DEPARTMENT OF THE ARMY
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
HUMPHREYS ENGINEER CENTER
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860

REPLY TO
ATTENTION OF:

9 JUN 2000

CEHEC-RM-F (37)

MEMORANDUM FOR All HQUSACE, 249th Engineer Battalion (Prime Power), HECSA, and WRSC Team Members

SUBJECT: HECSA Financial Management Memorandum of Instruction (MOI# 37-1-00-11), for Issuance and Repayment of Travel Advances

1. References:

a. CEFC-AO SOP No. UFC 98-05, dated 10 May 2000, subject: Standing Operating Procedures for Temporary Duty (TDY), Permanent Change of Station (PCS), and Local Travel, which may be found by going to the USACE Finance Center (UFC) home page at http://www.fc.usace.army.mil/ and selecting "Publications", and then "TDY, PCS, and Local Travel Procedures."

b. CEHEC-RM-F memorandum, dated 29 June 1999, subject: Transfer of Finance and Accounting Functions from Humphreys Engineer Center Support Activity (HECSA), Finance and Accounting Branch (FAB) to the U.S. Army Corps of Engineers Finance Center (UFC), which may be found by going to the HECSA web site homepage at http://www.hecsa.usace.army.mil/ and selecting "Organization", "Resource Management Office", and then "Finance and Accounting Transfer of Functions."

c. CEFC-AO memorandum, dated 21 July 1999, subject: Debt Management – Travel Advances, which can be found by selecting the same icon as in reference 1b above.

2. All travel advances will be issued and settled by the UFC. Reference 1a defines the responsibilities and procedures for obtaining travel advances. Pages I-9, II-15 and II-16 discuss temporary duty (TDY) travel advances, and permanent change of station (PCS) travel advances respectively.

Supercedes HECSA Finance Management Letter #11, 23 August 1999

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3. The preferred method for obtaining non ATM advances is by means of electronic funds transfer (EFT). Signup for EFT will probably ensure that the advance is received before commencement of the trip, whereas a check may not arrive in time. Advances will not be issued by the UFC if the traveler has a government sponsored travel card, and/or the advance is less than $100.

4. It should be specifically noted that to obtain a travel advance other than by credit card, a traveler must manually prepare a DD Form 1351. The DD Form 1351 must be signed by the HECSA Finance and Accounting Officer (FAO) or signed by the Travel Approving Official (TAO) and initialed by the HECSA FAO. Upon completion, FAB will fax the DD Form 1351 to the UFC, which will then process the travel advance.

5. TDY travel advances that have been issued by the UFC must be voluntarily settled within five (5) working days of completion of travel. PCS travel advances must be settled within thirty (30) calendar days of completion of travel. Repayment may be made by cash, check or money order. If immediate repayment is not made, full offset – which does not cause financial hardship – will be automatically made against accrued pay, retirement credit, or any other amount due the civilian employee from the United States (DOD FMR 7000.14, Volume 5, Chapters 29 and 30, and Volume 9).

6. Unearned travel advances become delinquent 30 days after the completion of travel. A written notice, with copies provided to the TAO and the local Finance and Accounting Officer (HECSA), will be sent to the debtor informing them that payroll offset is about to occur. Requests for payroll offset for delinquent unearned travel advances will be submitted to the Defense Finance and Accounting Service (DFAS), Denver Center. Applicable administrative charges, interest and penalties will be included. The total debt will be recouped unless a request for financial hardship has been received and approved before the debt becomes 30 days old.

7. Written requests for consideration of financial hardship should be directed to Ms. Libby Battles, Chief, Accounts Receivable Debt Management Branch (CEFC-AO-R) at the UFC. Requests must include a specific detailed explanation of the circumstances that prevent the debtor from making immediate and full repayment of the debt. Ms. Battles may be contacted at (901) 874-8462.

8. The point of contact on this memorandum is Mr. Chris M. Mullen at (703) 428-7173.

Charles B. Rau

CHARLES B. RAU
Director