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THRU : The Comptroller  
Chief, Finance Division

Chief, Management Staff

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Travel Advances to Headquarters Staff Employees traveling to the Field on TDY

1. PROBLEM:

To provide a method for reducing the number of "Notifications of Transfer of Funds or Accounts" (T/A's) being received by Finance Division from field stations and to expedite the clearing of travel advance accounts.

2. FACTS BEARING ON THE PROBLEM:

- a. Approximately 50 to 80 Staff Employees travel to the field (TDY) from Headquarters each month.
- b. Practically all of these travelers obtain travel advances at Headquarters prior to leaving and many of these obtain additional advances in the field from various stations throughout the world.
- c. The accountability for these field advances must be transferred to Headquarters by a "Notification of Transfer of Funds or Accounts" (T/A). Upon receipt of the T/A by Headquarters, the account of the traveler is charged.
- d. Most field T/A's are sent to Headquarters by dispatch. In many cases as much as 60 to 90 days elapse before they are received by Finance Division.
- e. In many cases, the traveler, after returning to Headquarters from the field and presenting his voucher, requests Finance Division to advise him as to the status of his account. Since Finance Division is unable to ascertain how much money has been advanced to the traveler by field stations, they cannot comply with this request. Should the traveler be able to inform Finance Division of the various advances made to him in the field, these cannot be verified until sufficient time has elapsed for all T/A's to be received.
- f. Instances have occurred where the traveler settled his account and subsequently been informed that he owes an additional amount. This situation arises when a T/A is received from one of the field stations after an apparent settlement has been made.
- g. The present procedure for processing T/A's place a substantial administrative burden on both Finance Division and the various Area Divisions ID/P. (i.e. - Station to RI to Area Division to Finance Division)

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3. DISCUSSION:

- a. Evidences of credit or cash equivalent instruments, which are non-negotiable until countersigned by the individual to whom issued, are in daily use by business travelers. These are Letters of Credit and Travelers Cheques issued by the American Railway Express Company and many large banking institutions.
- b. This technique can be adapted to Agency use and thereby eliminate those T/A's resulting from Headquarters Staff Employees traveling to the field on TDY.
- c. A cash equivalent "Chit" can be designed and issued by Finance Division to the traveler prior to his departure. These "Chits" would carry an amount designation and a serial number. For security purposes, they could be designed in any sterile form, even to the extent of appearing to be a street car pass or a book of chances.
- d. These "Chits" would be issued by Disbursing Officers of Monetary Branch, Finance Division upon the same authority needed for cash advances. Control would be exercised by recording the serial numbers of the "Chits" issued. The advance account of the individual would be initially debited with the amount of cash and "Chits" issued to him.
- e. Upon arrival at a field station, the traveler would cash a "Chit" by signing his name across the face of it, and properly identifying himself. The finance officer of the station would redeem the "Chit" by giving the traveler the specified cash. Thereafter, it would be regarded as cash insofar as the station accounts are concerned.
- f. All "Chits" cashed by a station during any particular month would be returned to Headquarters with that month's station accounting. Finance Division would then credit the station in the same manner as if it were returning cash and make balancing entries to the chit account.
- g. Upon return of the traveler to Headquarters, he would turn in his unused "Chits", receive the appropriate credit, present his voucher, and settle his account.
- h. Should the traveler lose his "Chits", he would advise the next station visited, which in turn would notify Headquarters. Upon the traveler's return to Headquarters, he would execute an "affidavit of loss".

4. CONCLUSIONS:

- a. The above technique would reduce the number of T/A's now being received by Headquarters and thereby reduce the Administrative burden of both

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Finance Division and the various Area Divisions DE/P. It would also expedite a more immediate clearing of travel advance accounts (See Example Tab A). Approximately 200 T/A's per month originate from this source.

- b. If desirable, the issuance of these "Chits" could be extended to field stations at a later date, thereby further reducing the number of "Notification of Transfers of Funds and Accounts".
- c. Although maintenance of a control account for "Chits" would require a small additional expenditure of manpower, the overall decrease in the Administrative burden would more than compensate for this expenditure.

**5. RECOMMENDATIONS:**

a. It is recommended that:

- (1) Procedures, forms, and proposed regulations be prepared so that "Chits" may be issued to all Headquarters Staff Employees traveling to the field on TDY.
- (2) The amount of such "Chits" to be for that portion of the authorized travel advance desired by the traveler.
- (3) Central records of said "Chit Account" to be maintained by Monetary Branch, Finance Division.
- (4) After installation of 5a(1) above, such plan be reviewed for possible application to field personnel traveling to Headquarters on TDY.

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Enclosure

Tab A - Example

MS/LJB:ee (5 October 1954)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Tab A missing