

REQUEST FOR TRAVEL ADVANCE ACKNOWLEDGEMENT AND ACCEPTANCE STATEMENT

Note: This statement must accompany the AD-202, Travel Authorization/Advance

Travel advances are only used to pay for official travel expenses and must be repaid at the completion of travel for which the advance was received. An advance may not be requested, or used for any other purpose.

Traveler must submit form AD-616, Travel Voucher within 5 working days after completing a trip or every 30 days if in continuous travel status, apply reimbursement owed to outstanding travel advance and repay advanced funds when advance exceeds expenditures documented on the travel voucher by submitting a check made payable to the National Finance Center (NFC) and attaching it to the travel voucher.

If advance balance is not paid in full, collection action will begin 60 days after the date of the advance. Outstanding travel advances will be deducted from an employee's paycheck.

NFC will deduct, if necessary, the entire balance of the employee's salary in order to collect the outstanding advance balance. If the initial salary deductions are not sufficient to liquidate outstanding balance, deductions will continue in successive pay periods until the full amount of the outstanding travel advance balance is liquidated.

Employees requesting a travel advance should read and familiarize themselves with the contents of FSIS Directive 3800.5, Travel Advances Questions concerning the request for travel advance should be addressed to your District/Program office.

I hereby acknowledge that I have read and understand the above policy:

Signature of Employee:

Date: (mm/dd/yyyy)

Amount of Advance:

Signature of District/Program Manager:

Date: (mm/dd/yyyy)