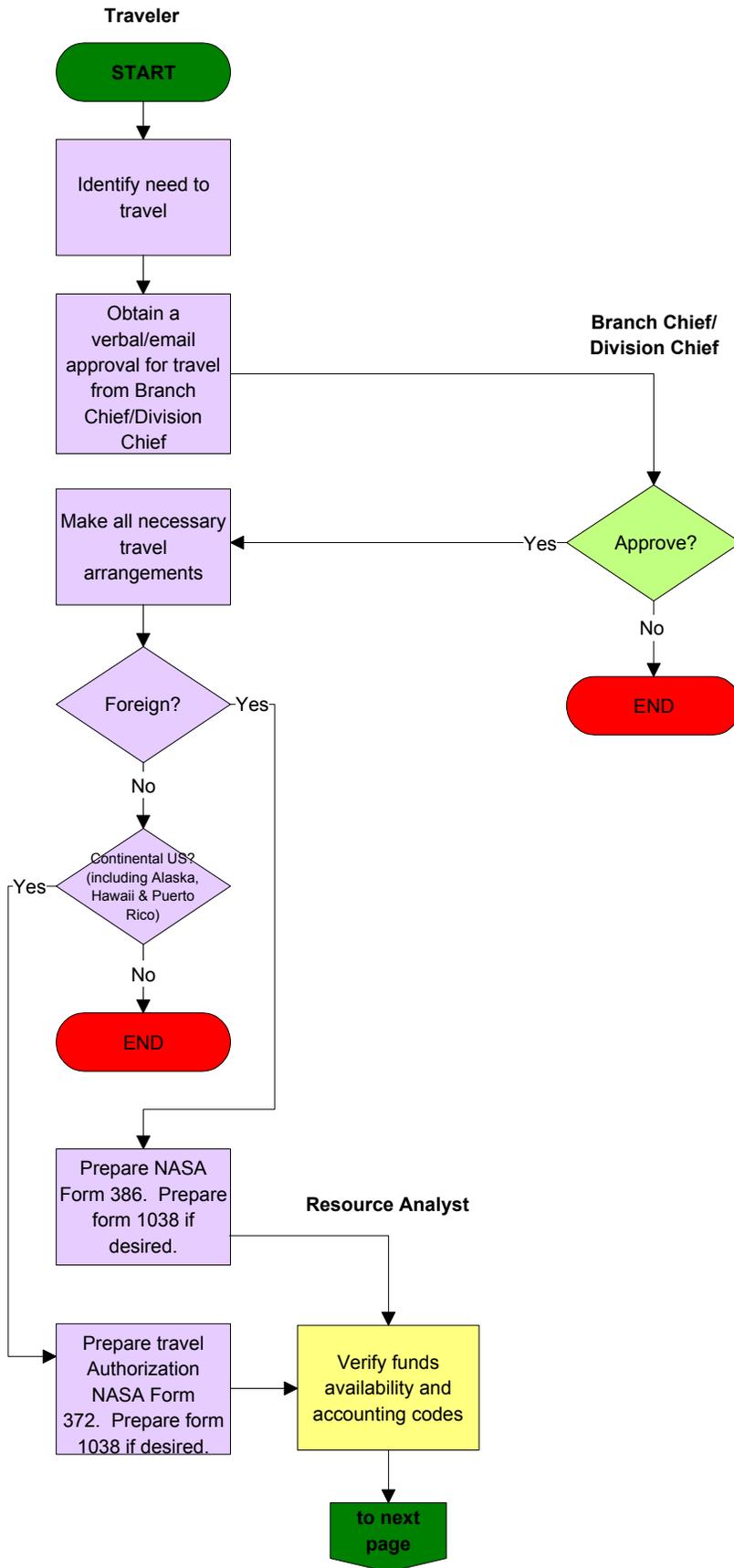


TRAVEL- PRE TRAVEL

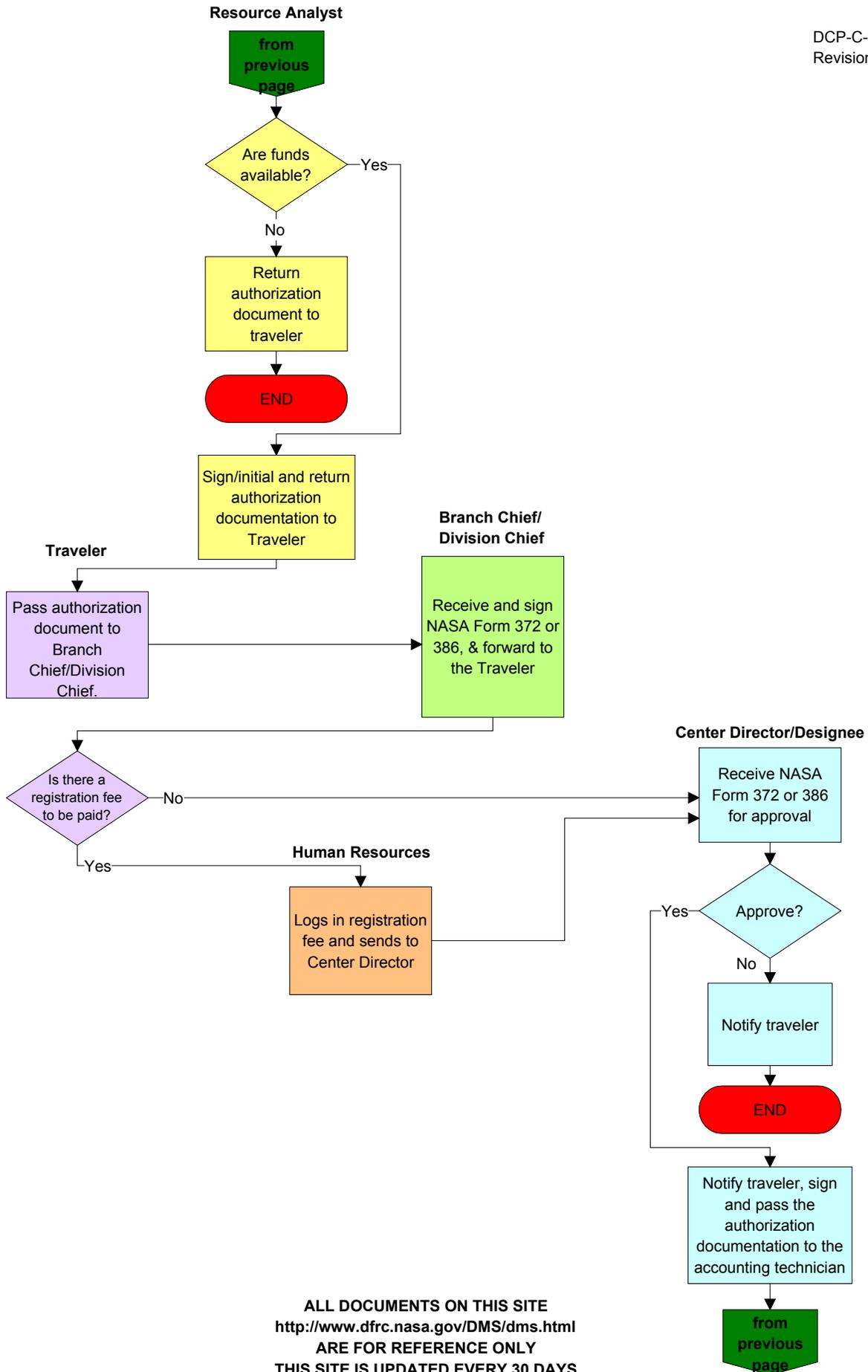
Dryden Flight Research Center
DCP-C-020
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Objectives:

- to ensure travel authorization is processed in accordance with Financial Management Manual FMM 9700
- to ensure funding approval

Electronically Approved By:
Associate Director



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to next page

Accounting Technician

Assign TAA#, check travel order for compliance with Financial Management Manual 9700. Estimate expenses and obligate in DARTS Accounting System.

Calculate allowable travel advance (see Note 1)

Deposit to travelers account or authorize ATM (See Note 2)

Direct deposit advance?

Yes
Inform travel office and employee by attaching memo to travel orders.

Annotate ATM advance amount on orders

Get authorization for certification of fund availability

Note 1
75% amount allowed for meals on the first and last day of travel plus 100% while at location is how the advance is determined.

Note 2
If it is a direct deposit, the amount is put on a Treasury schedule and deposited in the travelers account.

If it is an ATM advance, the employee must use government issued travel card to withdraw money from any ATM machine.

Travel Office

Complete travel package. Verify traveler's need are addressed. Call traveler when completed

Traveler

Collect travel package, Verify complete. Sign for receipt.

Complete travel

END

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DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

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<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
<u>2/3/99</u>	<u>Baseline</u>		
<u>3/2/99</u>	<u>Rev A</u>	<u>All</u>	<u>Major modifications made to flowchart.</u>
<u>3/31/99</u>	<u>Rev B</u>	<u>All</u>	<u>Reformatted flowchart to fit pages. Page 2, replaced box #1 under Accounting Technician with box reading "Assign TAA#, check travel order for compliance...". box 6, added "ATM" to "Annotate (ATM) Advance..." then it flows to new box reading "Get authorization for certification..." which flows to Travel Office.</u>
<u>See IDMS Document Master List</u>	<u>Rev C</u>	<u>All</u>	<u>Major modifications to flowchart. Added Titles to each page as needed. Box 3 under resource analyst, changed "Sign/initial and pass authorization documentation to branch chief" to be returned to Traveler instead. Then traveler must pass documents to Branch Chief, then after signing it passes it back to the Traveler. The Traveler checks if there is a registration fee, and if not then passes it to the Center Director to be approved, but if there is then passes it to Human Resources to log it in, then passes it to Center Director. Page 3, box 5 under Accounting Technician, if it is a direct deposit advance then it still has to get authorization for certification of fund availability then it goes to the travel office.</u>