

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5720 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-5005

CEFC-AO (37)

July 21, 1999

MEMORANDUM FOR COMMANDERS/DIRECTORS USACE FINANCE CENTER (UFC) SUPPORTED
ACTIVITIES, ATTN: RESOURCE MANAGERS AND FINANCE AND ACCOUNTING
OFFICERS

SUBJECT: Debt Management – Travel Advances

1. References:

- a. DFAS-IN 37-1, Chapters 15 and 39
- b. DoD Financial Management Regulation, Volume 5, Chapter 30
- c. Joint Travel Regulations (JTR), Vol. II

2. Travel advances issued by the USACE Finance Center must be voluntarily settled within 5 days of completion of travel. Payment can be made in the form of cash, check or money order. If immediate payment is not made, full offset - which does not cause undue financial hardship - will be automatically made against accrued pay, retirement credit, or any other amount due the civilian employee from the United States.

3. Unearned travel advances become delinquent 30 days after the completion of the travel. A written notice, with copies furnished to the travel approving official and the local F&A Officer, will be sent to the debtor informing that payroll offset is about to occur. Requests for payroll offset for delinquent unearned travel advances will be submitted to Defense Finance and Accounting Service—Denver. All applicable administrative charges, interest and penalties will be included. The total debt will be recouped unless a request for financial hardship has been received and approved before the debt becomes 30 days old.

4. Written requests for consideration of financial hardship should be directed to Libby Battles, Chief, Accounts Receivable Debt Management Branch. Requests must include specific detailed explanation of the circumstances that prevent the debtor from making immediate and full payment of the debt.

5. The UFC point of contact is Libby Battles (CEFC-AO-R), 901-874-8462.

FOR THE DIRECTOR:



THOMAS L. BROCKMAN, JR.
Deputy Director, Accounting Operations