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Title: II, Voucher and Invoice Payments Manual

Chapter: 2, Travel and Transportation Payments, Section 1, Travel System (TRVL)

Bulletin: TRVL04-1, Effect of Travel-Related Payment Voucher (TP) Documents on TRVL

Date: April 2, 2004

To: Users of the Travel System

Agency users manually enter travel-related transactions into the Foundation Financial Information System (FFIS) as Travel Related Payment Voucher (TP) Documents. The TP document is used to record travel-related third party expenditures (i.e., transportation of goods or freight) and to link miscellaneous payments with related travel authorizations. The FFIS TP document generates payments, then the FFIS-Travel System (TRVL) interface extracts data posted by TP documents to support TRVL inquiry and reporting requirements. To ensure that payments are processed correctly, it is essential that the data entered for the TP document exactly matches the data from the related TRVL authorization.

Key TP Document Fields

When completing the TP document, it is imperative that the following key fields be entered **correctly** to ensure that TP documents are properly matched to the related form AD-202, Travel Authorization/Advance.

Field Name	Description
Description	Travel Authorization Number from the related AD-202
UOM	Unit of Measure (enter LBS for pounds or DAY for storage)
Quantity	Quantity of pounds shipped or number of days of storage
Amount	Dollar amount of the item
Related GBL	Government Bill of Lading number from the bill of lading
Employee ID	Traveler's Social Security Number (Note: The Traveler's Social Security Number must agree with the social security number entered on the related AD-202.)

Note: Travel-related documents entered and paid in error as a PV document will not post in TRVL inquiry. Only TP documents will update TRVL.

The TRVL procedure is available online at the National Finance Center (NFC) Web site. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Acronym/Name or List by Title/Chapter then search for TRVL on the list provided.

Please refer questions about TRVL processing to Travel and Transportation Section personnel at **504-255-4878** or via e-mail at trvl@usda.gov. Refer questions regarding the distribution of this bulletin to the Quality Assurance Branch at **504-426-5471** or via e-mail at nfc.pvct@usda.gov.

A handwritten signature in cursive script, appearing to read "Charles L. Wallace for". The signature is written in black ink and is positioned to the left of a vertical line.

CHARLES L. WALLACE, Director
Controller Operations Division

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