

DTS-L Business Procedures
APPENDIX F
SAMPLE SUPPLEMENTAL VOUCHER FOR OVERPAYMENT

Sample copy of the Supplemental Voucher for Overpayment from DTS-Limited, Level 2

07/02/01 TRAVEL VOUCHER		Voucher:	VCH-DA012TO-8
PAGE 1 ** Read Privacy Act On Last Page **		Auth. No:	TA-DA012TO-18

1) NAME: Headman, Zeus A.		SSN:	200-11-1111
ADDR: 321 Olympus Lane		PHONE:	
Athens, GA, 33333		MAIL CD:	
DUTY: Fire Depot		ORG:	DA012TEST
RES: Athens, GA		TITLE: C	GS14
HOURS: 8		SEC CLR:	
Tech Status		CARD:	CARD HOLDER
		TZ: 6	
			Air Crew Status

2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE
07/18/01	07/20/01	TA-DA012TO-18	07/02/01	E-SITE VISIT	AA-ROUTINE

3) GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM	TO
Ticket 1	300.00	DE			HSV-Huntsvi	ATL-Atlant
Ticket 2	300.00	DE			ATL-Atlanta	HSV-Huntsv

4) ACCOUNTING CLASS CODE	TRIP 3	TRIP 2	TRIP 1	5) FINANCE OFFICE
TEST - IBA			898.00	
HEA1111TJ00001^^21^2001^2020^0000^^^22^2010^^2^^43139800000^				

6) NON-REIMBURSABLE EXPENSES	
TOTAL AMOUNT CLAIMED	898.00
ADVANCE OUTSTANDING	0.00
ADVANCE APPLIED	0.00
NET TO TRAVELER (GOVT)	898.00

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I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).	8) VOUCHER NO:
	SCHEDULE NO:

7) TRAVELER SIGNATURE	DATE
<i>Joe Test (3333)</i>	7/25/01

This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).	10) CASH RECEIPT DATE
	AMOUNT \$

9) APPROVED, Joe Test, Depot Manager	DATE
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SAMPLE SUPPLEMENTAL VOUCHER FOR OVERPAYMENT

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07/02/01      TRAVEL VOUCHER      Voucher:      VCH-DA012TO-8
PAGE 2  ** Read Privacy Act On Last Page **  Headman      200-11-1111
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(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
07/18/01		D-RES: Athens, GA			
07/18/01			CP	300.00	Air Fare (GOVCC-1)
07/18/01			CP	300.00	Air Fare (GOVCC-1)
07/18/01		A-HUNTSVILLE, AL			
07/20/01		D-HUNTSVILLE, AL			
07/20/01		A RES: Athens, GA			
TOTAL TRANSPORTATION EXPENSES				600.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
07/18	70.00	70.00		28.50	70/38		0.00
07/18						Taxi - Airport	22.00
07/19	70.00	70.00		38.00	70/38		0.00
07/20	0.00	0.00		28.50	70/38		0.00
07/20						Hotel Room Tax	18.00
07/20						Taxi - Airport	23.00
		140.00		95.00			63.00

==== (13) COMMENTS: =====
Commercial transportation will be to the traveler's Individually Billed Account (IBA/Government Credit Card). * Travel voucher will be submitted to DFAS-D NO, DEPT 3700, 8899 E. 56th ST., Indianapolis, IN 46249-3700, within 5 days of completion of travel. Official travel arrangements purchased through a commercial travel office (CTO) not under contract with the government are not reimbursable. Official telephone calls and faxes authorized.

VER7.1=RATE TBL DATE=06/01/01=Copyright 1998 GeIco Information Network GSD, Inc.

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07/02/01 DOCUMENT ADJUSTMENTS | Voucher: VCH-DA012TO-8
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TRIP: 0 DATE: 07/02/01 TIME: 15:08 ADJUSTOR: Zeus Headman

COMMENTS:
 Changed GOVCC to PERSONAL

07/02/01 ACCOUNTING DETAIL Doc No: VCH-DA012TO-8
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ACCOUNTING CLASS CODE	TRIP 1		
COM. CARR.-I-PD			600.00
LODGING-PD			158.00
M&IE-PD			95.00
OTHER-PD			45.00
TEST - IBA	0.00	0.00	898.00

Organization: DA012TEST
 HEA1111TJ00001^21^2001^2020^0000^^22^2010^^2^^4313980000^^XYZZ^00^
 21T2^^APC001^^023185^^

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----		898.00
NON-REIMBURSABLE EXPENSES -----		0.00
TOTAL AMOUNT CLAIMED -----		898.00
GOV'T ADVANCE OUTSTANDING --	0.00	
GOV'T ADVANCE APPLIED -----	0.00	
		0.00
NET TO TRAVELER (GOVT) -----		898.00
GOV'T CHARGE CARD EXPENSES -	0.00	
GOV'T CHARGE CARD ATM ADV --	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD-----		0.00
PAY TO TRAVELER -----		898.00

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07/02/01 DOCUMENT HISTORY Voucher: VCH-DA012TO-8
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STATUS	DATE	TIME	SIGNATURE NAME
CREATED	07/23/01	15:03ES	Zeus Headman
SIGNED	07/23/01	15:04ES	Zeus Headman
RETURNED	07/23/01	15:05ES	Joe Test
ADJUSTED	07/23/01	15:08ES	Zeus Headman
SIGNED	07/23/01	15:08ES	Zeus Headman
FUNDED	07/25/01	15:09ES	Joe Test
APPROVED	07/25/01	15:09ES	Joe Test

I certify that the electronic signatures listed above are valid and on file.

Joe Test
 SIGNED

7/25/01
 DATE

This traveler's ticket was charged to a CBA although he believed it had been charged to his IBA. As a result, he erroneously claimed the cost of the airline ticket, resulting in overpayment to the traveler.

SUPPLEMENTAL TO CORRECT

DTS-L Business Procedures
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SAMPLE SUPPLEMENTAL VOUCHER FOR OVERPAYMENT

SUPPLEMENTAL *

07/02/01 TRAVEL VOUCHER | Voucher: VCH-DA012TO-8-1
PAGE 1 ** Read Privacy Act On Last Page ** | Audit No: TA-DA012TO-18

1) NAME: Headman, Zeus A. SSN: 200-11-1111
ADDR: 321 Olympus Lane PHONE:
Athens, GA, 33333 MAIL CD:
DUTY: Fire Depot TZ: 6 ORG: DA012TEST
RES: Athens, GA TITLE: C GS14
HOURS: 8 SEC CLR:
Tech Status CARD: CARD HOLDER
Air Crew Status

2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE
07/18/01	07/20/01	TA-DA012TO-18	07/02/01	E-SITE VISIT	AA-ROUTINE

3) GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM	TO
Ticket 1	300.00	DE			HSV-Huntsvi	ATL-Atlant
Ticket 2	300.00	DE			ATL-Atlanta	HSV-Huntsv

4) ACCOUNTING CLASS CODE	TRIP 3	TRIP 2	TRIP 1	5) FINANCE OFFICE
TEST - IBA			898.00	
HEA1111TJ00001^^21^2001^2020^0000^^^22^2010^^2^^43139800000^				

6) NON-REIMBURSABLE EXPENSES	600.00
TOTAL AMOUNT CLAIMED	298.00
ADVANCE OUTSTANDING	0.00
ADVANCE APPLIED	0.00
NET TO TRAVELER (GOVT)	298.00

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I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).

8) VOUCHER NO:
SCHEDULE NO:
CERTIFIED BY: Joe Test (3333)
DATE: 7/20/01

7) TRAVELER SIGNATURE DATE

10) CASH RECEIPT DATE
AMOUNT \$
SIGNATURE

9) APPROVED, Joe Test, Depot Manager DATE

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07/02/01 TRAVEL VOUCHER Voucher: VCH-DA012TO-8-1
PAGE 2 ** Read Privacy Act On Last Page ** Headman 200-11-1111

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
07/18/01		D-RES: Athens,GA			
07/18/01			CP-C	300.00	* Air Fare (GOVCC-C)
07/18/01			CP-C	300.00	* Air Fare (GOVCC-C)
07/18/01		A-HUNTSVILLE,AL			
07/20/01		D-HUNTSVILLE,AL			
07/20/01		A RES: Athens,GA			
TOTAL TRANSPORTATION EXPENSES				600.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	MEALS ALLOWED	M&IE B L D	P-DIEM RATE	OTHER EXPENSES	AMOUNT
07/18	70.00	70.00		28.50 70/38		0.00
07/18					Taxi - Airport	22.00
07/19	70.00	70.00		38.00 70/38		0.00
07/20	0.00	0.00		28.50 70/38		0.00
07/20					Hotel Room Tax	18.00
07/20					Taxi - Airport	23.00
140.00				95.00		63.00

AMOUNT TO BE COLLECTED

==== (13) COMMENTS: =====

AMENDMENT: Actual Net to Traveler for this document: -600.00

Commercial transportation will be to the traveler's Individually Billed Account (IBA/Government Credit Card). * Travel voucher will be submitted to DFAS-D NO, DEPT 3700, 8899 E. 56th ST., Indianapolis, IN 46249-3700, within 5 days of completion of travel. Official travel arrangements purchased through a commercial travel office (CTO) not under contract with the government are not reimbursable. Official telephone calls and faxes authorized.

VER7.1=RATE TBL DATE=06/01/01=Copyright 1998 Gelco Information Network GSD, Inc.

* Expense not claimed for reimbursement

When the Mode of Transportation was changed from CP (IBA) to CP-C (CBA), the DTS-L recalculated the reimbursable expenses and identified the amount owed for the overpayment (see above note).

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07/02/01 DOCUMENT ADJUSTMENTS | Voucher: VCH-DA012TO-8-1
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TRIP: 0 DATE: 07/02/01 TIME: 15:08 ADJUSTOR: Zeus Headman

COMMENTS:
 Changed GOVCC to PERSONAL

TRIP: 0 DATE: 07/02/01 TIME: 15:17 ADJUSTOR: Zeus Headman

COMMENTS:
 Errorenously entered settlement for Reimbursement. Ticket actually p
 on CBA. Supplemental voucher corrects error and starts collection process.

(New Page)

07/02/01 ACCOUNTING DETAIL | Doc No: VCH-DA012TO-8-1
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ACCOUNTING CLASS CODE	TRIP 1
COM. CARR.-C-CBA	600.00
LODGING-PD	158.00
M&IE-PD	95.00
OTHER-PD	45.00
TEST - IBA	898.00
	0.00
	0.00

Organization: DA012TEST
 HEA1111TJ00001^^21^2001^2020^0000^^^22^2010^^2^^43139800000^^XYZZ^00^
 21T2^^APC001^^^023185^^^

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	898.00
NON-REIMBURSABLE EXPENSES -----	600.00
TOTAL AMOUNT CLAIMED -----	298.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00
	0.00
NET TO TRAVELER (GOVT)	298.00
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	298.00

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07/02/01 DOCUMENT HISTORY | Voucher: VCH-DA012TO-8-1
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 =====

STATUS	DATE	TIME	SIGNATURE NAME
CREATED	07/30/01	15:17ES	Zeus Headman
SIGNED	07/30/01	15:19ES	Zeus Headman
APPROVED	07/30/01	15:29ES	Joe Test

I certify that the electronic signatures listed above are valid and on file.

Joe Test
 SIGNED

7/30/01
 DATE

When this supplemental voucher is completed, a signed copy, along with the original TA and TV, is submitted to DFAS Debt Management Branch at the OPLOC for DFAS to initiate the collections process.