

# Local Travel AD-616 Processing Requirements

Created: 01/16/19

This document was created to provide an understanding of FSC processing requirements for local travel on Form AD-616.

## AD-616 Travel Voucher

### Section A – Identification\*

**2. SSN** – This is not a required field, but the last two digits can assist FSC in verifying the claimant.

**3. Name** – Full legal names should be listed on claims. If the name does not match the legal name provided to the Agency, the claim may be delayed until the employee is identified. If John Michael Scott submits an AD-616 as Mickey Scott, the document will be returned to an FSC Financial Specialist for additional research.

**7. Dates of Travel Expenses** – Dates should only be included for days where actual mileage is being claimed. If the Claimant listed the entire month (01/01/20 – 01/31/20) but only claims the 13<sup>th</sup> and 14<sup>th</sup> then we will adjust the dates to 01/13/20 – 01/14/20.

**12. Official Duty Station** – Optional but helpful to identify the Claimant.

**13. Resident City and State** – Optional but helpful to identify the Claimant.

\*This section of the AD-616 is used to verify the correct employee is being reimbursed when claims are processed. If there is only a name listed, and it's a common name, the document will be returned to an FSC Specialist for research delaying the reimbursement. It's important to include middle initials on the form.

### Section E – Accounting Classification

- The full shorthand code (SHC) must be listed
- If the code has the incorrect FY last digit it will be modified by FSC based on the travel dates
  - There is no need to resubmit for an error in the last digit of the SHC
- FSC cannot determine which SHC to use when processing claims
- If the code is invalid the claim will be returned for correction

### Section D - Claims

**31. Mileage** – complete

**32. Parking, Tolls, etc.** – complete

**38. Total Claim** – complete

**44. Net to Traveler** – complete

## **Section F – Certifications\***

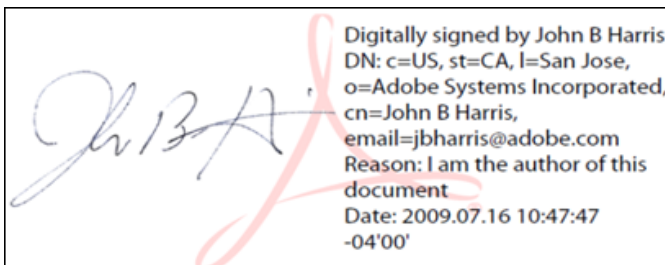
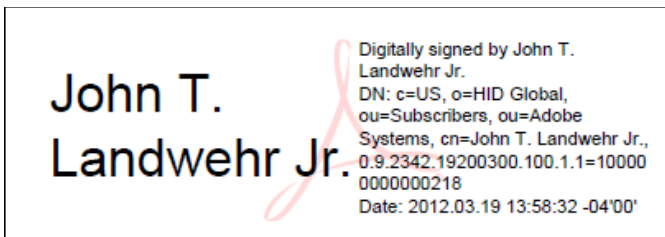
### **47. Claimant's Signature\*\***

### **50. Approving Official Signature\*\***

\*The approval official signature signifies that the approver has determined the mileage claimed to be valid. FSC does not verify mileage based on Google maps or a MapQuest of listed duty locations. Many of the claims received do not include the duty location, only travel dates. The recent Notice about TDY mileage claims is related only to TDY travel. The only requirement for local travel is the listing of daily mileage. Section G of the AD-616, an attached Excel (commonly used for monthly travel log) or a handwritten daily mileage list may be used. FSC does not verify plant routes or T&A billing when processing AD-616 claims.

\*\* - FSC can only accept original and authorized electronic signatures; authorized electronic signatures must contain the Adobe watermark and/or certification information.

Examples of authorized electronic signatures are below as a reference.



## **Section G – Schedule of Expenses & Amounts Claimed**

**Itinerary From** – Should list first date traveled

**To TDY Location** - complete

**Mileage** – Total miles, can be listed one-way with the same day listed in next column for return or round-trip mileage can be listed in a single column for each day.

**Mileage Rate** – The FSC does not know which claimants are approved high mileage drivers or who is assigned a GSA vehicle. The listed rate is what will be used to calculate and verify claim totals.

**Remarks** – Some claimants will list their daily mileage in the remarks, this is acceptable if the explanation listed adds up to what is being claimed. FSC does read the Remarks for additional detail and uses it to validate the claim totals. If there is something listed in the Remarks that causes a question about the total claim it will be returned to a Specialist for research and the payment delayed.

### **Additional Things to Remember:**

- Claims must be signed and dated by the Claimant and an Approver. FSC expects that the approver signature signifies the claim has been thoroughly reviewed by someone with knowledge of the claimant's detail/work schedule and states the claim is true and appropriate per agency guidance/directives.
- Some identifiable information is needed to validate processing of the payment to the correct employee. The listing of the last two of an SSN is optional but extremely helpful to verify the Claimant.
- Documents with an invalid or missing shorthand code (SHC) must be returned. FSC does not have the authority or detailed knowledge of assignments to determine which SHC should be billed for the claim.
- AD-616 documents submitted to FSC are only accepted for reimbursement of local travel expenses. Forms should not include per diem (M&IE) or miscellaneous expenses. Items accepted for local travel include mileage, parking, tolls and sometimes fares. All other miscellaneous reimbursements must be submitted on an OF1164 or through ConcurGov for official TDY travel.
- FSC works very hard to process each claim accurately and timely. This also includes a responsibility to ensure the documentation provided by the Claimant supports payment by the Agency and can hold up when audits are conducted.

If you have questions, please contact the FSC Contact Center at 1-800-949-3964 (Option 4 or 5) or email [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov).

A copy of the document is saved at:

<https://inside.fsis.usda.gov/fsis/emp/static/centerContent/fsisPage.jsp?keyword=Travel9970>