



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

October 31, 2011

## IOWA INSTRUCTION 250-387 – TRAVEL CHARGE CARD ISSUANCE AND ADVANCES

### IA387.0 PURPOSE

This Iowa Instruction provides guidance to employees who do not have a Government Travel Charge Card and options for travel advance to those employees.

### IA387.1 SCOPE

These instructions will be followed by employees who do not have a Government Travel Charge Card.

### IA387.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/>. Select eDirectives and then select Instructions.

**/s/** Richard Sims  
State Conservationist

E

(IA Instruction 250 - 387 First Edition – October 2011)

## IOWA INSTRUCTION 250-387 – TRAVEL CHARGE CARD ISSUANCE AND ADVANCES

### 1. PURPOSE:

This Iowa Instruction provides guidance to employees who do not have a Government Travel Charge Card and options for travel advance to those employees.

### 2. ROLES AND RESPONSIBILITIES:

US Bank is not re-issuing travel cards to employees that have not used them. Employees who do not expect to travel more than five (5) times a year should not be issued a travel card.

Those employees who do not have a travel card can be issued a travel advance in GovTrip. Advances are designed to provide travelers with the necessary funds before trip departure. Advances are limited to those travelers who do not have a Government Travel Charge Card or travelers who are going on foreign location trips. The travel advance will issue up to 80 percent of the estimated lodging and M&IE. GovTrip will automatically calculate the amount of the advance. Airfare is charged to the Centrally Billed Account (CBA) in GovTrip.

### 3. PROCESS:

In order for a traveler to be eligible to receive an advance, it must be indicated in the traveler's GovTrip profile. To verify if an advance is authorized for the traveler, under the profile tab, select additional information. The "Charge Card" status will indicate "Advance Auth." If it does not, you will need to contact a Federal Agency Travel Administrator (FATA) before creating the authorization. The FATA will go into the GovTrip profile and amend the status to "Advance Auth." Once the "Charge Card" status indicates "Advance Auth," the traveler may begin creating an authorization and advance request.

**VERY IMPORTANT:** The advance must be keyed *after* the travel authorization has been created, but before the travel authorization is signed.

To request an advance in GovTrip:

1. Go to the **Account** dropdown box in the GovTrip travel authorization and select **Advances** on the sub-navigation bar.
2. Select the **Accounting Labels(s)** that are associated with the Non-ATM Advance(s) (121364T 19 etc.). On the right side of the screen, the amount of the advance authorized will appear.
3. Click the **Edit** link under View/Edit if changes need to be made to the authorized advance.

4. Enter in the new amount. **Note:** The traveler can decrease the advance amount as needed, but may not increase the amount above the maximum advance allowed.
5. Click **Save**.
6. Navigate to Review/Sign and sign the document.

The approving officer must approve the request in the Travel Authorization prior to electronic disbursement. GovTrip is designed to send funds to the employee's bank account in 12 days, but the approving officer can change the deposit to less than 12 days. The advance amount is automatically deducted when the travel voucher is created.

Contact a FATA for assistance at (515) 284-4524. Our FATAs are James Zeigler, Marcus Hill, Pam Koster and Lori Derringer.

Approved By:

Date: **10/31/2011**

**/s/** Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180