

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

3840.1

3/20/23

E-TRAVEL SYSTEM – EXPENSE RECEIPT REQUIREMENTS

I. PURPOSE

This directive provides FSIS travelers with instructions related to all expenses exceeding \$75 incurred by the travelers while on temporary duty travel (TDY).

II. BACKGROUND

This directive serves as a supplement to [41 CFR §301-52.4](#), requiring travelers to provide lodging receipts and receipts for authorized expenses exceeding \$75.

III. INSTRUCTIONS FOR PRIVATELY OWNED VEHICLE (POV) RECEIPTS

A. Travelers who use their POV and have a mileage expense that exceeds \$75 will not be able to finalize the submission of their vouchers in ConcurGov, unless they provide written justification into a comments field associated with the expense line item. In addition to the written justification, some travelers may choose to attach additional support or receipts to the expense line item. Acceptable mileage receipt options may include a daily mileage log, Google maps or MapQuest, or odometer readings.

B. Travel Approvers in each program area are to review the mileage claims in ConcurGov and can request more information about the miles driven (i.e., daily mileage from plant to plant, versus a total for the week) before approving travel vouchers in ConcurGov, even when the travelers have provided a justification or uploaded documentation (e.g., Google maps, official locations visited).

IV. INSTRUCTIONS FOR NON-MILEAGE RECEIPTS EXCEEDING \$75

A. All travelers are to upload receipts for lodging and any other non-mileage expense that is \$75 or more, such as airfare and rental cars, in the Expenses and Receipts tab in ConcurGov. Travelers are not to upload receipts in the attachment section of the Summary Page of ConcurGov.

B. Acceptable documentation for airfare can be:

1. Any itemized receipt that lists the amount paid, including emails with the subject line, "Travel Receipt", that is sent from usdaiss@intsolutions.net; or
2. A printed receipt from the airport check-in counter; or
3. A receipt from the airline's website.

NOTE: Airline itineraries that do not list the form of payment and the amount paid or boarding passes are not acceptable documentation.

C. If travelers do not upload receipts for each expense over \$75, the traveler will receive an error and will not be able to proceed with the voucher in ConcurGov.

D. For lodging, travelers are to attach expense receipts to the first day that the expense occurred. For example, if the travel is for February 19, 2023, through February 21, 2023, and includes lodging, the traveler is to attach the receipt for the duration of the hotel stay to the lodging expense for February 19, 2023 to account for all days. The traveler does not need to duplicate the action on the remaining days of the trip.

V. QUESTIONS

Refer questions to the Financial Services Center at 1-800-949-3964 or by e-mail at:
FSCGeneral@usda.gov.

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is written in a cursive, flowing style.

Assistant Administrator
Office of Policy and Program Development