



United States Department of the Interior


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FINANCIAL MANAGEMENT MEMORANDUM 2018-011 (Vol. X.A)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn 
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: ConcurGov Outstanding Document Resolution Policy

To ensure that travel documentation is current in the ConcurGov Travel System (ConcurGov), the Office of Financial Management (PFM) is issuing policy on how Bureaus should treat outstanding travel documents. Bureaus should ensure that: (1) responsible parties are aware of this guidance, (2) appropriate staff are assigned the role of reviewing open travel document reports, and (3) the actions, as described below, have been performed.

Travel reports will create auto-generated emails which will be sent to the necessary parties in order to resolve the open travel documents.

The following are the categories of open travel documents in ConcurGov, with descriptions of corrective actions to be taken based upon the age of the document:

Latent Authorization - Created but Unsigned

- The authorization will be cancelled after 60 days from the travel completion date identified on the document.

Open Authorization - Traveler or Arranger Signed but Unapproved

- If travel occurred on an unapproved authorization, the document must be reviewed and approved, and the traveler and the supervisor should be counseled regarding timely approval of travel authorizations in accordance with Bureau travel policy. Emergency response travel is the only type of travel that would warrant a traveler not having an approved authorization. The authorization should be created as soon as possible to ensure risks are avoided.
- Age 30 days from Travel Completion Date. A notice will be sent to the traveler and approving official notifying them of the open authorization, with the need to cancel or approve the authorization, taking into consideration the rules stated above.
- Age 60 days from Travel Completion Date. The authorization will be cancelled after 60 days from the travel completion date identified on the document.

Open Authorization - Approved but Unvouchered

- Age 10 days from Travel Completion Date. The traveler will receive a reminder notice to file their travel voucher claim for the authorization.
- Age 30 days from Travel Completion Date. The traveler and approving official will receive a notice of policy violation for failure to file a signed travel voucher within 5 business days of the travel completion date. The notice will inform the traveler that they must file a travel voucher claim if any expenses were incurred or to cancel the authorization if the trip was cancelled.
- Age 60 days from Travel Completion Date. The traveler and approving official will receive a second notice of policy violation for failure to file a signed travel voucher within 5 business days of the travel completion date. The notice will inform the traveler that they must file a travel voucher claim if any expenses were incurred, or to cancel the authorization if the trip was cancelled, and that the authorization will be stamped “TV Not Filed” after 90 days from the travel completion date if no actions are taken.
- Age 90 days from Travel Completion Date. The authorization will be amended and stamped “TV Not Filed” by the Bureau FATA.

Open Vouchers - Created by Traveler

- Age 10 days from Travel Completion Date. The traveler will receive notice that the travel voucher has not been signed by the traveler. The traveler will either stamp the document “signed” or cancel the authorization if the trip was not taken.
- Age 20 days from Travel Completion Date. The traveler will receive notice that the travel voucher has not been signed by the traveler. The traveler will either stamp the document “signed” or cancel the authorization if the trip was not taken.
- Age 30 days from Travel Completion Date. The traveler and approving official will receive notice that the travel voucher has not been signed by the traveler. The traveler will either stamp the document “signed” or cancel the authorization if the trip was not taken.
- Age 60 days from Travel Completion Date. The traveler and approving official will receive notice that the travel voucher has not been signed by the traveler. The traveler will either stamp the document “signed” or cancel the authorization if the trip was not taken.
- Age 90 days from travel completion date. The voucher will be deleted and the authorization will be amended and stamped “TV Not Filed” by the Bureau FATA.

Open Vouchers - Signed by Traveler but Unapproved

- Age 10 days from Voucher Submission Date. The traveler and travel approver will receive notice that the travel voucher has not been reviewed. The travel approving official will either stamp the voucher “approved” or “returned” to the traveler if there is a problem with the voucher claim.

- Age 20 days from Voucher Submission Date. The traveler and travel approver will receive notice that the travel voucher has not been approved. The travel approver will be told to either stamp the voucher “approved” or “returned” to the traveler if there is a problem with the travel claim.
- Age 20 days from Voucher Submission Date. Bureau program management will be notified of a failure to approve the travel voucher claim in the time allowed by administrative law. The program manager will be asked to determine what caused the failure to approve the voucher in a timely manner so that remedial actions may be taken.
- Age 30 days from Voucher Submission Date. The Bureau program management will receive a report identifying travel vouchers that are eligible for late payment penalty fee. Failure to pay the traveler within 30 days of submission of a voucher will result in a late payment penalty fee.

This policy will be effective on October 1, 2018. If you have questions regarding this policy please contact Robert Smith, by email at Robert_Smith@ios.doi.gov, or by phone at (202)208-5684.

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