DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

REPLY TO
ATTENTION OF:
CERM-F

7 June 1996

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Retention of Travel Expense Receipts

1. References:

a. GAO letter B-271371 dated March 8. 1996 (End 1).

b. DoD Comptroller memorandum dated January 25, 1996 (End 2).

c. CERM-A memorandum dated 6 October 1996, subject: Standard Operating Procedures For Travel Settlement Vouchers (End 3).

d. GAO letter B-265850 dated September 20, 1995 (End 4).

e. DoD Comptroller memorandum dated 23 August, 1995, subject: Travel Reengineering 1rnplemenration Memorandum #8 Procedures for Random Audits of Travel Settlement Vouchers (End *5).*

f. CERM-FM 24 May *1995* memorandum, subject: Standard Operating Procedure (SOP) for Travel Settlement Vouchers (End 6).

g. CERM-FM 18 May 1995 memorandum, subject: Draft Standard Operating Procedure (SOP) for Travel Settlement Vouchers (End 7).

h. CERM-FM 21 December 1994 memorandum, subject: Hard Copy Document Retention (End 8).

2. The purpose of this memorandum is to provide policy guidance related to retention of travel expense receipts for all *USACE* activities currently deployed on CEFMS and for those sites that are to deploy CEEMS during this fiscal year. This policy will become effective for all USACE sites as they deploy CEEMS.

3. In an effort to further streamline certain processes within the travel arena the following policy/procedures will be followed:

a. Paper travel expense receipts (for lodging and for other expenses in excess of *$75.00)* will be retained by the individual who performed the travel in his/her place of work for a period of three years after the year in which the travel was completed with the following exception:

Individual travelers performing travel charged to either EPA Superfund IAGs or EPA Superfund funded MIPRs received from other Districts will retain a copy of the travel supporting receipts and forward the originals to the local Finance and Accounting Officer. Local Finance and Accounting Officers will develop and issue procedures to ensure collection/retention of these receipts. The procedures must include a method for identifing and publicizing the names and work codes for EPA Supeifund Projects (lAG or MIPR numbers.) These travel cost supporting packages are to be retained in accordance with MARKS classification number 37-2-lOs and must include the following documents and data:

DOCUMENTS PROVIDED BY TRAVELER

(a) Copy of authorizing Travel Order, DD 1610 (Printed from CEFMS)

(b) Request for Reimbursement, DD-1352-2 (Printed from CEEM 5).

(c) Miscellaneous supporting receipts to include ALL lodging receipts and receipts for any other expense that is $75.00 or greater.

DOCUMENTS OR DATA PROVIDED BY FINANCE AND ACCOUNTING

(d) Travel computation page from IATS.

(e) Disbursement document, SF 1166, that includes certification, DOV number, and check number.

b. The simplified entitlement change (appendices 0 and K) to the Joint Travel Regulations, Volume I and 2 will be used to compute travel entitlement.

4. Since travel receipts retained by the travelers constitute official files of the USACE activity that requested the travel to be performed, they must remain in the work place if the traveler leaves his/her position. These receipts will be retained by the travel approving official unless the Commander establishes other local procedures for their retention The Modern Army Record Keeping System (MARKS) number for filing purposes is 37-2-10s (office temporary duty travel).

5 Although it is recognized that several travel reerigineering procedures have already been implemented, this policy statement is intended to fiznher enhance the Corps initiative to remain in the forefront of streamlining and maintaining a more efficient travel process.

JOHN F. WALLACE
Director of Resource Management
8 Ends

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CF:
All USACE Directors of Resource Management, Resource Management Officers, and
Comptrollers