

E – Travel News

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UTS

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Breaking News:

Fiscal Year Crossover:

When travel claims cross the fiscal year, it is **not necessary to submit multiple TONOs and accounting strings**. The claim should annotate charges correctly. If travel begins in FY04 and crosses over to FY05, the claim needs to be submitted using a FY04 TONO and accounting string **only**. The accounting information will be converted by the software to the correct FY. Use a FY05 TONO and accounting string for trips that begin on or after Oct. 1. In the reimbursable expenses, it is important to indicate the correct date of payments for a FY crossover trip. Airfare charges should be dated according to the first day of trip; parking, rental car, and hotel should be annotated the date the cost occurred. See **FY04 CLOSEOUT INSTRUCTIONS** reference <http://cgweb.comdt.uscg.mil/hsc-t-4/commcen/ARCHIVES/GENMSG2004/ALCGFINANCE.htm> for more information.

Leave While in TDY Status:

A member who takes leave in the middle of temporary duty will need to input leave in the itinerary per following example: Member is TDY from 7/1/04-7/30/04 with leave charged to the dates of 7/11/04-7/15/04. Member would start the itinerary dep 7/1/04 from PDS arr 7/1/04 TDY location, dep & arr 7/11/04 on leave (first day of leave), dep leave status on 7/15/04 (last day of leave), arr TDY location 7/16/04 (first day back to duty), dep 7/30/04, arr PDS 7/30/04 MC. **Do not claim lodging or additional per diem** for the night of 7/15/04. Reservists in a recall status will need to claim leave lodging in reimbursable expenses. **This will pay correctly when PSC imports your travel claim**, even though it indicates the 15th is a per diem day on page 2 of the UTS claim when it is printed. Do not start/stop a UTS claim in a leave status. Always verify leave on the travel voucher summary (TVS), which is received after claim is processed, for accuracy.

The 'Trip' window displays the following data:

Miscellaneous Questions

Owner operator of P.D.V. Duration of TDY travel: GE24

Itinerary

Date	Location	Trans Reason	Method	Group?	Messing	Lodging	PDC Miles
07/01/2004	Orlando ; FLORIDA	CP					
07/01/2004	Washington , WASHINGTON D.C.	TD	LDP	CQ	CM	\$150.00	
07/11/2004	Washington , WASHINGTON D.C.	CP					
07/11/2004	Topeka ; KANSAS	LV				\$0.00	
07/15/2004	Topeka ; KANSAS	CP					
07/16/2004	Washington , WASHINGTON D.C.	TD	LDP	CQ	CM	\$150.00	
07/30/2004	Washington , WASHINGTON D.C.	CP					
07/30/2004	Orlando ; FLORIDA	MC				\$0.00	

Reimbursable Expenses

Date	Nature of Expense	Claimed
07/01/2004		.00

Buttons: Delete leg, Insert Leg, Exceptions to Daily Expenses, Occasional Expenses

Footer: Is the traveler the owner operator of the P.D.V.? (Delete this Voucher, Cancel, Print, Previous)

The 'Exceptions -- [VIEW ONLY]' window displays the following data:

The Itinerary (for information only)

Arrive Date	Location	Reason For Stop	Lodging	Quarters
07/01/2004	Washington , WASHINGTON D.C.	TD	\$150.00	CQ
07/11/2004	Topeka ; KANSAS	LV	\$0.00	-

Daily Records

Date	Day Type	B-Type	L-Type	D-Type	Lodging	Breakfast	Lunch	Dinner	Incidental Expenses
7/9/2004	LDP	CM	CM	CM	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
7/10/2004	LDP	CM	CM	CM	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
7/11/2004	LV	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7/12/2004	LV	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7/13/2004	LV	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7/14/2004	LV	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7/15/2004	LV	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7/16/2004	LDP	CM	CM	CM	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
7/17/2004	LDP	CM	CM	CM	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00

Buttons: Cancel all changes, Return

