



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



DEC - 7 2018

In Reply Refer To:
FWS/DFM/069316

Memorandum

To: Service Directorate

From: Assistant Director – Business Management and Operations **JANINE VELASCO**

Subject: ConcurGov Outstanding Document Resolution Policy

Digitally signed by JANINE VELASCO
Date: 2018.12.07 08:25:31 -05'00'

The U.S. Department of the Interior (Department) has issued Financial Management Memorandum (FMM) 2018-011 directing Bureaus to ensure the ConcurGov Travel System (ConcurGov) only includes current travel documentation. Beginning on October 1, 2018, the U.S. Fish and Wildlife Service (Service) employees with outstanding travel documents in ConcurGov will receive an auto-generated email with a description of the corrective action needed.

In accordance with Service Manual Chapter (SMC) 265 FW 7, Temporary Duty Travel – Employee Reimbursement, employees are required to submit their travel voucher in ConcurGov within five business days after the trip. Employees will receive a notification for the following outstanding travel documents:

- Latent Authorizations - Created but Unsigned.
- Open Authorizations - Traveler or Arranger Signed but Unapproved.
- Open Authorization - Approved but Unvouchered.
- Open Vouchers - Created by Traveler.
- Open Vouchers - Signed by Traveler but Unapproved.

Employees who receive a notification should work with their travel arranger or Customer Service Travel Team at FWS_Travelhelp@fws.gov to ensure corrective action is taken based upon the age of the document.

If you have any questions, please contact Ms. Kristen Wisda, Federal Agency Travel Administrator, at (703) 358-2696 or kristin_wisda@fws.gov; or Mr. Michael Sciortino, Chief, Division of Financial Management, at (703) 358-2054 or michael_sciortino@fws.gov.

Attachment