

## **Detail Domestic Travel Process**

The following steps detail the domestic travel process:

1. Submit and receive an approved Travel Authorization via the current eTravel System (eTS), currently Concur Government Edition (CGE) according to your Center's process.
  - a. If you encounter problems completing your voucher in the eTS, please contact your Center Travel Office.
  - b. Approved authorizations must be received prior to travel.
2. Submit a Travel Voucher via the eTS within five (5) working days after completion of travel according to your Center's process.
  - a. Items to remember while preparing voucher:
    - i. Gather all receipts to be used when creating voucher.
    - ii. Verify the amounts input in the eTS match receipts.
    - iii. Claim airfare only if charged to the Individually Billed Account (IBA) travel card.
    - iv. Verify actual dates of travel are correct.
    - v. Verify mileage claimed by utilizing Google Maps or Rand McNally. You may find a link to this site on the NSSC Travel Website under "Travel Helpful Hints".
    - vi. Ensure all airfare amounts are supported by an airfare receipt – this includes additional legs and changes to flights which result in an increase or decrease to the original airfare amount.
    - vii. Ensure receipts are attached to the eTS voucher.
  - b. If you encounter problems completing your voucher in the eTS, please contact your Center Travel Office.
3. Voucher is received and reviewed by the NSSC.
  - a. Your voucher is received at the NSSC once it has been approved by your Center Management in the eTS.
  - b. The NSSC completes a review of your voucher.
  - c. The NSSC approves the voucher in the eTS (provided funding is available)
    - i. If budget or accounting code errors are encountered, the NSSC will return the voucher to the Traveler/Preparer to work with the organization's Fund Certifier in correcting the problem.
    - ii. The voucher is resubmitted after corrections are completed.
4. Payment is made to Treasury.
  - a. You will receive notification via e-mail once payment has been made to Treasury.
5. Payment is received in appropriate account.

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6. A random audit is performed on a monthly basis.
  - a. If your voucher is selected for audit, you will be notified via e-mail to submit receipts for airfare, hotel, and any expenses over \$75.00.
  - b. You should ensure your receipts are attached to the eTS voucher if not done previously at the time of voucher submission.
  - c. The NSSC will audit the voucher with receipts.
  - d. You will be notified if an adjustment is needed as a result of the audit.

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