

TRAVEL MANUAL
August 9, 2001

ATTACHMENT G-3

TRAVEL FACT SHEET

NOTICE TO TRAVELERS

- A. ORAU's Travel Policy requires a traveler to submit a Travel Expense Statement within 5 working days after completion of the travel. This is consistent with DOE Order 1500.2A., Travel Policy and Procedures.
- B. According to ORAU's Travel Policy and DOE Order 1500.2A., if a TES is not processed within 30 calendar days from the completion date of the travel, the entire amount of the advance will be considered delinquent and subject to collection through payroll deduction (payroll check or stipend check).
- C. ORAU Travel Policy requires a traveler to repay any excess travel advances within 5 working days after the receipt of the Settlement of Expense Claim issued by Disbursements Accounting. This is consistent with DOE Order 2200.6A., Financial Accounting.
- D. According to ORAU Travel Policy, if the excess travel advance is not repaid within 30 calendar days of receipt of the Settlement of Expense Claim, it will be considered delinquent and subject to payroll deduction (payroll check or stipend check.) This is consistent with DOE Order 2200.6A.
- E. The authority to recoup travel advances by administrative offset is provided by 5 U.S.C. 5705 and 5 U.S.C. 4108, respectively. DOE 2200.2B., Collection of Current and Former Employees for Indebtedness to the United States states that salary offset may be made at one or more officially established pay intervals from current pay account without his or her consent.
- F. Pursuant to DOE Order 1500.2A. , *a traveler will be denied additional travel advances for a period of one year whenever payroll deduction is required for the collection of an outstanding travel advance.*
- G. Pursuant to the Debt Collection Act of 1982, as amended, and DOE.2200.6A., ORAU is required to report any consumer debt that is delinquent for more than 60 calendar days to Credit Reporting Agencies.