

May 2000

TRAVEL SYSTEM REQUIREMENTS

Checklist for Reviewing Systems Under the Federal Financial Management Improvement Act



G A O

Accountability * Integrity * Reliability

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Abbreviations

CMTR	combined marginal tax rate
CONUS	continental United States
DOD	Department of Defense
DSSR	Department of State Standardized Regulations
EFT	electronic funds transfer
FFMIA	Federal Financial Management Improvement Act
FFMSR	Federal Financial Management System Requirements
FICA	Federal Insurance Contributions Act
FMFIA	Federal Managers' Financial Integrity Act
FTR	Federal Travel Regulation
GBL	government bill of lading
GPEA	Government Paperwork Elimination Act
GRS	General Records Schedule
GSA	General Services Administration
GTR	government transportation request
IRS	Internal Revenue Service
JFMIP	Joint Financial Management Improvement Program
JTR	Joint Travel Regulations
M&IE	meals and incidental expenses
NARA	National Archives and Records Administration
OMB	Office of Management and Budget
OPAC	on-line payment and collection

(continued)

OPM	Office of Personnel Management
PCS	permanent change of station
POV	privately owned vehicle
RIT	relocation income tax
SES	Senior Executive Service
SSN	Social Security Number
TCS	temporary change of station
TDY	temporary duty
WTA	withholding tax allowance

PREFACE

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The Federal Financial Management Improvement Act (FFMIA) of 1996 requires, among other things, that agencies implement and maintain financial management systems that substantially comply with federal financial management systems requirements. These requirements are detailed in the Financial Management Systems Requirements series issued by the Joint Financial Management Improvement Program (JFMIP) and in Office of Management and Budget (OMB) Circular A-127, *Financial Management Systems*, and OMB's *Implementation Guidance for the Federal Financial Management Improvement Act (FFMIA) of 1996*, issued September 9, 1997. JFMIP intends for the requirements to promote understanding of key financial management systems concepts and requirements, to provide a framework for establishing integrated financial management systems to support program and financial managers, and to describe specific requirements of individual types of financial management systems.

We are issuing this checklist that reflects JFMIP's revised *Travel System Requirements* (July 1999) to assist (1) agencies in implementing and monitoring their travel systems and (2) managers and auditors in reviewing their travel systems to determine if they substantially comply with FFMIA. This checklist is not required to be used in assessing the travel system. It is provided as a tool for use by experienced staff. This checklist, the JFMIP source document, and the two previously mentioned OMB documents should be used concurrently. Experienced judgment must be applied in the interpretation and application of this tool to enable a user to consider the impact of the completed checklist on an entire travel system and whether the system, as a whole, substantially complies with requirements.

Additional copies of the checklist can be obtained from Room 1100, 700 4th Street NW, U.S. General Accounting Office, Washington, D.C. 20548, or by calling (202) 512-6000 or TDD (202) 512-2537. This checklist replaces GAO's previously issued exposure draft of the *Travel System Checklist* (December 1999) and is available on the Internet on GAO's Home Page (www.gao.gov) under "Other Publications."



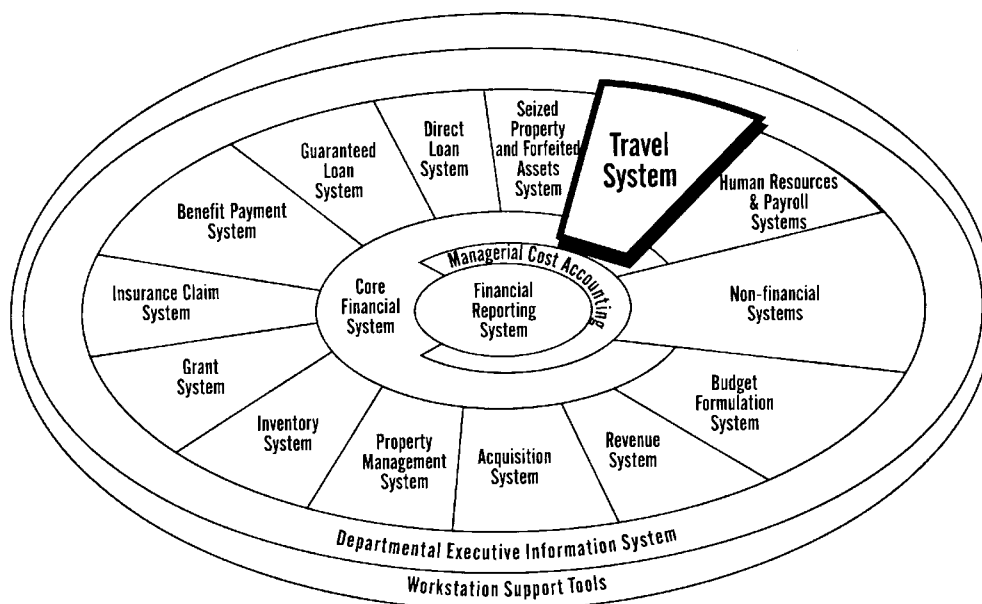
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OVERVIEW

The Federal Financial Management Improvement Act (FFMIA) of 1996 requires, among other things, that agencies implement and maintain financial management systems that substantially comply with federal financial management systems requirements. These system requirements are detailed in the Financial Management Systems Requirements series issued by the Joint Financial Management Improvement Program (JFMIP)¹ and Office of Management and Budget (OMB) Circular A-127, *Financial Management Systems*. JFMIP requirements documents identify (1) a framework for financial management systems, (2) core financial systems requirements, and (3) 16 other financial and mixed systems supporting agency operations, not all of which are applicable to all agencies. Figure 1 is the JFMIP model that illustrates how these systems interrelate in an agency's overall systems architecture.

Figure 1: Agency Systems Architecture



Source: JFMIP *Travel System Requirements* (July 1999).

¹JFMIP is a joint cooperative undertaking of the Office of Management and Budget, the General Accounting Office, the Department of Treasury, and the Office of Personnel Management, working in cooperation with each other and with operating agencies to improve financial management practices throughout the government. The program was initiated in 1948 by the Secretary of the Treasury, the Director of the Bureau of the Budget (now OMB), and the Comptroller General and was given statutory authorization in the Budget and Accounting Procedures Act of 1950. The Civil Service Commission, now the Office of Personnel Management (OPM), joined JFMIP in 1966.

To date, JFMIP has issued the framework and systems requirements for the core financial system and 7 of the 16 systems identified in the architecture. (See figure 1.)²

We are issuing this checklist that reflects JFMIP's revised *Travel System Requirements* (July 1999) to assist (1) agencies in implementing and monitoring their travel systems and (2) managers and auditors in reviewing agency travel systems to determine if they substantially comply with FFMIA. This checklist is not required to be used in assessing the travel system. It is provided as a tool for use by experienced staff. This checklist, the JFMIP source document, OMB Circular A-127, and OMB's *Implementation Guidance for the Federal Financial Management Improvement Act (FFMIA) of 1996*, issued September 9, 1997, should be used concurrently. Experienced judgement must be applied in the interpretation and application of this tool to enable a user to consider the impact of the completed checklist on the entire travel system and whether the system, as a whole, substantially complies with requirements.

Authoritative Guidance

OMB Circular A-127 and OMB's implementation guidance provide the basis for assessing whether agencies implement and maintain their financial management systems in substantial compliance with FFMIA. The implementation guidance identifies various criteria that an agency must meet to substantially comply with these requirements. One of the criteria listed in the OMB guidance is the JFMIP systems requirements series.

The source of all the questions in this checklist is the JFMIP *Travel System Requirements* (JFMIP-SR-99-9, July 1999). This JFMIP document is an update of the January 1991 JFMIP *Travel System Requirements* document for government civilian employees. This update reflects the current travel environment and new legislative and regulatory requirements, including the Federal Financial Management Improvement Act (FFMIA). It should be noted, however, that the checklist is based on the existing published JFMIP standards and that changes in laws, regulations, and standards and practices since the standards were issued are not included in the checklist.

The revised JFMIP document defines mandatory and value-added functional requirements for system administration and major elements of the travel process. The mandatory requirements describe what the system must do and consist of the minimum acceptable functionality necessary to establish a system or are based on federal laws and regulations. Mandatory requirements are those against which agency heads evaluate their systems to determine substantial compliance with system requirements under FFMIA. These requirements apply to existing systems in operations and new systems

²Thus far, the series includes the (1) *Framework for Federal Financial Management Systems*, (2) *Core Financial System Requirements*, (3) *Inventory System Requirements*, (4) *Seized/Forfeited Asset System Requirements*, (5) *Direct Loan System Requirements*, (6) *Guaranteed Loan System Requirements*, (7) *Travel System Requirements*, (8) *Human Resources & Payroll Systems Requirements*, and (9) *System Requirements for Managerial Cost Accounting*. In early 1998, JFMIP decided to initiate projects to update system requirements documents that were not current with regulations and legislation. JFMIP also planned to initiate projects to complete the remaining systems requirements where none currently exist.

planned or under development. The checklist uses “(M)” immediately following the question to indicate that it is mandatory for the system to do that.

The value-added requirements describe features or characteristics and may consist of any combination of the following: (1) using state-of-the-art technology, (2) employing the preferred or best business practices, or (3) meeting the special management needs of an individual agency. Value-added, optional, and other similar terminology may be used to describe this category of requirements. Agencies should consider value-added features when judging systems options. The need for these value-added features in agency systems is left to the discretion of each agency head. Value-added features support the degree to which agencies can migrate to an automated travel system. The checklist uses “(V)” immediately following the question to indicate that the item is value added rather than mandatory.

How to Use This Checklist

OMB’s 1997 implementation guidance provides chief financial officers and inspectors general with a means for determining whether their agencies’ financial management systems substantially comply with federal financial management systems requirements. The annual reporting required pursuant to section 4 of the Federal Managers’ Financial Integrity Act (FMFIA) is one of the means to assist agencies in the determination of substantial compliance. Agencies can also use this checklist as a tool to help determine annual compliance with section 4 of this act.³

Filling out this checklist will allow agencies to systematically determine whether specific system requirements are being met. In determining substantial compliance, agencies should assess the results of the completed checklist on the travel system requirements taken as a whole.

The checklist contains three columns with the first citing the question followed by either “(M)” for mandatory requirements or “(V)” for value added. Use the second column to answer each question “yes,” “no,” or “na.” Use the third column to explain your answer. A “yes” answer should indicate that the agency’s travel system provides for the capability described in the question. For each “yes” answer, the third column should contain a brief description of how the travel system satisfies that capability and should also refer to a source that explains or shows the capability.

A “no” answer indicates that the capability does not exist. For a “no” answer, the third column should provide an explanation and, where applicable, a reference to any related supporting documentation (e.g., the agency is working on modifying or implementing its travel system to have the capability available in subsequent years, management believes the capability is not cost-effective and will not enhance the travel system’s ability to manage operations). Cost-benefit studies, or other reasoning, that supports a “no” answer should be identified in the explanation column. If there are no cost-benefit studies or other support, a full explanation should be provided.

³In addition, the CFO Council has charged the Financial Systems Committee with developing implementation guidance for performing FFMIA compliance reviews. The CFO Council and JFMIP plan to jointly issue the guidance.

“No” answers should not be viewed individually or taken out of context. Rather, “no” answers should be assessed as to the impact on the overall travel system and the extent to which the “no” answers inhibit the entire travel system from meeting substantial compliance.

Certain questions within the checklist may not be applicable to the agency. Answer such nonapplicable question(s) with “na” and provide an appropriate explanation in the third column.

TRAVEL SYSTEM REQUIREMENTS

The travel system requirements document defines mandatory and value-added functional requirements for the following travel process elements that are described below (1) general, (2) travel authorization, (3) travel advances, (4) travel vouchers, (5) local travel, (6) nonfederal-sponsored travel, (7) temporary/permanent change of station, (8) interface requirements, (9) reports, (10) system administration, and (11) records retention.

1. General provides requirements common to all travel functions. (The checklist questions for this area are drawn from p. 10 of the JFMIP source document.)
2. Travel authorization provides requirements for the system's capability to create travel authorizations and provide funds availability when appropriate (e.g., specific trip authorization). (The checklist questions for this area are drawn from p. 11 of the JFMIP source document.)
3. Travel advances provides requirements for the system's ability to issue authorized travel advances for the estimated cash transaction expenses before travel is begun or while travel is being performed. (The checklist questions for this area are drawn from p. 12 of the JFMIP source document.)
4. Travel vouchers provides requirements for the system's ability to have travelers submit a travel claim within the required time and in accordance with travel policies. (The checklist questions for this area are drawn from pp. 13-14 of the JFMIP source document.)
5. Local travel provides requirements for the system's capability to have users produce a local travel voucher by entering selected data into the system to activate an obligation and payment for local travel. (The checklist questions for this area are drawn from p. 15 of the JFMIP source document.)
6. Nonfederal-sponsored travel provides requirements for the travel system's ability to track and report the travel process for the acceptance of payment in-cash or in-kind for services from nonfederal sources to defray in whole or in part the travel or related expenses of federal employees in accordance with Federal Travel Regulation 304. (The checklist questions for this area are drawn from p. 16 of the JFMIP source document.)
7. Temporary/permanent change of station provides requirements that the system must meet when relocation (either a temporary change of station (TCS) or a permanent change of station (PCS)) is authorized at government expense. (The checklist questions for this area are drawn from pp. 17-29 of the JFMIP source document.)
8. Interface requirements provides the requirements necessary for the system to provide travel activity transactions to the core financial system. (The checklist questions for this area are drawn from p. 30 of the JFMIP source document.)

Travel System Requirements

9. Reports provides the requirements for the system having the capability to generate the required standard, ad hoc, and query reports for all standard data elements as required by the Federal Travel Regulation (FTR). (The checklist questions for this area are drawn from p. 31 of the JFMIP source document.)
10. System administration provides the requirements for the centralized control and administration of the travel system. (The checklist questions for this area are drawn from p. 32 of the JFMIP source document.)
11. Records retention provides the requirements for records created within the federal government. (The checklist questions for this area are drawn from p. 33 of the source document.)

The checklist questions follow the JFMIP source document. It should be noted that not all questions will apply in all situations and, as with the use of any checklist, professional judgment should be exercised. Using the JFMIP source document and its "Appendix B: Glossary," which defines terms used, along with the two previously mentioned OMB documents, will help ensure that the user is cognizant of the background information necessary to fully understand the questions.

Travel System Requirements

General	Yes/no na	Explanation
1. Does the system provide the capability to maintain the order of precedence for executing each travel step (i.e., authorization must precede a voucher, etc.)? (M)		
2. Does the system provide an override capability to change the order of precedence of the processing steps to handle unusual travel demands? (M)		
3. Does the system provide the capability to capture required standard data elements contained in FTR? (M)		
4. Does the system provide the flexibility to accommodate additional data elements necessary to meet agency needs? (M)		
5. Does the system maintain adequate separation of duties? (M)		
6. Does the system provide controls to prevent the creation of duplicate travel documents? (M)		
7. Does the system provide for fault-free performance of any data with dates prior to, through, and beyond January 1, 2000? (M)		
8. Does the system provide the ability to cite multiple funding sources and the ability to designate travel costs by funding source (e.g., dollar		

Travel System Requirements

General	Yes/no na	Explanation
amount, percentage allocation)? (M)		
9. Does the system provide for coding and processing features that will link all phases of travel together (i.e., travel authorization, travel approval, etc)? (See illustration 4 in the JFMIP source document.) (M)		
10. By October 21, 2003, does the system provide for appropriate electronic authentication technologies to verify the identity of the sender and the integrity of the electronic content that satisfies OMB's implementation requirements of the Government Paperwork Elimination Act (GPEA), Public Law 105-277? (M)		
11. Does the system provide for an audit trail of historical data that identifies input, correction, amendment, cancellation, and approval? (M)		
12. Does the system provide for the use of mandated federal travel charge cards? (M)		
13. Is the system able to maintain and send a record of expenses for a same-day trip of more than 12 hours but less than 24 hours with no lodging to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement? (M)		
14. Is the system also able to report and send the employer's matching tax amounts to the payroll system? (M)		

Travel System Requirements

General	Yes/no na	Explanation
15. Does the system provide for substantiating lodging expenses and other authorized expenses costing \$75 or more in accordance with FTR 301-52? (M)		
16. Does the system provide the ability to address foreign currency conversions and fluctuations? (V)		
17. Does the system provide for the electronic routing of travel documents to reviewing and approving officials? (V)		
18. Does the system provide the ability to electronically route approved documents based on agency-defined criteria? (V)		
19. Does the system provide for an on-line search capability based on user-defined parameters? (V)		
20. Does the system provide the capability to allow a user to drill down from summary data to detail data? (V)		
21. Does the system provide for a tracking system that will allow employees to determine the status of any travel document at any time? (V)		
22. Does the system provide the capability to insert free form text or comments? (V)		
23. Does the system provide the capability to allow automatic deobligation on prior year blanket obligations? (V)		

Travel System Requirements

General	Yes/no na	Explanation
24. Does the system provide the capability to download travel information from the agency's Travel Management System? (V)		

Travel System Requirements

Travel authorization	Yes/no na	Explanation
1. Does the system provide the capability to create travel authorizations? (M)		
2. Does the system allow for processing various types of travel authorizations, including unlimited open, limited open, and trip-by-trip? (M)		
3. Does the system provide for determining whether the traveler is a holder of a government-issued charge card? (M)		
4. Does the system allow for the option of specific authorization or prior-approved travel arrangements as required by FTR 301-2? (M)		
5. Does the system provide for verification that authorization exists and that funds are available? (M)		
6. Does the system provide for the capability to process travel authorizations with split fiscal year funding and with multiple funding? (M)		
7. Is the system able to record detailed itinerary information? (M)		
8. Does the system calculate authorized per diem (including for non-workdays, interrupted travel, and reduced per diem rates) and meals and incidental expenses (M&IE) based on the temporary duty (TDY) location? (M)		

Travel System Requirements

Travel authorization	Yes/no na	Explanation
9. Does the system provide the capability to interface with the agency's Travel Management System in accordance with FTR 301-73, effective January 1, 2001? (M)		
10. Does the system allow the correction, amendment, and cancellation of the travel authorization with appropriate reviewing and approving controls and allow for notification to the traveler and the accounting office? (M)		
11. Does the system provide the capability to display defined messages to the user regarding certification statements, Privacy Act Statement, standard clauses for required receipts, supporting documentation requirements, etc., and justification statements for use of special travel arrangements? (M)		
12. Does the system allow for processing an annual unlimited open travel authorization without recording an estimated obligation amount for each trip prior to travel? (V)		
13. Does the system provide for the retention of the traveler's profile (e.g., name, mailing address, internal number, e-mail address, bank account, Social Security Number (SSN), payment address, permanent duty station, organization, position title, office phone, tickets and seating preferences) for subsequent travel actions? (V)		

Travel System Requirements

Travel authorization	Yes/no na	Explanation
14. Does the system provide for an automated interface of accounting codes and funds availability with the core system? (V)		
15. Does the system support the use of a voice recognition system in the reservation system? (V)		
16. Does the system have the ability to obligate travel funds based on estimated costs and liquidate on actual costs at the point of individual trip approval? (V)		

Travel System Requirements

Travel advances	Yes/no na	Explanation
1. Does the travel advance function provide for entry, processing, approval, and the payment and liquidation of government funds if the government issues an advance in the form of currency, traveler's checks, or electronic funds transfer (EFT) under exceptional procedures? (M)		
2. Does the travel advance function provide for the tracking, aging, and control of advances? (M)		
3. Does the system provide the capability to set, change, and apply established limits on travel advances? (M)		
4. Does the system provide for limiting the allowed advance based upon transportation method (Government Transportation Request (GTR) vs. non-GTR), subsistence rates, miscellaneous expenses, and possession of a charge card? (M)		
5. Does the system allow travel advance information to be accessible in travel voucher preparation? (M)		
6. Does the system integrate the issuance and control of the travel advances with the travel voucher payment process to ensure that the advance is liquidated or collected prior to the issuance of a payment to the traveler? (M)		

Travel System Requirements

Travel advances	Yes/no na	Explanation
7. Does the system provide the capability not to liquidate when the traveler has been authorized a “retained” travel advance in accordance with FTR 301-51? (M)		
8. Does the system provide data for the automatic aging of outstanding travel advances based on the end-of-trip date and generate follow-up notices to the travelers and administrative staff concerning delinquent advances affecting payroll offsets or other means of collection? (M)		
9. Does the system provide for reporting to the Internal Revenue Service (IRS) delinquent travel advances as taxable income to the traveler? (M)		

Travel System Requirements

Travel vouchers	Yes/no na	Explanation
1. Does the system provide for input by both travelers and designated officials at central and/or remote locations? (M)		
2. Does the system provide for (1) automated point-of-entry input, (2) ease of use with adequate direction, (3) prompts to lead the user through the program, and (4) collecting the necessary information to prepare the voucher? (M)		
3. Does the system provide the capability to draw upon the information reflected on the travel authorization and/or government cash advance provided to the traveler? (M)		
4. Does the system prepare the voucher/claim as required consistent with authorizing type, including unlimited open, limited open, and trip-by-trip? (M)		
5. Does the system access the appropriate per diem and mileage allowances? (M)		
6. Does the system allow for recording the date of departure from, and arrival at, the official duty station or any other place when travel begins, ends, or requires overnight lodging? (M)		
7. Does the system provide the capability to calculate authorized mileage allowances and per diem amounts (including for non-workdays,		

Travel System Requirements

Travel vouchers	Yes/no na	Explanation
interrupted travel and reduced per diem rates) based on TDY location and other related information? (M)		
<p>8. Does the system provide the capability to compute M&IE allowance rates based on travel completed?</p> <ul style="list-style-type: none"> • More than 12 hours but less than 24 – 75 percent of the applicable M&IE rate. • Twenty-four hours or more, on day of departure – 75 percent of the applicable M&IE rate. • Twenty-four hours or more, on full days of travel – 100 percent of the applicable M&IE rate. • Twenty-four hours or more, on last day of travel – 75 percent of the applicable M&IE rate. • Meals provided in accordance with FTR 301-11. (M) 		
<p>9. Does the system allow entering approved or official subsistence rates, mileage allowance, etc., when not available in the travel system? (M)</p>		
<p>10. Does the system process partial/interim vouchers against a travel authorization to expedite liquidation related to travel obligations? (M)</p>		
<p>11. Does the system provide the traveler the capability to create and modify travel vouchers before final approval? The voucher then would be</p>		

Travel System Requirements

Travel vouchers	Yes/no na	Explanation
forwarded to the approving official. The approving official would either deny and remand it to the traveler or approve it and forward it for payment. (M)		
12. Does the system process amended vouchers with appropriate reviewing and approving controls and provide the capability to update related systems/modules? (M)		
13. Does the system allow for special routing and approval levels for certain classes/conditions of travel as required by FTR 301-2? (M)		
14. Does the system provide the capability to display defined messages to the user regarding required receipts for lodgings and authorized expenses incurred costing \$75 or more; surrendering unused, partially used, or downgraded/exchanged tickets; refund certificates, etc.; supporting documentation requirements; and justification and certification statements? (M)		
15. Does the system provide a tracking capability that will allow travelers, payment offices, etc., to determine the status of any voucher/claim? (M)		
16. Is the system capable of generating a series of notices when information has not been submitted timely as specified by FTR 301-51 and 301-52? (M)		

Travel System Requirements

Travel vouchers	Yes/no na	Explanation
<p>17. Does the system provide information to allow for offset of funds to indebtedness through salary offset, a retirement credit, or other amount owed the employee? (M)</p>		
<p>18. Does the system provide for matching of travel vouchers with the travel authorizations and/or centrally issued passenger tickets and provide for audit of the claim in accordance with FTR and Department of State Standardized Regulations (DSSR) for temporary duty travel of all civilian agency government travelers? The Joint Travel Regulations (JTR) implement the FTR and DSSR for all Department of Defense (DOD) civilian employees. (M)</p>		
<p>19. Does the system provide for a random sampling of travel vouchers for voucher audits, information requirements, or other purposes based on criteria as determined by the agency? Statistical sampling requirements are contained in <i>GAO's Policy and Procedures Manual for Guidance of Federal Agencies, Title 7—Fiscal Guidance</i>. (M)</p>		
<p>20. Does the system provide the capability to enter the "Direct Billed" amount for costs such as On-Line Payment and Collection (OPAC) billings by the Department of State for employees stationed overseas, and lodging, airline, and car rental that are billed directly to</p>		

Travel System Requirements

Travel vouchers	Yes/no na	Explanation
the agency for payment, but not included in the calculation of payment to the traveler? (V)		
21. Does the system provide a mechanism that allows the traveler to designate applicable amounts to be paid to a charge card contractor and/or reimbursement to the traveler (split disbursement)? (V)		
22. Does the system provide for electronic notification to travelers of payments made by disbursing offices or for disallowance of a claim for an expense? (V)		
23. Does the system allow for agency flexibility in defining message contents? (V)		

Travel System Requirements

Local travel	Yes/no na	Explanation
1. Does the system provide the capability for users to produce a local travel voucher by entering selected data into the system to activate an obligation and payment of local travel? (M)		
2. Does the system provide the capability to compute mileage allowances? (M)		
3. Does the system provide the capability to change the appropriate accounting classification data? (M)		
4. Does the system provide for funds availability? (M)		

Travel System Requirements

Nonfederal-sponsored travel	Yes/no na	Explanation
1. Does the system track and report the travel process for the acceptance of payment in-cash or in-kind acceptance of services from nonfederal sources to defray in whole or in part the travel or related expenses of federal employees in accordance with FTR 304-1? (M)		
2. Does the system provide a mechanism to assure that sponsored travel is administratively approved by the agency designated official prior to final approval of the travel authorization? (M)		
3. Does the system provide for the approval, or disapproval, by a designated individual of the approval office at central and/or remote locations? (M)		
4. Does the system provide the capability to indicate the amounts and entitlements to be paid by the government and those to be paid by the sponsoring organization (e.g., if the government authorizes payment of the traveler's meals and incidental expenses and the sponsoring organization is paying for the hotel and airfare (services in-kind), then this must be clearly shown on the travel authorization)? (M)		
5. Does the system show estimated amounts where actual amounts are unknown? (M)		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>1. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Effective date of the transfer or appointment followed by a 1 year service agreement, unless separated for reasons beyond employee's control that are acceptable to the agency. • Time limit for beginning travel and transportation not to exceed 2 years from the effective date of the employee's transfer or appointment and not to exceed 3 years when the 2-year limitation for completion of residence (sale and purchase or lease) transactions is extended 1 year by the head of the agency or his/her designee. • Allowance alternative option selected when two or more members of the same immediate family are employed by the government. In applying these alternatives, provide that other members of the immediate family not receive duplicate allowances. • Process reimbursement for not more than one return trip during each agreed period of service at a post-of-duty for prior return of immediate family. (M) 		
<p>2. Does the system provide the capability to calculate maximums or limitations</p>		

Travel System Requirements

available for the allowances provided in the following summary chart? (M)		
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Allowance	Transferees permanent change of station (PCS)	Transferees temporary change of station (TCS)	New appointees	Senior executive service (SES) last move home
Househunting trip	X	X***		
Transportation (including family)	X	X	X	X
Per diem (including family)	X	X	X*	X*
Transportation of household goods	X	X	X	X
Temporary storage	X	X	X	X
Nontemporary storage	LIMITED	LIMITED	LIMITED	
Transportation of mobile home	X	X	X	X
Temporary quarters subsistence expense	X	X***		
Residence transaction (real estate expenses)	X****			
Relocation services (PMS listed below)	X			
Miscellaneous expenses allowance	X	X		
Property management services (PMS)	X**	X		

Travel System Requirements

Allowance	Transferees permanent change of station (PCS)	Transferees temporary change of station (TCS)	New appointees	Senior executive service (SES) last move home
Transportation of privately owned vehicle (POV)	X	X	X	
Withholding tax allowance (WTA)	X	X		
Relocation income tax (RIT) allowance	X	X		
<p>* Family per diem NOT provided for a new appointee or SES last move home ** Foreign PCS only (until implementation of HR 930) *** Agency option to pay for TCS **** Excludes foreign PCS</p>				

Temporary/permanent change of station	Yes/no na	Explanation
3. Does the system provide on-screen instructions or prompts as to how calculations/formulas are performed for allowances? (M)		
4. Does the system provide a "Remarks" field to enter comments? (M)		
5. Does the system provide the capability to display defined messages to the traveler and/or travel administrator regarding statements, justifications, and certifications? Warning messages or guidelines should include at least some identification as to where the traveler should go for additional		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>information. For example, if another level for fund certification or approval is required, or if receipts or additional documents are required for certain activities, the system should provide such a message when the order is prepared. In addition, when the voucher segment of the system is activated, the requirement should appear again so that all necessary documentation is available for voucher audit. (M)</p>		
<p>6. Does the system allow for recomputing allowances and making appropriate adjustments? (M)</p>		
<p>7. Does the system provide the capability to offset entitlements against any indebtedness to the government (e.g., RIT allowance results in a negative amount)? (M)</p>		
<p>8. Does the system provide for liquidating travel advances from more than one entitlement if submitted on one voucher? (M)</p>		
<p>9. Does the system provide for withholding federal or Puerto Rico, state, local, hospital insurance, and Federal Insurance Contributions Act (FICA) tax at the withholding rate applicable to supplemental wages on the original voucher when submitted? Use the "gross-up formula" in FTR 302-11. (M)</p>		
<p>10. Is the system able to maintain a record of all relocation</p>		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>expenses (those taxable and nontaxable), regardless of what system paid the expenses, and send a record of the expenses, including temporary assignments that are expected to exceed 1 year, to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement, or provided as a separate W-2 for relocation expenses, as appropriate? (M)</p>		
<p>11. Is the system also able to report and send the employer's matching tax amounts to the payroll system? (M)</p>		
<p>12. Is the system able to annually consolidate total amount of employee's WTAs, the amount of moving expense reimbursements, and RITs paid during the applicable year and provide an itemized list to the employee to facilitate filing RIT claims and income tax returns? (M)</p>		
<p>Allowance for househunting trip (PCS and TCS transferee only)</p> <p>13. Does the system (1) provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's date of travel and (2) allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses?</p> <ul style="list-style-type: none"> • Reimbursement: <ul style="list-style-type: none"> • Actual transportation 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>costs for employee and/or spouse.</p> <ul style="list-style-type: none"> • Subsistence for one of the following: <ul style="list-style-type: none"> • Fixed amount. <ul style="list-style-type: none"> • No itemization or receipts required for lodging and M&IE. • Perform trip either together or separately, but limited to cost as if traveled together: <ul style="list-style-type: none"> • Employee accompanied by spouse (even if both are employees with separate authorizations) OR if employee and spouse take separate trips: multiply applicable locality rate by 6.25. • Employee only: multiply applicable locality rate by 5. • Lodgings plus: <ul style="list-style-type: none"> • When accompanying employee – spouse authorized 75 percent of per diem rate to which employee 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>is entitled; if employee receives less than minimum per diem rate of \$6, spouse receives same rate as the employee is entitled.</p> <ul style="list-style-type: none"> • When not accompanying employee – spouse authorized per diem rate to which the employee is entitled. • Lesser of the maximum per diem rate for the locality where the employee seeks residence quarters or for the locality where the employee obtains lodging accommodations. (M) 		
<p>14. Does the system provide the capability to set, change, and apply limits on travel advances for househunting trips as set forth in FTR 302-4? (M)</p>		
<p>15. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Limited to employee and/or spouse. • Limited to one round trip; duration authorized by the agency under FTR 302-4, not 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>to exceed 10 calendar days.</p> <ul style="list-style-type: none"> • Specific distance limitations applicable to individual allowances for househunting trips: <ul style="list-style-type: none"> • Both old and new official stations are located within the United States. • Not assigned to government or other prearranged housing at new official station. • Old and new official stations are 75 or more miles apart. • Not authorized for: <ul style="list-style-type: none"> • New appointees. • Employees assigned under the Government Employee’s Training Act. (M) 		
<p>Allowance for enroute travel and transportation of employee and immediate family (PCS and TCS transferee, new appointee, and SES last move home; excludes per diem for family of new appointee and SES last move home)</p> <p>16. Does the system (1) provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee’s or new appointee’s effective date of transfer or appointment and (2) allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses?</p>		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<ul style="list-style-type: none"> • Reimbursement: <ul style="list-style-type: none"> • Actual transportation costs for employee and immediate family: <ul style="list-style-type: none"> • Common carrier, government vehicle, POV, special conveyance. • Mileage if performed by POV for transfer: <ul style="list-style-type: none"> • Rate determined by number of occupants of automobile or as prescribed by head of agency. • Not less than an average of 300 miles per calendar day – daily minimum driving distance. • Per diem for employee and immediate family: <ul style="list-style-type: none"> • Travel time must be more than 12 hours. • Employee within continental United States (CONUS) - standard CONUS rate. • Immediate family: <ul style="list-style-type: none"> • Spouse when accompanying employee: <ul style="list-style-type: none"> • Spouse authorized 75 percent of per diem rate to which the employee is entitled. • If the employee receives less than minimum per diem rate of 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>\$6, spouse receives same rate as the employee is entitled.</p> <ul style="list-style-type: none"> • Paid on the basis of actual time used to complete the trip; computed on minimum driving distance per day at not less than 300 miles per calendar day. • Spouse when not accompanying employee: <ul style="list-style-type: none"> • Spouse authorized per diem rate to which the employee is entitled. • Each member of immediate family authorized as follows: <ul style="list-style-type: none"> • Age 12 or older: 75 percent of the per diem. • Under 12 years of age: 50 percent of the per diem. • If the employee receives less than minimum per diem rate of 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>\$6, member receives same rate as the employee is entitled.</p> <ul style="list-style-type: none"> • Excludes per diem allowances for members of the immediate families of: <ul style="list-style-type: none"> • New appointees. • Employees assigned to posts of duty outside CONUS in connection with overseas tour renewal agreement travel. • Employees assigned to posts of duty outside CONUS returning to places of actual residence for separation. • Employees assigned under Government Employees Training Act. <p>(M)</p>		
<p>17. Does the system provide the capability to set, change, and apply limits on travel advances?</p> <ul style="list-style-type: none"> • Authorized for: <ul style="list-style-type: none"> • Estimated per diem, mileage, common carrier (less than \$100) for employee and immediate family as set forth in FTR 302-2. 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<ul style="list-style-type: none"> • Not authorized for: <ul style="list-style-type: none"> • Overseas tour renewal agreement travel as set forth in FTR 302-2. • Separation for retirement as set forth in FTR 302-1. • Government Bill of Lading (GBL) or purchase order as set forth in FTR 302-7 and 302-8. (M) 		
<p>18. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Specific distance limitations applicable to change of official station: <ul style="list-style-type: none"> • At least 10 miles distance from the old official station. (M) 		
<p>Allowance for transportation of household goods (PCS and TCS transferee, new appointee, and SES last move home)</p> <p>19. Does the system (1) provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment and (2) allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses?</p> <ul style="list-style-type: none"> • Temporary storage: <ul style="list-style-type: none"> • Reimbursement: <ul style="list-style-type: none"> • Commuted rate system method 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>(within U.S.):</p> <ul style="list-style-type: none"> • Employee makes own arrangements/ pays carrier or transports by noncommercial means: <ul style="list-style-type: none"> • Insurance allowed only when common carrier is utilized. • Employee paid in accordance with Schedules of Commuted Rates: <ul style="list-style-type: none"> • Multiply number of hundreds of pounds shipped (within the maximum weight allowance) by the applicable rate per hundred pounds for the distance shipped as shown in the commuted rate schedule. • Temporary storage not to exceed commuted rates stated separately in the Schedule of Commuted 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>Rates.</p> <ul style="list-style-type: none"> • Limited to incurred expenses—not to exceed maximum amount government would have incurred by GRL. • Actual expense method (within or outside U.S.): <ul style="list-style-type: none"> • Government ships household goods by GBL, not by employee. (M) 		
<p>20. Does the system provide the capability to capture the required following information?</p> <ul style="list-style-type: none"> • Weight limitation: <ul style="list-style-type: none"> • 18,000 lbs. net weight of stored and transported goods. (If part of household goods are retained overseas in connection with prior return of family, aggregate weight of both shipments cannot exceed weight limit.) • Temporary storage: <ul style="list-style-type: none"> • Limited to 90 days at origin/destination; may be extended 90 days. • Nontemporary storage: <ul style="list-style-type: none"> • For PCS - limited to remote or isolated locations. • Time limitations: <ul style="list-style-type: none"> • Within U.S. - not to exceed 1 year; may extend in 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>accordance with length of an employee's assignment at an isolated official station.</p> <ul style="list-style-type: none"> • Outside U.S. – Not to exceed the length of the employee's tour of duty at the overseas station plus 1 month prior to the time tour begins. • DOD overseas teachers – Not to exceed the period of the recess between 2 consecutive school years. • For TCS – Limited to the length of the assignment, up to a maximum of 30 months. (M) 		
<p>21. Does the system provide the capability to set, change, and apply limits on travel advances as follows?</p> <ul style="list-style-type: none"> • Authorized for: <ul style="list-style-type: none"> • Transportation and temporary storage of household goods as set forth in FTR 302-8. • Not authorized for: <ul style="list-style-type: none"> • Nontemporary storage of household goods as set forth in FTR 302-9. (M) 		
<p>22. Does the system provide access to Schedules of Commuted Rates and GBL rates for moving and storage of household goods and allow comparison? (M)</p>		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>Allowance for transportation of mobile homes (PCS and TCS transferee, new appointee, and SES last move home)</p> <p>23. Does the system (1) provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment and (2) allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses?</p> <ul style="list-style-type: none"> • Reimbursement: <ul style="list-style-type: none"> • Preparation costs. • Overland transportation: <ul style="list-style-type: none"> • Common carrier. • Mileage allowance: <ul style="list-style-type: none"> • POV based on number of occupants of automobile. • Standard highway mileage guides or actual miles. • POV mileage specified in FTR, if towed. • Geographic limitations – CONUS, Alaska, Canada. • Over water transportation: <ul style="list-style-type: none"> • Geographic limitations – CONUS, Alaska. • Cannot exceed the maximum amount that would be allowable for transportation and 90 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>days' temporary storage of household goods. (M)</p>		
<p>24. Does the system provide the capability to set, change, and apply limits on travel advances as set forth in FTR 302-7? (M)</p>		
<p>Allowance for temporary quarters subsistence expense (PCS transferee and agency option for TCS transferee)</p> <p>25. Does the system (1) provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer and (2) allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses?</p> <ul style="list-style-type: none"> • Reimbursement: <ul style="list-style-type: none"> • Fixed method: <ul style="list-style-type: none"> • Limited to 30 days, no extension allowed. • No receipts required. • Sum of calculations based on maximum locality per diem rate at new duty station (employee 75 percent, dependents 25 percent). • Actual method: <ul style="list-style-type: none"> • Receipts required. • Expenses incurred not to exceed maximum 30-day incremental amount. • Regardless of U.S. location, authorized 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>per diem based on standard CONUS rate (e.g., CONUS rate of \$80/day):</p> <ul style="list-style-type: none"> • Employee (first 30 days - \$80/100 percent, over 30 days - \$60/75 percent). • Spouse/family member over 12 (first 30 days - \$60/75 percent, over 30 days - \$40/50 percent). • Family member under 12 (first 30 days - \$40/50 percent, over 30 days - \$32/40 percent). • Nonforeign outside CONUS, based on locality per diem rate. • May be reduced by number of days of househunting. (M) 		
<p>26. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Specific distance limitations applicable to eligibility for temporary quarters subsistence expenses: <ul style="list-style-type: none"> • New official station located within the United States, its territories, or possessions. • Old and new official stations are 40 miles or more apart. 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<ul style="list-style-type: none"> • Not to exceed 60 consecutive days; may extend an additional 60 consecutive days for compelling reasons. • Not authorized for: <ul style="list-style-type: none"> • New appointees. • Employees assigned under the Government Employees Training Act. • Employees returning from an overseas assignment for the purpose of separation. (M) 		
<p>27. Does the system provide the capability to set, change, and apply limits on travel advances for subsistence while occupying temporary quarters as set forth in FTR 302-5? (M)</p>		
<p>Residence transaction expense reimbursement (PCS transferee only/excludes foreign PCS)</p> <p>28. Does the system provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer?</p> <ul style="list-style-type: none"> • Maximum reimbursement limitations: <ul style="list-style-type: none"> • Sale of old home: <ul style="list-style-type: none"> • Reimbursable expenses cannot exceed 10 percent of the actual sale price. • Purchase of new home: <ul style="list-style-type: none"> • Reimbursable expenses cannot exceed 5 percent of the actual purchase 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>price.</p> <ul style="list-style-type: none"> • Settlement of an unexpired lease: <ul style="list-style-type: none"> • Applicable laws/terms of lease. • Sublease. • Pro rata basis (a) if not full title to the residence or (b) if employee sells or purchases land in excess of that which reasonably relates to the residence site. (M) 		
<p>29. Does the system provide the capability to set, change, and apply limits on travel advances as not authorized for residence transaction expense reimbursement as set forth in FTR 302-6? (M)</p>		
<p>30. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Settlement dates time limitation – 2 years from date employee reports for duty at new official station; may extend 1 year. • Not authorized for: <ul style="list-style-type: none"> • New appointees. • Employees assigned under the Government Employees Training Act. • Foreign PCS. (M) 		
<p>Allowance for relocation services (PCS transferee only)</p> <p>31. Does the system provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date</p>		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>of transfer?</p> <ul style="list-style-type: none"> Substitute for reimbursable relocation allowances authorized (e.g., household goods management services as a substitute for transportation of household goods). (M) 		
<p>Allowances for miscellaneous expenses (PCS and TCS transferee only)</p> <p>32. Does the system (1) provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer or appointment and (2) allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses?</p> <ul style="list-style-type: none"> Reimbursement: <ul style="list-style-type: none"> Minimum reimbursement: <ul style="list-style-type: none"> Without immediate family – lesser of 1 week's basic compensation or \$350. With immediate family – lesser of 2 weeks' basic compensation or \$700. No receipts. Actual: <ul style="list-style-type: none"> Receipts required. Aggregate amount cannot exceed employee's basic pay for 1 week without 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>an immediate family or 2 weeks with an immediate family.</p> <ul style="list-style-type: none"> In no instance may actual reimbursement exceed the maximum rate of a grade GS-13. (M) 		
<p>33. Does the system provide the capability to set, change, and apply limits on travel advances as not authorized for miscellaneous expenses allowance as set forth in FTR 302-3? (M)</p>		
<p>34. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> Not authorized for employee's first assignment unless to an overseas location. Not authorized for: <ul style="list-style-type: none"> New appointees. Employees assigned under the Government Employees Training Act. Employees returning from overseas assignments for the purpose of separation. (M) 		
<p>Allowance for property management services (TCS and foreign PCS (until implementation of HR 930⁴) transferee)</p>		

⁴Enacted October 19, 1998, into P.L. 105-264.

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>35. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Optional use by employee. • Authorized for transfer to foreign area/transferred back to a different nonforeign area. • Agency pays for services offered by a company that assists the employees transferred to a nonforeign area from a foreign area in retaining and renting, rather than selling residences at government expense: <ul style="list-style-type: none"> • Up to a maximum of 24 months (2 years from effective date of transfer). • Agency may offset any expenses paid against subsequent reimbursement for sale of residence. • Not authorized for: <ul style="list-style-type: none"> • New appointees. • Employees assigned under the Government Employees Training Act. • Employees transferring wholly within a nonforeign area. (M) 		
<p>Allowances for transportation of privately owned vehicle (POV) (PCS and TCS transferee and new appointee)</p> <p>36. Does the system provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of</p>		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
transfer or appointment? <ul style="list-style-type: none"> • Agency pays entire costs from point of origin to destination: <ul style="list-style-type: none"> • Commercial means. • Government means as space available. (M) 		
37. Does the system provide the capability to set, change, and apply limits on travel advances for transportation and emergency storage of employee's POV as set forth in FTR 302-10? (M)		
38. Does the system provide the capability to capture the following required information? <ul style="list-style-type: none"> • Restrictions: <ul style="list-style-type: none"> • Outside U.S. (to and from post of duty): <ul style="list-style-type: none"> • Transport one POV unless replacement authorized within 4-year period of continuous service. • Employee drives POV from authorized origin to deliver POV to port of embarkation or from port of debarkation to authorized destination; from port of embarkation back to authorized origin after delivering POV or from authorized destination to port of debarkation to pick up POV: 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<ul style="list-style-type: none"> • Reimburse one-way mileage costs. • May not be reimbursed a per diem allowance for round-trip travel to and from a port involved. • Within CONUS – transport any number of authorized POVs in accordance with FTR 302-10. • Rental car not allowed at either duty station. (M) 		
<p>Withholding tax allowance (WTA) (PCS and TCS transferee only)</p> <p>39. Does the system provide the capability to calculate in Year 1 a gross-up formula (compensate the employee for the initial tax, the tax on tax, etc.) for a WTA payment amount to cover the employee’s federal or Puerto Rico withholding tax each time covered moving expense reimbursements are made, excluding other withholding tax obligations? (M)</p>		
<p>40. Does the system provide the capability for processing more than one WTA if reimbursement for moving expenses is received in more than 1 calendar year? (M)</p>		
<p>41. Does the system generate notices for outstanding WTAs when information has not been submitted within a given time</p>		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>period as established by the agency? (M)</p>		
<p>Relocation income tax (RIT) allowance (PCS and TCS transferee only)</p> <p>42. Does the system provide the capability to capture the following required information?</p> <ul style="list-style-type: none"> • Limited expenses or allowances covered by RIT: <ul style="list-style-type: none"> • Househunting trip. • En route travel according to current IRS regulations. • Household goods shipment (including temporary storage over 30 days). • Nontemporary storage expenses (before October 12, 1984). • Mobile home/boat movement. • Temporary quarters. • Residence transactions (real estate) expense reimbursement. • Relocation services that constitute income to the employee. • Miscellaneous expenses allowance. • Property management services allowance. • Not authorized for: <ul style="list-style-type: none"> • New appointees. • Employees assigned under the Government Employees Training Act. • Employees returning from overseas 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
assignment for the purpose of separation. (M)		
43. Does the system provide the capability to set, change, and apply limits on travel advances as not authorized for RIT allowance as set forth in FTR 302-11? (M)		
44. Does the system allow for entering appropriate data for income level and filing status? (M)		
45. Does the system allow for processing RIT claims involving two or more states with the selection of applicable taxing situations (average, highest, sum of the applicable state/local marginal tax rate) to determine applicable single state/local marginal tax rate? (M)		
46. Does the system provide the capability to calculate formulas for a combined marginal tax rate (CMTR) that includes a single rate for federal or Puerto Rico marginal tax rate, state's marginal tax rate (applicable when states do not allow deduction of moving expenses), and local marginal tax rate? (M)		
47. Does the system provided the capability to calculate a CMTR formula for Year 1 and for Year 2 (formula adjusts the state and local tax rates to compensate for their deductibility from income for federal or Puerto Rico tax purposes)? (M)		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
<p>48. Does the system provide the capability to calculate state gross-up formulas to be used when states do not allow deduction of moving expenses? (M)</p>		
<p>49. Does the system provide the capability to calculate in Year 2 a gross-up formula for a RIT allowance payment amount to cover the additional tax liability not covered by the WTA paid in Year 1 on prior PCS settlement vouchers. (M)</p>		
<p>50. Does the system provide the capability of processing more than one RIT, if reimbursement is received in more than 1 calendar year? (M)</p>		
<p>Homesale program/home marketing incentive payments (PCS transferee only)</p> <p>51. Does the system provide the capability to calculate maximums or limitations applicable to the following incentives?</p> <ul style="list-style-type: none"> • Agency pays transferred employee home marketing incentive for finding a bona fide buyer for employee's residence. May not exceed lesser of: <ul style="list-style-type: none"> • Five percent of the price the relocation services company paid the employee for residence, or • Actual savings the agency realized from the reduced fee/expenses it 		

Travel System Requirements

Temporary/permanent change of station	Yes/no na	Explanation
paid to the relocation services company. (M)		
52. Does the system provide the capability to capture the following required information? <ul style="list-style-type: none"> • Use relocation services companies under contract with the government. (M) 		

Travel System Requirements

Interface requirements	Yes/no na	Explanation
<p>1. Does the system provide travel activity transactions to the core financial system by:</p> <ul style="list-style-type: none"> • Generating accounting transactions as needed? • Updating funds control? • Updating the <i>Standard General Ledger</i>? • Generating disbursement actions by electronic funds transfer? • Updating subsidiary systems/modules? (M) 		
<p>2. Does the system provide a standard record format for interface of transactions from the travel system to the core financial system? (M)</p>		
<p>3. Does the system provide interfaces with the accounts receivable module for salary offsets? (Access to claims shall be controlled as determined by each agency.) (M)</p>		
<p>4. Does the system provide the capability to generate the appropriate accounting transactions to reflect the cost of the trip to be funded by the government and transactions to record the receipt of income from nonfederal sources? (As a value-added feature, this could be linked with an Accounts Receivable System.) (M)</p>		
<p>5. Does the system provide for recording sufficient airline ticket information that is essential to the airline ticket payment process so that the</p>		

Travel System Requirements

Interface requirements	Yes/no na	Explanation
accounting office may review the information, verify the amount cited on the airline bill, and determine if a refund is due or reconcile other ticketing differences so that correct payment is made? (M)		
6. Does the system provide the capability to interface with the agency's Travel Management System, effective January 1, 2001? (M)		
7. Does the system provide the capability to maintain and send a record of taxable travel payments to the payroll system for inclusion in the employee's Form W-2, Wage and Tax Statement? (M)		
8. Does the system provide interface to electronic routing or mail system? (V)		
9. Does the system provide the capability to support electronic interface with the credit card company? (V)		
10. Does the system provide for on-line funds validation? (V)		
11. Does the system provide the capability to support electronic interface with relocation contractors? (V)		

Travel System Requirements

Reports	Yes/no na	Explanation
1. Does the system maintain data for use in future time frames? (M)		
2. Does the system maintain standard data elements contained in FTR, Chapter 301, Appendix C, to generate standard and ad hoc reports? (M)		
3. Does the system maintain and report travel obligation and liquidation information? (M)		
4. Does the system allow for the reformatting of reports to present different sorts of the information, the presentation of only specific information in the format selected, the summarization of data, and the modification of report formats to tailor the reports to the specific requirements of the agency? (M)		
5. Does the system provide the capability to download data to spreadsheets or other analytical tools? (M)		
6. Does the system provide the capability to run on-demand analysis reports? (M)		
7. Does the system provide travel data to General Services Administration (GSA) for oversight in accordance with FTR 300-70, Agency Reporting Requirements? (M)		

Travel System Requirements

Reports	Yes/no na	Explanation
8. Does the system provide the capability to electronically transmit reports? (V)		
9. Does the system provide the capability to modify "HELP" facilities to meet specific requirements of the agency? (V)		

Travel System Requirements

System administration	Yes/no na	Explanation
<p>1. Does the system provide the capability to establish and maintain the following tables that include, at a minimum:</p> <ul style="list-style-type: none"> • User administration: <ul style="list-style-type: none"> • Traveler profile? • Trip purpose? • Operational expense? • Locality/M&IE allowances? • Locality/lodging rate (per diem)? • Travelers government charge card? • Air costs/destination? • Rental car rate/type? • POV mileage rate/mileage? • Approving officials: <ul style="list-style-type: none"> • Organization/funding? • Delegated Authority? <p>(M)</p>		
<p>2. Does the system provide for administering required access controls and security? (M)</p>		
<p>3. Does the system provide for flexible operational capability to allow for daily, weekly, biweekly, monthly, quarterly, and annual processing requirements? (M)</p>		
<p>4. Does the system provide the capability to maintain rules incorporated in the travel system? (M)</p>		
<p>5. Does the system provide for maintaining defined messages to the user regarding general system information (including Privacy Act Statement), announcements, etc.? (M)</p>		

Travel System Requirements

System administration	Yes/no na	Explanation
6. Does the system provide for maintaining routing lists? (M)		
7. Does the system provide for supporting the remote user? (M)		
8. Does the system provide for establishing capability to use electronic signatures? (M)		
9. Does the system provide the capability for backup and recovery of transactions? (M)		
10. Does the system provide for gathering and analyzing usage statistics? (M)		
11. Does the system provide for retaining system records in accordance with agency regulations and preventing the purging of historical records prior to the proper period as authorized for disposal by the National Archives and Records Administration (NARA)? (M)		
12. Does the system provide for automated maintenance of per diem rates from a central source? (V)		

Travel System Requirements

Records retention	Yes/no na	Explanation
<p>1. Is the destruction of agency records created within the federal government approved by NARA, per 36 CFR 1228 and 1234? Basic travel records are currently authorized for disposal by General Records Schedule (GRS) 9, Travel and Transportation Records and by GRS 20, Electronic Records (copies may be obtained from agency's records officer or from NARA). For travel and transportation records not covered by this authority or for any questions regarding the disposition of federal records, please contact:</p> <p style="text-align: center;">Life Cycle Management Division (NWML) National Archives and Records Administration Washington, D.C. 20408.</p> <p>The telephone number is (301) 713-7110. (M)</p>		

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