



## Division of Technical Training Standard Operating Procedure



**Title:** *Travel Voucher Preparation Process for Invitational Travelers*

**SOP Number:** DTT-CO-4

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**Version Number/Date:** No. 1

**Supersedes:** N/A

### **BACKGROUND**

The National Technical Training Program (NTTP) provides technical assistance to the States, Tribes and Federal personnel by enhancing the technical skills of reclamation and regulatory staff. Technical Assistance is achieved by offering specialized on-demand courses to assist the States, Tribes and Personnel in the successful implementation of both Titles IV and V of SMCRA. Course Coordinators provide logistical, administrative and customer service support to accomplish this mission.

### **PURPOSE**

The purpose of this SOP is to provide standardized procedures for preparing and processing travel voucher for invitational travelers attending NTTP training sessions. Invitational travelers who require reimbursement for travel expenses on travel that required lodging must follow the below procedures.

### **SCOPE**

The scope of this SOP is not limited to NTTP.

### **RESPONSIBILITY**

NTTP coordinators are responsible for the implementation of this process.

Instructors are responsible for reviewing these procedures with travelers on the last day of class.

Invitational travelers are responsible for providing all needed information to NTTP coordinators.

### **PROCEDURES**

- Invitational travelers must provide all travel receipts/information to the assigned coordinator one business day after completing a course.
- Upon receipt of all needed travel receipts/information, the assigned coordinator will create the invitational traveler's travel voucher in the travel management system (Concur) within one business day.

- After creating the travel voucher in Concur, the assigned coordinator will send the completed travel voucher to the invitational traveler for signature.
- Invitational travelers must review, sign, date, and return their completed travel voucher to the assigned coordinator within one business day.
- Upon receipt of the signed-completed travel voucher from the invitational traveler, the assigned coordinator will upload/attach the signed travel voucher in Concur and stamp the document "T-ENTERED".
- Travel vouchers are reviewed for allowable expenses compliancy and accuracy.
- All travel vouchers missing a completed travel voucher signed by the invitational traveler and/or missing documentation (travel receipts) will be "RETURNED" by Denver Finance Office.
- All successfully reviewed travel vouchers must be approved in Concur by the Chief and/or the assigned approval official.
- All approved travel vouchers are submitted for payment.
- Invitational travelers should contact the assigned coordinator for reimbursement status.

#### **CALCULATIONS/DATA HANDLING/DOCUMENTATION REQUIREMENTS**

The data for this SOP is captured in the CONCUR. Document copies are held in NTTP files for three years and then destroyed.