



3.2 Local Travel Reimbursement-Matching

The minimum standard does not require an undelivered obligation (UDO)/travel order to be established in advance of receiving the voucher, nor require receipt and acceptance documents to be recorded in the financial system. Approval of the voucher by the program office serves to verify funds are available to cover the payment, and that goods/services have been received and accepted.

This rule applies for Local Travel Reimbursements not processed through webTA. In some cases, the reimbursement amount exceeds \$999.99 and cannot be processed in webTA, and in other situations webTA is not utilized.

For those Local Travel Reimbursements processed using webTA see the related Business Rule (Number: TBD). For webTA Local Travel Reimbursements, a duplicate reimbursement request will not be approved or processed through an alternate system.

Examples

Example: webTA is not utilized. PO creates approved voucher for local travel reimbursement in the financial system. AP receives the voucher, logs the receipt date/time. AP reviews voucher and authorizes payment. Payment is scheduled to Treasury for disbursing. Treasury disburses funds and provides confirmation/accomplishment information for recording in the financial system.

Sources

- Source:** AP BPR Recommendation 4.4.1 Local Travel Reimbursement
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
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- Source:** AP BPR Phase II Recommendation 2.16.1.4 Local Travel Reimbursement
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