



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240




SEP 25 2018

In Reply Refer To:
FWS/DFM/068924

Memorandum

To: Service Directorate

From: Assistant Director – Business Management and Operations 

Subject: Temporary Duty Travel Voucher Auditing - Revised Procedures

This is a notification to U.S. Fish and Wildlife Service (Service) employees that beginning in October 2018, temporary duty travel voucher auditing will change from a post-payment audit to a pre-payment audit process within Concur. The pre-payment audit process will occur prior to employees receiving their reimbursement. This will allow the Service to align with Department of the Interior (Department) practices and implement the auditing capabilities in the Concur travel system. In addition, the Service will begin performing this audit function that was previously provided by the Interior Business Center (IBC).

Concur has been configured by the Department to select for audit vouchers based on the following criteria:

- Three percent of travel vouchers with a total less than or equal to \$999.99.
- Eleven percent of travel vouchers with a total amount between \$1,000 to \$2,499.99; and
- All travel vouchers with a total amount of \$2,500 or greater.

In addition, the Service has also chosen to audit:

- All Deputy Director, Assistant Director, and Regional Director travel vouchers to ensure compliance.
- All foreign travel vouchers due to the complexity of the travel.

All electronic travel routing lists will be updated to include the pre-payment audit routing list requirements beginning on October 1, 2018. We ask that Regional Federal Agency Travel Administrators (FATA) not make any other changes to routing lists while these updates are being performed. After the update of Service routing lists, all travel vouchers currently routed for approval will be returned to travelers. The Concur to Financial and Business Management System (FBMS) interface will be disabled from Friday, September 21, 2018, through approximately Friday, October 12, 2018, for year-end processing and this will prevent vouchers from being signed or approved. Once the interface has been re-established, travelers will be able to sign their vouchers, which will trigger the updated pre-payment audit routing lists.

Travel vouchers that are selected for a pre-payment audit:

- Are routed to an auditor after approval by the approving official.
- Will be routed for payment once they pass the audit.
- Will be returned to the traveler with comments, if they do not pass the audit along with an email to the traveler and routing officials detailing what further action is required.

If you have any questions, please contact Ms. Kristen Wisda, Federal Agency Travel Administrator, at (703) 358-2696 or kristen_wisda@fws.gov; or Mr. Michael Sciortino, Chief, Division of Financial Management, at (703) 358-2054 or michael_sciortino@fws.gov.