

Attachment B

**RESEARCH, EDUCATION AND ECONOMICS MISSION AREA
FEDERAL AGENCY TRAVEL ADMINISTRATORS (FATA)**

AGRICULTURAL RESEARCH SERVICE:

Administrative and Financial Management:

Diane Eggert	301-504-1260	diane.eggert@ars.usda.gov
Janelle McClintock	301-504-1311	janelle.mcclintock@ars.usda.gov
Jeanette Powers	301-504-1310	jeanette.powers@ars.usda.gov
Michele Williams	301-504-1309	michele.williams@ars.usda.gov

Office of the Administrator, National Agricultural Library, Office of National Programs

Laura Pope	301-504-7693	laura.pope@ars.usda.gov
Elizabeth Jackson	301-504- 6575	elizabeth.jackson@ars.usda.gov

Beltsville Area

Wendy Jacobs	301-504-6106	wendy.jacobs@ars.usda.gov
Ashlea Lebo	301-504-6871	ashlea.lebo@ars.usda.gov

North Atlantic Area

Joyce Hamilton	215-233-6689	joyce.hamilton@ars.usda.gov
Maria Dallara	215-233-6550	maria.dallara@ars.usda.gov

South Atlantic Area

Valjean Farmer	706-546-3492	valjean.farmer@ars.usda.gov
Stacye Sanders	706-546-3192	stacye.sanders@ars.usda.gov

MidWest Area

Kit Mernick	309-681-6628	kit.mernick@ars.usda.gov
JoAnn Volk	309-681-6629	joann.volk@ars.usda.gov

MidSouth Area

Cack Norquist	662-686-5384	cack.norquist@ars.usda.gov
Dianne Morris	662-686-5396	dianne.morris@ars.usda.gov

Northern Plains Area

Linda Sundstrom	970-492-7026	linda.sundstrom@ars.usda.gov
Jessica Wernimont	970-492-7015	jessica.wernimont@ars.usda.gov

Southern Plains Area

Freida Williams	979-260-9493	freida.williams@ars.usda.gov
Tina Williamson	979-260-9492	tina.williamson@ars.usda.gov

Pacific West Area

Lisa Jackson-Beitia	510-559-6010	lisa.jacksonbeitia@ars.usda.gov
---------------------	--------------	---------------------------------

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE:

Sherona Hopkins	202-720-8505	sherona.hopkins@ars.usda.gov
Linda Geddie-Abney	202-720-3536	linda.geddie-abney@ars.usda.gov

Attachment B (continued)

REE AGENCY FEDERAL AGENCY TRAVEL ADMINISTRATORS (FATA)

ECONOMICS RESEARCH SERVICE:

LaShawn Williams	202-694-5105	lashawn.williams@ers.usda.gov
Kimberly Wood	202-694-5181	kimberly.wood@ers.usda.gov

NATIONAL AGRICULTURAL STATISTICS SERVICE:

NASS employees should contact their assigned FATA; they may view the list of FATAs and their areas of assignment on the NASS Discussion Board.