

E – Travel News

February 2004

Volume II Issue 1

UTS

Breaking News:

Approving Official (AO) Responsibilities:

As an AO, it is important that you review all exceptions to daily expenses. To do so, (1) Click on the button to view the claim, (2) verify itinerary and click on the button "exceptions to daily expenses," and (3) review each day's expenses. You need to ensure that you review all receipts and validate all expenses claimed by the traveler. You are verifying that the member is due the monies on the claim and this needs close scrutiny before approving. We have had claims transmitted which had "total lodging" expense in where "nightly" should be, or an entire year's per diem due to a typographical error. This has caused overpayments for the member or the claim to be rejected for corrections, delaying member's payments. For more information on AO responsibilities please check out this link:

<http://www.uscg.mil/hq/psc/Manuals-Pubs-Newsletters/Travel/uts/AORef.pdf>

Reporting Sea Duty on your UTS claim:

Members who serve TDY onboard ships are having difficulty filling out travel claims. When a member is TDY on a GV or is SD and not paying for meals while on board, the member enters the state/city location screen from the itinerary; the box that should be checked is "onboard ship." This checkmark will provide the member with a drop down list of vessels to choose from. Select the appropriate vessel and continue. When disembarking the vessel at port, member must again have to click on the "onboard ship" box at the state/city location screen and select the vessel disembarking from. This will allow the member's claim to be processed without being returned to member for corrections.

Date	Location	Trip	Status	Amount
11/01/2004	DDP	Trip: RANDS	CP	
11/01/2004	ARR	Travel: VIRGINIA	TD	137.00
11/01/2004	DDP	Travel: VIRGINIA	SA	
11/01/2004	ARR	Travel: VIRGINIA	TD	137.00
11/10/2004	DDP	Travel: VIRGINIA	SA	
11/10/2004	ARR	Travel: VIRGINIA	TD	137.00
11/10/2004	DDP	Travel: VIRGINIA	CP	
11/10/2004	ARR	Travel: VIRGINIA	MC	137.00
11/10/2004	ARR			137.00

State/Country: VA VIRGINIA
City: Norfolk Nav Shpyd Portsmouth (MI)
County: I.C. Portsmouth
 Onboard Ship
CGC ASSATEAGUE
CGC ATTU
CGC AXE
CGC BAINBRIDGE ISLAND
CGC BARANOF
Select Ship from Ship-list
Cancel Done

E-Travel News Continued...

Reporting Primary Mode of Transportation on your UTS claim: (Please relay to travelers.)

When filling out an itinerary, members must only use "Primary Mode" of transportation. For instance, member leaves Topeka, Kansas by POV and arrives at the airport in Kansas City. Member then flies to San Diego, California and rents a car to drive to TDY location. The only portion of this that needs to be indicated on a travel claim is the "Primary Mode" of travel. For example, member leaves Topeka, Kansas via commercial plane and arrives in San Diego, California for duty. POV mileage to and from the airport and rental car must be claimed in the reimbursable section. (See left screen below.) If there is a layover in, for example, Dallas, TX between KC and San Diego, that is not required on the claim as AT unless there is a delay or cancellation of flight and member is required to stay multiple nights in lodging in Dallas. If delay involves member taking leave, member will need to annotate leave (LV) for those specific dates. Member would then need to get an amendment authorizing a delay in Dallas and then claim the AD on the travel claim. (See right screen below.) If member is only staying there for one night without lodging, then depart the day they leave KC (1/1/04) and arrive the day they land in San Diego (1/02/04).

Date	Location	Reason	Method	Business	Mileage	Lodging	PSC Class
01/01/2004	Topeka - KANSAS	OP					
01/01/2004	San Diego - CALIFORNIA	TD	LDP	CO	CO		
01/02/2004	San Diego - CALIFORNIA	OP					
01/02/2004	Topeka - KANSAS	WC					

Date	Value of Expense	Classified
01/01/2004	AUTO MILEAGE	05
01/01/2004	AUTO MILEAGE	05
01/01/2004	RENTAL CAR	275.00
01/01/2004	FUEL FOR RENTAL CAR	27.50
01/02/2004		00

Date	Location	Reason	Method	Business	Mileage	Lodging	PSC Class
01/01/2004	Topeka - KANSAS	OP					
01/01/2004	Dallas - TEXAS	AD	LDP	CO	CO		075.00
01/02/2004	Dallas - TEXAS	OP					
01/02/2004	San Diego - CALIFORNIA	TD	LDP	CO	CO		05.00
01/02/2004	San Diego - CALIFORNIA	OP					
01/02/2004	Topeka - KANSAS	WC					05.00
01/02/2004							05.00

Date	Value of Expense	Classified
01/01/2004	AUTO MILEAGE	05
01/01/2004	AUTO MILEAGE	05
01/01/2004	RENTAL CAR	275.00
01/01/2004	FUEL FOR RENTAL CAR	27.50
01/02/2004	LODGING TAX-CDNLS/US TERR ONLY	12.50

**** A brief reminder to those members who find they are unable to submit claims through UTS for whatever reason. When submitting manual claims to PSC for processing, please include in the packet: the original 1351-2 with original signatures by the member and AO, original orders and amendments with original signatures or certification of original with an original signature, and receipts. This will allow PSC to process the claim without returning it to the member.**

Be sure to check this site for updated information:

<http://www.uscg.mil/hq/psc/utsfaq.shtm>

Here is where you can find other issues of the UTS E-Travel News:

<http://www.uscg.mil/hq/psc/uts/index.htm>

Please share this important information with all of your travelers in your unit/area so that they can stay informed of important UTS changes and improvements. Please send your suggestions for improvements to: hsrcst@hsrcst.uscg.mil

Coming next month: Accounting String Verification