

UNIVERSITY OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



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THE DISTRICT
OF COLUMBIA

Ibrahim H. Koroma, CPA
Chief Financial Officer

Office of Finance

MEMORANDUM

TO: UDC Community

FROM: Ibrahim H. Koroma, CPA
Chief Financial Officer

A handwritten signature in black ink, appearing to read 'I. Koroma', written over the printed name.

DATE: May 4, 2010

SUBJECT: PROCESSING TRAVEL REQUEST AND HOLDING CHECKS FOR PICK UP

Effectively immediately, in an effort to better service the university community, the following processes regarding travel regulations and picking up checks will be implemented:

- Travel authorization documentation must be submitted at least 10 business days prior to local or out-of-town travel. *(This requirement has been reduced from the required 30-day notice outlined in the DC Government Travel Manual.)*
- A complete travel authorization package must contain the following:
 - ✓ Management signature and funding attributes on the **completed** “Request and Authorization for Official Travel” and “Travel and Related Expenses Voucher” forms;
 - ✓ Management approval for all fees exceeding the U.S. General Services Administration (GSA) per-diem rates.
 - ✓ Support documentation pertaining to travel request (i.e. conference and registration itinerary, flyer, agenda);
 - ✓ Hotel confirmation and fees; and
 - ✓ Transportation arrangements (i.e. flight and train itinerary from UDC’s booking agency, mileage estimates and/or proof of payment from personal funds).**(NOTE: ALL TRAVEL REQUESTS WILL BE RETURNED IF A VALID ADDRESS IS NOT INCLUDED IN YOUR PACKAGE).**
- Travel reimbursement request must be submitted within seven (7) days after your expected return. Employees will not be compensated until an expense voucher and all receipts have been submitted.

The University will no longer hold checks for pick up and all checks will be mailed. This is a city-wide policy that is being strictly enforced by the DC Treasurer's Office. It is important to note that this policy pertains to all checks not just travel related.

It is imperative that these regulations be followed at all times. Submitting requests late will delay the process in the Accounts Payable Unit. Emergencies will be reviewed on a case-by-case basis and will require approval from me for processing.

If you any questions regarding this process, please contact David Garnett, Director of Student Accounts at 202 274-5358.

Attachments

Forms:

- 1) Request and Authorization for Official Travel
- 2) Travel and Related Expenses Voucher



Request and Authorization for Official Travel



Government of the District of Columbia

	1. DATE	2. DEPARTMENT OR AGENCY	DEPT. ORDER								
3. NAME AND TITLE OF TRAVELER(S)		4. PURPOSE OF TRAVEL									
SOCIAL SECURITY #		A. MEETING OR CONFERENCE: (NAME)									
6. DEPART DATE RETURN DATE		DATES AUTHORIZED TO ATTEND MEETING/CONFERENCE									
		___ AUTHORIZED BY COMMISSIONERS – LIM. FUNDS									
7. MODE OF TRANSPORTATION		B. ___ OFFICIAL BUSINESS (EXPLAIN)									
___ NO COST TO THE DISTRICT GOVERNMENT		C. ___ OFFICIAL BUSINESS (EXPLAIN)									
___ DISTRICT-OWNED VEHICLE		___ INTERAGENCY TRAINING									
___ PRIVATELY OWNED VEHICLE AT THE RATE OF \$___ PER MILE		AGENCY OFFERING TRAINING _____									
___ COMMON CARRIER		___ OUTSIDE TRAINING									
TRAIN		___ C.O. NUMBER AND DATE, IF APPLICABLE									
___ COACH ___ COACH		DATE COURSE BEGINS DATE COURSE ENDS									
___ OTHER ___ BUSINESS CLASS		D. ___ MOVING OF HOUSEHOLD GOODS									
___ FIRST CLASS		___ P.L. 79-600 1946 (GOVERNMENT TRANSFER)									
___ RENTAL CAR		___ P.L. 86-587 1960 (NEW APPOINTEE)									
___ OTHER (EXPLAIN)		___ MARRIED ___ SINGLE									
ESTIMATED COST (WITHOUT TAX)		PRESENT OFFICIAL STATION (CITY, COUNTY, STATE)									

8. PER DIEM ALLOWANCE AUTHORIZED		9. ADMINISTRATIVE APPROVAL OR AUTHORIZATION									
___ A DAY (CONTINENTAL U.S.)		(Department or Agency)									
___ FOREIGN TRAVEL		SIGNATURE DATE									
___ PER DIEM ALLOWANCE NOT REQUEST											
LINE NO.	YR	INDEX	PCA	OBJ	AOBJ	GRANT	PH	PROJ	PH	DESCRIPTION	AMOUNT
ADVANCE REQUESTED											
11. FINANCE OFFICE, REVIEWED AS TO FORM AND AUTHORITY – FUNDS ARE AVAILABLE											
SIGNATURE _____						DATE _____					



Travel and Related Expenses Voucher

Government of the District of Columbia

TRANSACTION CODE		DATE OF VOUCHER			YEAR-END ADJ PER		AGENCY		VOUCHER NO.	
NAME						TITLE OF TRAVELER				
ADDRESS						SOCIAL SECURITY #				
LINE NO.	INDEX	PCA	OBJ	AOBJ	GRANT	PH	PROJ	PH	DESCRIPTION	AMOUNT
									TOTAL	
PENALTY FOR PRESENTING FRAUDULENT CLAIM: Fine of not more than \$10,000 or imprisonment for not more than ten years or both (see 52 Stat. 197; U.S.C. 18-18) FRADULENT CLAIM: Falsification of an item in an expense account works forfeiture.										
TRAVEL COVERED BY TRANSPORTATION REQUESTS (REIMBURSEMENT NOT TO BE CLAIMED BY TRAVELER)										
Date of Travel		Trans. Request No.		From	To	Carrier		Value		
DATE YEAR		CHARACTER OF EXPENDITURE							SUB VOU. NO	AMOUNT
		If authority provides for travel to more than one point, time of arrival at and departure from each must be shown. Per diem allowance in lieu of actual expenses for subsistence from _____ at _____, to _____ at _____ days at \$ _____ a day.								
TOTAL										
PREPARED BY:			AUTHORIZING OFFICIAL				TOTAL			
			Name:				Differences:			
Date:			Date:							
Phone:			Certificate of Entry into SOAR				ADJUSTED TOTAL			