

Travel Reimbursement

1. REASON FOR ISSUE: To provide Department of Veterans Affairs (VA) policy as it pertains to the payment of reimbursement for travel expenses in accordance with 31 CFR Part 208.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: The Debt Collection Improvement Act of 1996 mandates that executive agencies make all federal payments, except payments under the Internal Revenue Code of 1986, to recipients by electronic funds transfer (EFT). This requirement applies to all new federal payment recipients who become eligible to receive that type of payment on or after July 26, 1996. For purposes of travel reimbursement, new federal payment recipients are those whose travel orders are authorized on or after July 26, 1996. The only exception is written certification that the recipient does not have an account with a financial institution or an authorized payment agent. By January 1, 1999, all Federal payments will be made via EFT. Regulations for implementing the law are contained in 31 CFR Part 208. This Directive provides that, consistent with statutory authority, EFT will be the method of payment for VA travel reimbursement.

3. RESPONSIBLE OFFICE: Cost and Debt Management Service (047GC), Office of the Deputy Assistant Secretary for Financial Management.

4. RELATED HANDBOOK: None

5. RESCISSIONS: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS**

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Travel Reimbursement

1. PURPOSE. This directive sets forth the policies of the Department of Veterans Affairs (VA) for payment of employee travel reimbursements.

2. POLICY

a. In accordance with 31 CFR Part 208, it is the policy of the Department of Veterans Affairs that all federal employee travel reimbursements will be made by electronic funds transfer (EFT). Information will be provided to employees regarding the date of their payment.

b. Until January 1, 1999, the requirements shall only be waived if the employee does not have an account with a financial institution. The request must be in writing and certified by the Department head or delegated authority level.

c. On or after January 1, 1999, all travel payments will be made via EFT, unless the Secretary of the Treasury waives the EFT requirement for individuals or classes of individuals for whom compliance imposes a hardship; for certain categories of checks; and in other circumstances as may be necessary.

3. RESPONSIBILITIES

a. The Office of the Associate Deputy Assistant Secretary for Financial Operations will issue procedural guidelines for implementing this policy.

b. Each Administration and Staff Office will notify employees of the procedural guidelines.

4. REFERENCES

a. Statutory Authority. The Debt Collection Improvement Act of 1996, part of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. No. (104-134) mandates the use of electronic funds transfer (EFT) for federal payments, except payments under the Internal Revenue Code of 1986. This requirement applies to all new federal payment recipients who become eligible to receive payment on or after July 26, 1996. New federal payment recipients are those whose travel orders are authorized on or after July 26, 1996. By January 1, 1999, all federal payments will be made via EFT.

b. Regulatory Authority. 31 CFR Part 208 requires all funds are to be disbursed by EFT consistent with statutory authority.