

TDY Receipts Transmittal Form and Documentation

FAX NUMBER: (901) 874-8662

To scan the documents email to: cefc-tdy@usace.army.mil

1. Submission of TDY Receipts Transmittal Form and supporting documentation is for the purpose of Post TDY Audits. In order for the UFC to properly conduct a Post TDY Audit, this documentation is required. The UFC has given you the option to fax or scan the documents in PDF format. **The preferred method of transmission is scanning the documents.**
2. The following documentation must be sent to the Finance Center **AFTER THE TRAVEL APPROVING OFFICIAL (TAO) APPROVES THE TRAVEL VOUCHER IN CEFMS:**
 - TDY Receipts Transmittal Form
 - **All lodging receipts**
 - Receipts for Reimbursable Expenses of \$75 or greater (this includes e-ticket invoices showing the amount being claimed on the voucher)
 - A signed voucher by the traveler if he/she did not electronically sign his/her voucher with an ESIG card in CEFMS
 - Documentation authorizing “ Actual Expense”, if applicable
3. Do not submit copies of Travel Orders or Travel Vouchers, unless the traveler did not electronically sign their voucher in CEFMS.
4. **Write the Travel Order Number on each document that is submitted, whether it is faxed or scanned.**
5. Once the UFC receives the TDY Receipts Transmittal Form and supporting documents, they are recorded in CEEMIS as being received. The recording of these receipts can only be accomplished if the TAO has approved the TDY Voucher in CEFMS. **It is imperative that the TDY Receipts Transmittal Form and receipts are faxed or emailed only after the TAO has approved the voucher.** Otherwise, the UFC will have numerous submissions that will have to be verified daily until the TAO has approved the voucher. This delays the recording of the daily receipts that are being received.

6. Automated Emails for Non-Receipt of Claimed Expense Receipts

If no receipts or partial receipts have been received at the UFC an, automated email will go out to the Traveler and the TAO on the 15th business day after the TAO approved the voucher in CEFMS.

- a. PLEASE DO NOT REPLY TO THIS AUTOMATED EMAIL.
- b. Please carefully read the email that has been sent.
- c. In the column of RECEIPTS RECEIVED YES/NO, if it shows a “NO” in that column, then the UFC has not received that receipt. If it shows a “YES”, then the UFC did receive that receipt. You must respond only to those items marked “NO.”
- d. A second automated email, “Final Notice,” will be sent if receipts are not received on the 30th business day after the TAO approved the voucher in CEFMS. The Traveler will be given additional days to submit the required missing receipts and if still not received, the traveler may be billed for expenses claimed without supporting receipts.
- e. ***Please do not respond to the “automated emails.” In the body of the email there is point of contact information.

Questions regarding travel settlement issues, (payment of TDY travel vouchers), must be directed through Travel Division.

-----Original Message -----

From: FINANCE CENTER [mailto:tOrmf334@pc25.usace.army.mil] Sent:
Tuesday, October 23, 2007 4:00 PM
To:xxxxx

Subject: TRAVEL VOUCHER RECEIPTS / DM'S PAST_DUE

The USACE Finance Center (UFC) has not received all supporting documentation for your travel voucher as indicated below. You must scan/email or fax these receipts to the UFC within three workdays.

The address for emailed receipts is CEFC-TDY@USACE.ARMY.MIL.

The fax number is (901) 874-8662. POC: Sylvia Shawver (901) 874-8459

Order No:xxxxxx Voucher No: 1 TV Amend No: 0

Approval Date: 15-OCT-07 Days Old: XX

Traveler Name:xxxxxxx

Phone:xxxxx

Email.:xxxxx

Approver Name:xxxxxx

Phone:xxxxx

Email:xxxxx

LODGING

Dep Date	Arr Date	Locality	Daily Amt	Receipt Received	Y/N
19-SEP--07	17-SEP-07	HERMISTON	69.00	No	

REIMBURSABLE EXPENSES

Expense Date	Reim}	Exp Desc	Claim Amt	Receipt Received	Y/N
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REMARKS

MEMBER LODGED IN A HOTEL AT A RATE ABOVE THE GOVT ALLOWANCE. MEMBER UNDERSTANDS

THAT HE WILL ONLY BE REIMBURSED UP TO THE ALLOWED LODGING RATE (\$60 PER NIGHT).

MEMBER WAS A PASSENGER IN RENTAL VEHICLE. MEMBER IS ASKING REIMBURSEMENT FOR POC TRAVEL TO/FROM THE CAR RENTAL TO HOME.
