



Ames Policy Directive

APD 9730.1

Effective Date: May 5, 2020

Expiration Date: May 5, 2025

COMPLIANCE IS MANDATORY

Subject: Travel Voucher and Travel Card Delinquency Policy

Responsible Office: Code C / Office of the Chief Financial Officer

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	0	12/2007	Initial
Revision	1	5/5/2013	Document expired
Revision	2	5/5/2020	Updated regulation references and format to comply with NPR 1400.1.

1. POLICY

This directive establishes policy for Ames Research Center (ARC) to improve the agency's delinquency rate, prevent negative impacts to ARC travelers' personal credit ratings, and ensure timely payment of travel card bills. In accordance with 41 Code of Federal Regulations (CFR) Chapters 300-304, travelers are required to submit a travel claim within 5 working days after completing a trip or period of travel; or every 30 days if on continuous travel status.

2. APPLICABILITY

- a. This APD is applicable to ARC and associated facilities.
- b. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

Federal Travel Regulation, 41 CFR Chapters 300-304

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 5104.1, Government Charge Cards
- b. NPR 9710.1, General Travel Requirements
- c. NPR 9730.1, Travel Cards

5. RESPONSIBILITY

- a. **ARC Central Travel Office** shall:

- (1) Notify travel cardholders when they are 60 days past due or whose accounts are 30 days past due in an amount over \$5,000 to advise them of this policy.
- (2) Not approve Travel Authorization requests and not ticket existing reservations for personnel described in section 5a(1) to prevent them from traveling on behalf of ARC until their past due travel card balances have been paid.

Note 1: The accounts of travelers on extended Temporary Duty Station (TDY) travel will be reviewed on a case-by-case basis prior to preventing future travel, due to the likelihood of extenuating circumstances.

Note 2: Exceptions may be made due to delays in making travel voucher payments due to financial system downtime, such as at fiscal year-end.

- (3) Notify travel cardholders who have more than two unsubmitted travel vouchers or who have one unsubmitted travel voucher 30 days or older to advise them of this policy.

(4) Not approve Travel Authorization requests and not ticket existing reservations for personnel described in section 5a(3) to prevent them from traveling on behalf of ARC until their number of vouchers that have not been stamped “signed” is below the threshold described in section 5a(3).

(5) Assist personnel in locating existing training resources on how to prepare and submit their travel vouchers in a timely manner.

b. **ARC Travel Cardholders** shall:

Comply with the cardholder responsibilities listed in NPD 5104.1, NPR 9710.1, and NPR 9730.1, including training, proper usage of the travel card, submitting timely travel vouchers, and remitting timely payment for their travel card bill.

c. **ARC Travel Cardholders** should:

Contact the ARC Central Travel Office through email at ARC-CTO@mail.nasa.gov if they need training on how to initiate and submit travel vouchers.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

8. CANCELLATION

APD 9730.1, Travel Voucher and Travel Card Delinquency Policy dated May 5, 2013.

Eugene Tu
Director

DISTRIBUTION:

Internal and external distribution.