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DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

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October 2, 2017

DEPARTMENT OF ADMINISTRATION ORGANIZATION CIRCULAR: 2018 - 001

TO: All Line Departments/Agencies and Autonomous Agencies

FROM: Director of Administration

SUBJECT: Travel Per Diem process UPDATE

Hafa Adail! To implement a more efficient system for the payment of Travel Per Diem, the Department of Administration is implementing an Electronic Funds Payment process for off-island Travel per 5 GCA, Chapter 23, **effective October 2017**.

ADDITIONAL TRAVELER INFORMATION REQUIREMENTS:

- A. To reduce last minute waiting time and ensure timely payment of per diem to the traveler, payments may now be made via Electronic Funds Transfer (EFT) to the account designated by the traveler.
 - a. Travelers are to **complete Accounting Form ACC-TRE002 "Advance Per Diem and Miscellaneous Expenses Request"** to be attached to the original Form ACC-TRA001 "Travel Request and Authorization".
 - b. Travelers must ensure travel documents are submitted to the **DOA Travel Section by 12PM the day before departure** in order to process and transmit travel advances to the Treasurer of Guam before 2PM deadline. Travelers are reminded that failure to meet the EFT deadline with the bank will result in a delay in processing until the next working day.

ADDITIONAL TRAVEL CLEARANCE REQUIREMENTS:

- B. **No Later than ten (10) days after return to Guam** (per 5 GCA §23104), travelers are **required** to submit the following items in order to be fully cleared from the Accounts Receivables sub-:
 - a. Boarding Passes; Certificate of Participation or Completion; Registration Receipt (if applicable);
 - b. If additional per diem or reimbursement was approved: Hotel receipts; Meal Receipts; Ground Transportation receipts; &, other travel related receipts must be submitted to substantiate expenses which were paid with per diem PLUS those receipts that justify expenditures that exceeded the amounts provided to the traveler. Travelers are reminded that per diem is to be used in a manner which any prudent person traveling with their own funds would use.

PENALTIES AND FAILURE TO COMPLY

- C. Failure to comply with these requirements will result in the following:
 - a. *Failure to complete Pre-Travel Requirements:*
 - i. Delay and/or denial of advance travel per diem.
 - b. *Failure to submit Post-Travel Requirements:*
 - i. Suspension of travel privileges
 - ii. Collection of receivables via EFT from traveler's account (per 5 GCA §23108).

The forms may be downloaded from the Department of Administration – Division of Accounts webpage at <http://da.doa.guam.gov/resource/> then selecting "Forms"; or you may request via email to Anita.Arile@doa.guam.gov. Questions concerning this Circular may be addressed to the Financial Manager or Deputy Financial Manager at 475-1169/1260; or, to the General Accounting Supervisor of the General Ledger's Travel Section at 475-1144.

Your assistance in complying with this Circular is greatly appreciated.

Si Yu'os Ma'ase!



CHRISTINE W. BALETO

Attachment



GOVERNMENT OF GUAM
HAGATÑA, GUAM 96932
DEPARTMENT OF ADMINISTRATION
Travel Advance and Authorization



Date: _____

MEMORANDUM

TO: Department of Administration
FROM: _____
SUBJECT: Advance Per Diem and Miscellaneous Expenses Request

Hafa Adai!

By signing and completing the information below, I authorize the Department of Administration (DOA) to first credit my bank account electronically through the Electronic Funds Transfer (EFT) for the following Travel Advances:

Account Name	
Name of Bank	
Routing Number	
Account Number	

Savings Checking

	Per Diem
	Registration Fee
	Miscellaneous Expense
	Ground Transportation
\$	TOTAL ADVANCE

The undersigned also has read and understood 9 GCA §46.25 which states: "A person commits a misdemeanor if, knowing that he has no privilege to do so, he falsifies, destroys, removes or conceals any writing or record, with intent to deceive or injure anyone or to conceal any wrongdoing."

Furthermore, I understand that I am required to file my Travel Voucher and supporting documents such as: (1) Boarding passes; (2) Certificate of Participation or Completion; and only if additional Advance Per Diem / Reimbursements was approved, (3) Hotel Receipts; Meal Receipts; Ground Transportation Receipts & other travel related receipts; with the DOA Division of Accounts no later than ten (10) days upon return to Guam as per 5 GCA Chap 23 §23104(c). After ten (10) days, all uncleared advances will automatically be set-off as authorized by this memo.

I understand that upon my return I will settle outstanding balance due in the amount of \$ _____ or provide clearance due, Reference to TA# _____. I also understand that the DOA can recover advances, by debiting my bank account or suspending my travel privileges until all outstanding travel is cleared. If I receive per diem allowance reimbursement from the conference sponsor, this advance per diem must be refunded or returned to the Department of Administration immediately per 5 GCA §23104.

I hereby acknowledge that I have read and understood the conditions under which my advance allowance is made and fully concur with the provisions stated above. Should I fail to clear any outstanding travel, I hereby authorize the DOA, its successors and/or assigns to automatically draft from my bank account listed above for the specified amount as per 5 GCA §23108. I agree that such payment of Travel Advance due should be treated as if I personally signed for the payment. I further agree that if any such payment is dishonored, intentionally or inadvertently, DOA shall be under no liability with respect thereto.

TRAVELER'S SIGNATURE

Distribution: Original – Division of Accounts
Copy – Traveler