Obtaining Reimbursements After the Departmental Consolidated Imprest Fund (DCIF) Closes

For: All FSA and FAS National Office Employees

Overview

A Background

The Department has informed FSA and FAS that DCIF will be closed effective September 3, 1999. All reimbursements for out-of-pocket expenses for local travel, spot cash awards, and miscellaneous small cash expenditures will have to be processed by FSA in an alternative manner after that date.

Closing DCIF is part of the Chief Financial Officer’s continuing effort to improve cash operations within USDA by reducing the amount of idle cash held outside the Treasury by USDA Agencies.

B Purpose

This notice informs FSA and FAS National Office employees of:

- DCIF closing on September 3, 1999
- alternatives for processing:
  - reimbursements for out-of-pocket expenses related to local travel
  - payments of spot cash awards
  - reimbursements of miscellaneous small cash expenses paid by employees
- limitations for reimbursements of local travel expenses.

Continued on the next page
1  Overview (Continued)

C  Contact

If there are questions about this notice, contact either of the following:

• Robert Conrad, FMD, International Accounting and Exports Programs Branch (IAEPB) at 703-305-1315

• William Davis, FMD, IAEPB at 703-305-1424.

2  DCIF Closing

A  Chief Financial Officer Closes DCIF Office

Effective September 3, 1999, DCIF office located in the Jamie Whitten Federal Building will be closed. This closure represents the final phase of the Department’s effort to reduce expenses and use electronically-based systems to reimburse employees for various out-of-pocket expenses.

B  Documents Paid by DCIF

DCIF currently pays the following approved and certified documents:

• SF-1164’s for local travel expenses
• AD-287-2’s for spot cash awards
• AD-700’s for items or services purchased by employees.

C  Getting Approved and Certified Documents Paid Before DCIF Closes

National Office employees with approved and certified documents must present them to DCIF before noon on September 3, 1999, to ensure that a convenience check will be issued for payment of the certified documentation.

Any documentation:

• presented after noon on September 3, 1999, may not be processed

• not processed before DCIF closes shall be returned to FMD for payment with a note attached explaining that DCIF was closed before the document could be processed.
3 Processing Reimbursements After DCIF Closes

A Alternatives for Processing Reimbursements

To ensure that National Office employees continue to be reimbursed in a timely fashion, employees will be allowed to select 1 of the following methods for reimbursement.

- FMD will process the documentation requesting reimbursement and issue a convenience check in final payment. The convenience check will be returned to the requesting office with a copy of the certified documentation via courier service to be delivered to the employee.

- Employees may elect to receive their reimbursement by direct deposit into their salary bank account by processing SF-1164 through NFC’s online travel system.

- Employees may elect to receive their reimbursement by Treasury check mailed directly to their home address by processing SF-1164 through NFC’s MiscPay system.

4 Processing Reimbursements for Local Travel Expenses

A Covered Expenses

The following expenses are covered as local travel expenses:

- parking
- mileage costs for using POV
- taxi fares, including tips
- bus or subway fares
- telephone expenses.

The amounts covered as reimbursable expenses are limited by the employee’s normal commuting costs according to subparagraph B, unless specifically authorized in advance by the approving official.

Continued on the next page
Notice FI-2385

4 Processing Reimbursements for Local Travel Expenses (Continued)

B Limits for Local Travel Reimbursements

The following table explains local travel expenses that can be submitted for reimbursement when an employee travels to a location other than his or her workplace for training, meetings, or other official business.

<table>
<thead>
<tr>
<th>If an employee normally commutes to the workplace using...</th>
<th>THEN the employee may claim...</th>
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<tbody>
<tr>
<td>personally owned vehicle (POV)</td>
<td>local travel expenses in excess of the normal POV commuting cost computed as the mileage between the employee’s residence and the official duty station times a mileage rate established by the Agency plus parking fees normally incurred.</td>
</tr>
<tr>
<td>public transportation for which a charge per ride is accessed</td>
<td>local travel expenses in excess of daily public transportation costs.</td>
</tr>
<tr>
<td>a carpool or vanpool where the employee pays on a weekly or monthly basis whether the employee rides or not</td>
<td>local travel expenses.</td>
</tr>
</tbody>
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C Requesting Reimbursement of Local Travel Expenses

To reduce the cost of processing reimbursements for local out-of-pocket expenses, employees are encouraged to submit SF-1164’s summarizing out-of-pocket expenses no more than once per month and no less than once per quarter. This will reduce the amount of paperwork produced for reimbursements and produce larger dollar reimbursements. It will also help reduce the Agency’s costs related to processing these reimbursements.

To request a reimbursement, employees shall submit SF-1164 and provide the required documentation to support the request for reimbursement according to 97-FI or FAS’s Coding Manual. When completing SF-1164, the employee shall identify how he or she wants to receive the reimbursement by writing 1 of the following choices in block 5:

- convenience check
- direct deposit
- Treasury check.

Continued on the next page
4 Processing Reimbursements for Local Travel Expenses (Continued)

C Requesting Reimbursement of Local Travel Expenses (Continued)

The completed SF-1164 shall be signed by the employee and submitted to the division or office approving official for signature. The approving official shall sign and forward SF-1164 to FMD, IAEPB, at STOP 0581, to be processed, if either of the following methods is noted in SF-1164, block 5:

- convenience check
- Treasury check.

If direct deposit is noted, the division or office approving official shall process SF-1164 through the NFC online travel system. Instructions on using the online system will be provided in a separate notice.

D FMD Action When Reimbursement is Received

Upon receipt of the signed SF-1164, FMD, IAEPB shall:

- review the documentation for accuracy and completeness
- obtain a certification signature on the documentation
- prepare a convenience check and return the check to the requester or input the document into NFC’s MiscPay system to have a Treasury check mailed directly to the requester’s home address.
5 Processing Non-Travel Related Reimbursements or Payments

A Reimbursements or Payments Not for Travel

After approving the documentation supporting non-local travel related reimbursements or payments, division director or office approval official shall send the approved documents to FMD, IAEPB, for processing. FMD has consolidated its reimbursement processing functions in IAEPB to improve customer service and eliminate redundant processes within the division.

Upon receipt of the approved documentation, IAEPB shall:

- review documentation for accuracy and completeness
- obtain a certification signature on the documentation
- prepare a convenience check and return the check to the requester or input the document into NFC’s MiscPay system to have a Treasury check mailed directly to the requester’s home address.