

EXECUTIVE ORDER NO. 99

[repealed by Executive Order 199]

*For the Purpose of Putting into Effect Comprehensive
Travel Policies and Procedures.*

WHEREAS, the Republic of Palau National Government has been utilizing Trust Territory of the Pacific Islands travel policies and procedures since the inception of the Constitutional government, with few exceptions to those TTPI policies and procedures: and

WHEREAS, there is a need to do away with those TTPI travel policies and procedures no longer applicable to, or appropriate for, the National Government Executive Branch, and to have comprehensive policies and procedures that reflect current management practices, desires, and terminologies:

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and laws of the Republic of Palau, I do hereby proclaim and order that the document entitled Republic of Palau, National Government Executive Branch, Travel Policies and Procedures, shall be put into effect as of the date of this Executive Order. This Executive Order supersedes all previous Executive Branch administrative directives regarding travel policies and procedures, except those that have been applicable to the Legislative and Judicial Branches of the government.

IN WITNESS WHEREOF, I have hereunder set my hand and affixed my official seal this 19th day of February, 1991, in the state of Koror, Republic of Palau.

Ngiratkel Etpison

TRAVEL POLICIES AND PROCEDURES
PART 1
PURPOSE AND APPLICATION

Section 101. Introduction and Purpose

The purpose of these travel policies and procedures is to promulgate in one document the regulations that travelers must follow when using any funds under the control and administration of the Executive Branch of the Republic of Palau National Government (hereinafter ROPNG). Further, guidelines are provided to all interested parties as to completion, routing, and distribution of forms and other documents.

Up to the date of original issuance of this manual, the ROPNG primarily followed the Trust Territory of the Pacific Islands (TTPI) travel and per diem regulation with some supplemental policies and procedures issued by the President.

The purpose is not necessarily to change what has already been in force, although there are some changes; rather, these policies and procedures will add where voids exist, eliminate references to the TTPI Headquarters and District Offices, and update to reflect current desired practices and per diem rates.

Section 102. To Whom Applicable

All official travel in the interest of the Republic of Palau National Government Executive Branch is covered by these policies and procedures. Therefore all employees, boards and commission members, and all other people traveling utilizing ROPNG Executive Branch funds are subject in general to these policies and procedures.

U.S. Federal or other special grant funded travel must follow these regulations, except whenever the grant regulations (e.g. contract special conditions) are more stringent or restrictive.

Section 103. The Legislative and Judicial Branches

Although these policies and procedures are not directed to the Judiciary or the Olbiil Era Kelulau, those branches of the ROPNG are welcome and encouraged to adopt any or all provisions that may provide them better financial management, accountability, and suitable audit trails.

The Olbiil Era Kelulau travels under the administrative authority of its own Administrative Manual on Travel and Per Diem. The Judiciary has in the past followed TTPI regulations in the interest of uniformity with the Executive Branch. Whether or not the Chief Justice adopts these regulations, or the substantial part thereof, a separate travel policies and procedures manual for the Judiciary is appropriate.

Section 104. Definitions

Dependent

A dependent is a person entitled to transportation under the employment agreement of an employee. Dependents are limited to the spouse, children (including legally adopted and step-children) under 21 years of age, and parents of the employee and his/her spouse who are actually dependent upon and residing in the household of the employee. Children over 21 years of age may also be considered dependents if they reside with the employee because of being physically and or mentally incapable of self--support.

Non-employee Traveler

People who are not regular employees of the ROPNG Executive Branch, such as consultants, researchers, visiting dignitaries, students, or medical patients, but who travel using Executive Branch funds directly (i.e., not under a contract) are considered non--employee travelers, subject to many provisions of these regulations.

Per Diem

Per diem is a daily allowance provided to reimburse the travel for authorized expenses incurred for lodging, meals, and incidental expenses incurred while on official travel.

Subsistence

An allowance provided to reimburse employees for expenses incurred, while on official travel, for meals and incidental expenses only when lodging is provided at the expense of someone other than the traveler.

Incidental Expense Allowance

This is a special allowance authorized to reimburse incidental expenses of individuals who have been referred for medical treatment.

Travel Branch

The Travel Branch is an organizational unit within the Division of Finance and Accounting, Bureau of National Treasury, Ministry of Administration. The Travel Branch is responsible for many tasks associated with the travel process.

Section 201. Users of Travel Authorization Form

All official travel in the interest of the ROPNG Executive Branch will be requested and approved by use of form ROP-1020, Travel Authorization (short title: TA).

The separate ministries or other agencies of the Executive Branch may customize the uppermost part of the form to add titles such as "Ministry of State" and officials seals or logos, but the basic

document shall remain unchanged.

A sample completed form is shown in Appendix A, Exhibit A.1

Section 202. Responsibilities for Preparation and Approval of TAs

202.1 Official Business

Preparation of TAs for Executive Branch official travel is the requestor's responsibility. The requestor is usually considered to be the traveler's supervisor or in the case of travelers employed within ministries, the bureau director. In cases of the traveler being a bureau director (or equivalent) or higher, the requestor may also be the traveler. Requests for travel by Liaison Office employees must be requested by the applicable Liaison Officer, who may also request his/her own travel.

Approval of requests for travelers employed within, or under the administrative control of a ministry, must be approved by the appropriate minister, except all ministers' travel authorizations must be approved by the President.

Liaison office(s) employees travel must be approved by the Minister of State. If time does not permit the mailing of forms, a liaison office may send a prepared TA by facsimile machine (FAX), or cable or telephone the information into the Minister of State's Office. The Minister in these case will cause to have prepared an original TA, and will sign as the requestor as well as the approver [sic].

The spouse of the President and the spouse of the Vice President are allowed to travel at government expense when accompanying these officials while they are on official business. It is up to the discretion of each of these officials as to whether the presence of their own spouse during any trip is in the best interest of the ROPNG .

202.2 Non-employees

Preparation for travel authorizations and expense claims for non-employee persons who travel at ROPNG Executive Branch expense, including the spouses of either the President or Vice President, is the responsibility of the administrator/manager of the budget activity that will be charged for the travel. Approval must be given by the preparer's supervisor.

202.3 Recruitment and Repatriation

Preparation of TAs for recruitment and for the termination repatriation of Executive Branch employees is the responsibility of the Director of the Bureau of Public Service Systems, upon request via memorandum from the person who would normally be the requestor of the traveler's TA.

The Director of the Bureau of Public Service Systems must also approve all such TAs, after

ascertaining that personnel action requests and/or contracts are in proper order.

202.4 Changes of Duty station (Transfer Allowances)

Preparation of TAs for transfer allowances is the responsibility of the Director of the Bureau of Public Service Systems upon written request by the person who will from this point on be the regular approver [sic] in the employee's new organization .

Approvals of TAs for change of duty station are the responsibility of the Director, Bureau of Public Service Systems, after ascertaining that personnel action requests and/or contracts are in order.

202.5 Medical Referrals

Preparation of TAs for medical referral travel is the responsibility of the Director of the Bureau of Health services or designee .

The Minister of Social Services must approve all such requests.

Section 203. Instructions For Preparing/Completing TA Form

The numbered items of the Travel Authorization. Form ROP-1020, are to be completed as follows:

1. No. To be entered by the Supervisor, Travel Branch, Division of Finance and Accounting, Bureau of National Treasury.
2. Date The Supervisor of the Travel Branch will also assign the TA date.
3. Bureau of Office Enter the title of the organizational unit that employs or is otherwise paying the travel expenses of the traveler. Within a ministry, the bureau level at a minimum should be referenced. Although only one line is provided on the form, it is permissible to use two or three if so desired for informational purposes. The bottom line of the description would then be on the line provided on the form.
4. Name First name, middle initial, last name of the traveler.
5. Official Station The name of the hamlet (hang) or city and state where the majority of time of employment is spent. Liaison office employees are to specify said office, such as "LNO - Honolulu".

6. Title Official position title of a regular employee, or either a specific or common title such as “marine biology consultant” or “college student”.
7. Accounting office Insert “BNT/DFA, or other appropriate organization if accounting records are maintained outside of the central system.
8. From: Point at which travel starts.
9. To: Designate all points at which official stops for business will be made and/or overnight layovers are scheduled. It is not necessary to list all places where the public transportation, e.g., airplane, incidentally stops, as long as the traveler does not require lodging at the stop.
10. Purpose and Remarks Indicate the specific purpose for which the travel is to be performed. As applicable, indicate names and/or titles of primary people to be met as well as the name of their organization. If a conference or workshop is involved, give the title of such and the name of the sponsor. A general statement of anticipated duties or accomplishments is desirable. Although all this information is not necessarily the justification upon which the authorizing official bases his/her approval decision, others such as auditors will find this section informational and useful.
11. Per Diem Allowance Enter at least one or more of the following sentences and complete the blanks when applicable:
- Established Executive Branch per diem rates.
- Actual expenses of lodging plus a maximum of 45% of the established per diem rate per days for meals in [enter name(s) of location(s)].
- Subsistence: _____ per _____ maximum.
- Incidental expense allowance of _____ per _____.
12. Period of Travel Estimate as closely as possible the beginning and returning dates.

13. Common carrier Mark an "X" in block 13 if a common carrier such as a commercial airline, ship, or bus is to be used.
14. Extra fare Mark and "X" in block 14 if extra fare is required for any class more costly economy. In the space after the block state specifically the type of class requested .
15. Government-owned conveyance Mark an "X" in block 15 if a ROPNG-owned conveyance or leased conveyance such as a ship, boat, or small plane will be used .
16. Privately owned Mark an "X" in block 16 if the traveler will use a privately owned vehicle, boat, airplane, etc. Fill in the blanks to indicate what type of transportation and what mileage rate. Privately owned means owned by the traveler or some other person(s) willing to use their personal mode of transportation to carry the traveler at a fixed mileage rate. Mark squares (a), (b), or (c) as justification for marking either of blocks 14, 15, or 16.
17. Transportation of immediate family If immediate family members are to be transported for recruitment, repatriation, or change of duty station (such as to/from an LNO), mark this square. In the Purpose and Remarks section (block 10) list the names of the family members and their relationship to the traveler. Give the ages of dependent children.
18. Other (specify) Mark an "X" in block 18 if any of the following remarks are required: If the traveler is to be authorized an excess baggage allowance enter" (number) lbs excess baggage authorized". If use of a rental car is authorized enter "car rental authorized by official signing on line 28. Authorized number of days of rental:_____."
19. Shipment of household goods and personal effects Mark an "X" in Block 19 if the traveler is an employee entitled to surface or air freight shipments and air parcel post mailings of household goods and personal effects. This is for recruitment, repatriation, or transfer of duty station purposes. The maximum number of pounds allowed for both air freight and surface shipments should be indicated in the blank space below block 19.

20. -23 Estimated Cost The TA preparer will leave these items blank. The Travel Branch will calculate and enter these amounts. The amounts reimbursed to the traveler will be based upon actual travel performed and therefore is neither limited to these amounts nor automatically earned.
24. [sic] Charged to: Enter the appropriate 4-digit org number and when applicable the 6-digit cost center number, then a dash followed by expenditure account 1410 or 1411, as applicable.
25. Fiscal officer's signature This line is to be signed by the Director, Bureau of Program Budget and Management or official designee, after approval has been signed in item 28.
26. Requestor's signature Signature of the requestor. (See Section 202 for additional information).
27. Title Official position title of the requestor.
28. Authorizing officer's signature Signature of individual authorized to approve the TA. Type the name on the line before the signature is affixed just above it. (See Section 202 for additional information).

Section 204. Routing and Distribution of TAs step

1. The individual responsible for requesting the travel signs the TA on line 26 and routes it to the designated approving official for signature.
2. The authorizing officer signs the TA on line 28 and routes it to the Travel Branch, Division of Finance and Accounting for assignment of a TA number. Only in emergency situations may a number be obtained from the Travel Section and supplied to the TA preparer by telephone, facsimile machine, telex, or other dispatch.
3. After the number is typed on the TA and the estimated costs entered, it is routed to the Director, Bureau of Program Budget and Management for certification of availability of funds. This signature goes on line 25.
4. The white copy of the TA is retained by the traveler.
5. The green and blue copies are retained by the Division of Finance and Accounting for mater file and voucher purposes.

6. The pink copy is a file copy of the requestor and/or org being charged for the travel costs.

Section 205. Amendments of TAs

An amended TA must be issued if any revision of the original TA is required. Item 1 will show the original TA number with “AMEND I” or “II”, etc. as applicable, typed above the TA number. Item 2 will show the amendment date. Explain the reason for the amendment in item 10.

Only the amount of increased or (decreased) cost will be shown in items 20 thru 23. Any other changes caused by the amendment will be shown in the proper item. The remark “Amended” must be typed above or alongside each changed item. All unchanged items will be shown the same as on the original TA. Distribution of amended TAs is the same as described Section 204 above.

Section 206. Cancellations of TAs

When a TA is cancelled, the office which prepared the TA will forward the original TA and all unused GTRs or tickets to the Travel Branch, Division of Finance and Accounting. This should be done as soon as possible and be accompanied by a memorandum explaining the reason for the cancellation.

If the reason involves confidentiality due to disciplinary or other personnel problems with the employee traveler, simply note in the memorandum that “Travel Authorization number [number] is hereby cancelled in accordance with Section 206, paragraph two of the Travel Policies and Procedures”.

PART 3 PER DIEM AND OTHER EXPENSES

Section 301. Per Diem

301.1 Expenses Covered by Per Diem

Per diem is a daily allowance provided to reimburse employees for authorized expenses incurred for lodging, meals, and incidental expenses incurred while on official travel. Incidental expenses are all minor and miscellaneous expenses ~ identified as being “other reimbursable expenses” that are reimbursed over and above the per diem rate (see Section 302).

301.2 Per Diem Rates at Locations and En Route

Per diem rates may vary from location to location on any given trip if multiple destinations are involved.

While on a straight per diem rate, the traveler earns the per diem rate applicable to the location where the traveler stays overnight. If the traveler does not require lodging because of being on an

airplane or other public transportation overnight, or stays somewhere that does not require paid lodging, the traveler will be reimbursed at a rate of \$25.00 per night.

However, a traveler cannot be reimbursed for than one time for one night. Therefore in instances when a traveler checks into a hotel in the morning after spending the night on an airplane, and pays for a room for the period from check-in until the check-out time that same day (e.g., 6:00 am to 11:00 am), he/she will not be paid the \$25.00, only the per diem rate of the location of the hotel.

Shown below is an example of a trip, followed by some comments, then a statement about how the per diem is calculated.

Wed.	1st	LV	Koror	12:40 pm
Thur.	2nd	ARR	Wash. D.C.	5:15 am
Sat.	4th	LV	Wash. D.C.	2:00 pm
Sun.	5th	ARR	Honolulu	1:15 am
Tue.	7th	LV	Honolulu	2:35 pm
Wed.	8th	ARR	Koror	7:45 pm

In the example above, the employee traveled straight through from Koror to Washington, D.C., i.e., no overnight stops. However, the traveler was charged for hotel lodging from the time he checked in at about 6:00 am until noon, then another day's lodging for the night of the same day as check-in.

Further, all days and times are those of the locality where the arrival and departures took place. The trip crossed the International Dateline. The traveler slept one night on an airplane. Coming and going, almost 60 hours were in an en route status. In order to remove the complications of computing per diem rates by quarter days or trying to compute an en route per diem in addition to the daily per diem, and keeping track of changes in days by crossing the International Dateline and changes in times by crossing time zones, all of this is ignored. Per diem is simply paid on the basis of where the traveler paid for lodging or where he/she otherwise spent the normal sleeping hours.

If the per diem rate of Washington, D.C. is \$121 and Honolulu is \$116, then in the example the per diem is calculated thus:

		per diem
night	#1 - slept on airplane	25
night	#2* - lodging in Washington, D.C.	121
night	#3 - lodging in Washington, D.C.	121
night	#4 - lodging in Washington, D.C.	121
night	#5 - lodging in Washington, D.C.	121
night	#6 - lodging in Honolulu	116
night	#7 - lodging in Honolulu	<u>116</u>
	total per diem	741

* the hotel charged for one “night” from 6:00 am until 1 noon.

The time of day that a traveler leaves one location and travels to another does not effect the per diem rate; what controls the rate is the location where the traveler spends the night. For travelers leaving Palau, there will be situations when a traveler leaving earlier in the day than another traveler will be a disadvantage to the second traveler as far as earning per diem for the first day.

For example, a traveler leaving in the morning for Guam and staying overnight in Guam will be paid the same flat per diem rate as a traveler leaving in the afternoon for Guam and staying overnight in Guam. The only way the early traveler can earn more than the later one for that time between when the first and second travelers departed is to go on an Actual Subsistence Expense Status (see Sec. 301.3) and claim for any meals that were purchased during that time.

301.3 Receipt Requirements

The Executive Branch Per Diem Rate Schedule provides for a flat rate of per diem reimbursement for specific locations and general geographic areas. NO RECEIPTS are required. Returned proof of public transportation taken and a signed Trip Report (if required) shall be considered proof that an official trip was taken.

Although it is not against policy, employees are discouraged from lodging with friends and relatives while on official travel status. Employees are allowed to share hotel rooms with others for cost-sharing purposes.

Whatever lodging and meals an employee chooses, the employee is responsible for living in a healthy manner so as to remain in good mental and physical health while conducting official business.

There is nothing in these policies to discourage or prevent travelers from claiming less than the flat per diem rate when an expense claim (i.e., travel voucher) is submitted after the end of the trip.

The traveler may chose an ALTERNATIVE to the flat per diem rate. A traveler may elect to be placed in an Actual Subsistence Expense Status at any location, in lieu of the flat per diem rate. In these cases, lodging receipts and itemized meal costs must be submitted with the travel voucher. Itemized meal costs are a daily listing of the actual cost (including tips) of each meal (breakfast, lunch, dinner). This must be predetermined before the TA is approved, or an amended TA must be completed later.

If this choice is made, enter the statement below in space # 11 entitled PER DIEM ALLOWANCE on the Travel Authorization form:

Actual expense of lodging plus a maximum of 45% of the established per diem rate per day for meals in [enter name(s) of location(s)].

The traveler may choose Actual Subsistence Expense Status for any or all destinations/locations requiring overnight lodging.

301.4 Executive Branch Per Diem Rates

The Executive Branch has chosen to adopt the United States Federal per diem rates as promulgated by the General Services Administration, with some exceptions for areas outside of the continental United States. A complete Executive Branch Per Diem Rate Schedule is presented in Appendix B. The appendix includes descriptions of the boundaries of the metropolitan areas.

Shown below are some of the most common destinations for Executive Branch travelers; the expanded list is in Appendix B.

Micronesia:

Commonwealth of the Northern Mariana Is.(Saipan)	\$ 92
Federated States of Micronesia	
Kosrae	58
Pohnpei (Ponape)	92
Chuuk (Truk)	105
Yap	74
Guam	129
Republic of the Marshall Islands	
Majuro	103
Kwajalein and all other islands	44
Republic of Palau	135
Republic of Palau outer islands	25

South Pacific

American Samoa	102
Australia (Sydney)	155
Fiji	101
French Polynesia (Tahiti, et al.)	180
Western Samoa	110

Western Pacific Rim/Asia

Hong Kong	160
Japan (Tokyo)	195
Korea (Seoul)	150
Philippines (Manila)	107
Taiwan (Taipei)	209

United States

District of Columbia metro area	127
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New York City metropolitan area	147
Los Angeles	120
San Francisco	112
Hawaii	
Oahu Is.	126
Hawaii Is. (Hilo)	76

301.5 Outer Islands Per Diem Rates

The Per Diem Rate Schedule allows for a \$25 per diem rate for Republic of Palau outer islands locations that cannot be driven to by road from Koror (this includes Babelthaup remote locations). This is the rate when overnight lodging is required.

This special rate recognizes that there are few for-rent lodgings at these remote locations. Yet wherever a person stays in Palau, whether it be a private home, or school, or church, or dispensary, etc., good reciprocal hospitality should allow the traveler to purchase food and beverages for his/her host(s), or provide some money to the host(s) to reimburse out-of-pocket costs for meals provided and other incidental expenses.

If the traveler will be at a remote location during meal times, but does not stay overnight, then \$5 is allowed for each meal. No receipts are required.

301.6 Medical Referrals

For medical referrals to medical facilities out of the Republic, standard per diem rates and rules apply to doctors, nurses, health aides, attendants, and family escorts who are authorized by the Minister of Social Services to accompany a medical referral patient. Patients are also provided standard per diem rates when in an outpatient status.

Inpatients are allowed \$5 per day incidental expense money which does not require receipts.

301.7 Stipends Not Part Of Travel Expense

Stipends paid to students attending school are not considered per diem or any other form of travel expense. These costs are not to be stated on a Travel Authorization. Stipend payments are requested through memorandums and are to be obligated on miscellaneous encumbrance documents (and are normally paid monthly).

Section 302. Other Reimbursable Expenses

There are a number of other allowable and reimburseable expenses in addition to those covered by per diem. Many require receipts in order to allow reimbursement; regardless of receipt requirements these expenses must be itemized by day on the travel voucher.

302.1 Allowable Expenses and Receipt Requirements

ALLOWABLE expenses, receipts required:

- Authorized car rental (as approved in advance; item 18 of TA)
- Air, rail, bus, or water transportation paid from travelers own funds (more than \$10 for any point-to-point location)
- Official telephone calls, telegrams and FAX charges
- Registration and course fees for conferences, seminars, workshops, short training courses, etc.
- Mailing costs (i.e., envelopes, postage, wrapping, tape) to send official documents back to a ROPNG office.
- Photocopy printing costs, if copies of documents are to be returned for official government purposes.
- Airport departure fees (also called head taxes), in locations where this is paid out-of-pocket; except for Palau departure
- Other expenses incurred for the benefit of the government in terms of adding to the success of the trip. These expenses claimed will be reviewed by the Bureau of National Treasury officials, and approval/disapproval granted on a case-by-case basis.

ALLOWABLE expenses, receipts not required:

- Parking and toll fees
- Travelers checks fees not to exceed \$10
- Taxis, bus, and subway fares for traveling to and from residence and airport, and airport and lodging, and between points of business. Note: each and every fare paid must be itemized daily on the travel voucher any day that the fares exceed \$25)
- Reimbursement on a mileage basis for use of a private vehicle when authorized on the TA.
- Palau International Airport departure fee (head tax); no receipt is required on the assumption that the fee was paid upon departure.

SPECIAL ALLOWABLE expenses

The President, Vice President, Minister of State, and certain other officials may from time-to-time be required to entertain officials of other organizations. This is outside of any representation funds the President or Vice President might have available (usually for larger groups in a more formal and official setting). The cost of meals, beverages, hospitality rooms, etc. are allowed if approved by the President.

Receipts are requested, and identification of the officials entertained. If circumstances did not make obtaining a receipt practical, identification of the amount, type of expenses, and officials involved is still required.

NOT allowable expenses

Items for personal grooming, comfort, health, or recreation are not allowable.

Examples of these unallowable expenses are haircuts and styling, shoe shines, pain

relievers, toiletries, tobacco products, alcoholic beverages, theatre tickets, and hospital bills.

302.2 Lost Receipts

The traveler is responsible for the safekeeping of required receipts, and is therefore generally not able to request reimbursement for expenses for which he/she no longer has (or never acquired) receipts.

However, in extenuating circumstances causing receipts to be destroyed or stolen, the traveler may submit an affidavit stating the item(s) of expense claimed, the amount, the date, and the extenuating circumstance. The Director of the Bureau of National Treasury or his designee will make a determination as to whether a reimbursement is allowable on a case-by-case basis.

Section 303. Expenses Paid Directly By The ROPNG

There are certain travel expenses that are usually paid directly to a vendor by the National Treasury; the traveler neither pays the bill nor files for reimbursement on a travel voucher.

303.1 Commercial Carriers and Use of GTR

The Executive Branch usually pays a commercial carrier or a travel agent directly for airline or ship fares, and presents the tickets to the traveler before departure.

Provided the Travel Branch receives a completed TA a least five (5) working days prior to departure, a Government Transportation Request (GTR) will be the means through which tickets are obtained from commercial sources for officially authorized travel.

The government policy is to arrange for the most economical means ! of transportation. If less than most economical is not available at the time travel is required, the Travel Branch may arrange for more expensive travel.

In the case of the President and Vice President, if they so choose, they may travel first class or business class accomodations fy air for any or all portions of any trip taken.

For all other travelers, any other first class or business class air travel is only allowed for trips that require consecutive travel time (including stops at airports to await connecting flights) of 24 hours or more than 7,500 air miles of travel within a 48 hour period. In these cases, the first or business class travel is not necessarily for the entire trip, it is only for that portion of the trip that is specifically authorized by the President, Vice President, or Minister.

303.2 Hotel Deposits

At times conferences, workshops, seminars, short training courses, or other types of meetings are held at specific hotels or other lodgings that have set aside a block of rooms for the participants,

often with special room rates. In order to guarantee the special rate and/or room reservation, these hotels often require a deposit a specific time in advance of the first night of the lodging.

If the traveler does not use a personal credit card or check to guarantee the room, or makes a direct personal payment, the traveler may request (on the TA form) that the Division of Finance and Accounting issue a check payable to the hotel.

303.3 Conference Fees

If a traveler is to attend a conference, seminar, workshop, or short training course that requires a registration or course fee, a request may be made on the TA to have a check issued to whomever the payee may be. Instructions as to amounts due and the payee must be on supporting documentation that accompanies the TA. This procedure is permissible if the fee must be paid more than one week prior to the due date of the fee. Note that a TA must be prepared and approved well in advance in order to process the paperwork to accomplish this.

However, the preferred method is to advance the amount of the fee to the traveler, along with the per diem advance, and have the traveler take care of paying the fee either by mail or by paying upon arrival at the conference, seminar, etc. A receipt would be acquired and submitted with the travel voucher.

Section 304. Use of Credit Cards

304.1 Personal Credit Cards

All allowable expenses may be charged to a traveler's personal credit card. However, the credit card charge slip will not substitute for- an actual receipt where a receipt is required. Charge card slips are not descriptive enough to give all the facts needed to judge whether an expense is allowable or not.

304.2 No ROPNG Credit Cards Allowed

The ROPNG will not permit credit cards of any kind (e.g., VISA, Mastercharge, American Express, Diners Club) to be issued in the name of the Republic of Palau or any the National Government's organizational units. Employees may not name the ROPNG as having joint liability for any credit cards in their names.

Section 305 Layovers and Indirect Routes

305.1 Allowability of Layovers

When an employee interrupts (by layover) travel by a direct route, the extra expense normally is not reimbursable. However, it is recognized that uninterrupted travel from many points to and from the Republic may require 24 or more hours of elapsed travel time.

This continuous travel time may be detrimental to the mental and physical health of an employee

and in turn have an adverse effect on job performance. In all cases where elapsed travel time from point of origin to the Republic of Palau, or vice versa, exceeds 24 hours, a layover (overnight stop) is permitted at any point more than 12 hours beyond the time of departure.

Elapsed travel time is measured by the time that the traveler leaves his/her lodging (e.g., home, hotel) and the time that the traveler arrives at the new lodging for the night.

305.2 Indirect Routes

When an employee travels by an indirect route, the extra expense, if any, is normally not reimbursable. Exceptions are made where it is demonstrated that it was in the best interest of the ROPNG or the traveler's health or safety to take the indirect route.

Examples of "best interest" are:

- * avoidance of weather conditions which might have caused the traveler to become significantly delayed at a point of travel
- * avoidance of an area that has an immediate health epidemic such as cholera
- * avoidance of a dangerous situation such as an armed takeover of a foreign government
- * potential terrorist activities (according to official warnings)

Note that indirect routes usually take more time, and any extra hours must be reflected in a personal leave adjustment if this extra time was not judged "best interest".

Section 306. Household Effects Shipments

306.1 Policy

When authorized, an employee is reimbursed or a shipper paid direct for shipment of household goods and personnel effects from a permanent residence outside of Palau to Palau, back to a permanent residence at termination of contract, or to a duty assignment outside of Palau. Storage of household effects is also an allowable government expense under authorized conditions.

The situations when these expenses are authorized are:

1. Public Service System employees recruited or transferred beyond normal commuting distances from their place of permanent residence for work outside the Republic.
2. Exempt employees, either appointed or contractual are allowed shipment of household effects at ROPNG expense both to the Republic and back, and outside

the Republic and back, provided all terms of contracts or other employment agreements regarding this have been met.

3. Exempt employees are allowed temporary storage if negotiated in a contract agreement, and subject to the restrictions contained in these travel policies and procedures.

The number of pounds of household goods and personal effects that may be shipped or stored at ROPNG expense is determined by number of dependents and other condition, as described in the two following sections (Sec. 306.2 and 306.3).

Requests for shipment and storage of household effects must be authorized on a Travel Authorization.

“Household goods and personal effects” means personal property which belongs to an employee and his immediate family at the time shipment or storage begins. The term household goods and personal effects is also shortened to be “household effects”, which in turn is abbreviated as “HHE”.

HHE includes:

- * household furnishings, equipment and appliances, furniture, clothing, toys and games, personal computers, books and magazines, cookware and kitchen utensils, bedding, and similar property
- * professional books, materials, and tools to be used in conjunction with the job for which the employee was hired

HHE does not include:

- * firearms or ammunition
- * drugs or g paraphernalia
- * liquors, wines, beer, or other alcoholic beverages
- * property which is intended for resale or disposal rather than for use by the employee or members of the family
- * automobiles, motorcycles, and similar motor vehicles; boats and jet skis; boat motors; airplanes; house trailers and camper trailers; pets, wild animals, and livestock; building materials
- * property belonging to any persons other than the employee or his immediate family
- * explosives or inflammables such as dynamite, fireworks, matches, lighter or cleaning fluids or photo flash bulbs

- * excess, or “stockpiles” of paper goods or canned food or any other items that the household would not normally have on hand
- * any items that are illegal to be in possession of or illegal to be transported through or out of the country of hire and/or *into* the Republic of Palau

Household effects are subject to inspection by ROPNG Customs personnel as well as Division of Property and Supply personnel. Any violations of these regulations regarding HHE not allowed to be shipped or stored will, at a minimum, result in the employee being liable for the prorated share of the cost of the shipment based on net weight of the unallowable items.

306.2 Surface Shipment Allowances

Household goods and personnel effects to be shipped by surface transportation are authorized as follows:

1. 5000 pounds net weight for those employees with dependents who reside with them at their duty posts. This applies to newly appointed personnel coming to Palau and terminated employees returning to their point of recruitment.
2. 2500 pounds net weight for those employees without dependents who will reside with them at their duty posts. This applies to newly appointed personnel coming to Palau, and terminated employees returning to their point of recruitment.
3. Employees may be allowed up to an additional 500 pounds net weight for the shipment of professional books or materials, or tools or instruments, to be used in connection with their official duties, both to and from their duty post.

306.3 Air Parcel Post Allowances

Air parcel post shipments are authorized as follows:

1. Employees with dependents who will reside with them at their duty posts are authorized an air parcel post shipment of 200 pounds gross to their posts of duty and return to the point of recruitment upon completion of employment.
2. Employees without dependents who will reside with them at their duty posts are authorized an air parcel post shipment of 100 pounds gross to their posts of duty and return to the point of recruitment upon completion of employment.

306.4 Storage Allowances

Storage of HHE is authorized as follows:

1. The ROPNG will pay the cost of temporary storage of the household effects awaiting shipment to the duty post and upon their return shipment to the point of recruitment. Temporary storage means not to exceed 60 days.
2. The ROPNG will not pay the cost of non-temporary storage of HHE. All HHE owned but not shipped from either the point of hire or the duty post are the responsibility of the employee to dispose of as he/she sees fit.

306.5 Trade-offs Allowed

The employee and the authorizing official may agree to a trade-off whereas an allowance for air freight may be granted. The conditions of this are that the surface shipment may be substituted in its entirety for air freight in its place and the amount of air freight allowance in dollars may not exceed the estimated cost of the surface freight. A combination of surface freight and air freight is not allowed.

For example, if an employee has an allowance of 5000 pounds net surface freight, and it is determined that it would cost \$3,250 for shipping, the air freight authorization becomes "not to exceed \$3,250".

In the event that the ROPNG cannot readily determine the shipping costs or cannot verify an estimate provided by the traveler, an alternative method of allowing the surface freight for air freight trade-off shall be to allow one pound air freight for every four pounds of surface freight. Employees allowed 5,000 lbs surface freight are allowed 1,250 lbs air freight instead; employees allowed 2,500 lbs surface freight are allowed 625 lbs air freight instead.

306.6 Packing and Preparation of HHE for Shipment

The employee must bear the cost of materials and labor for packing, wrapping, and otherwise preparing air parcel post packages.

The ROPNG will provide sufficient packing materials (e.g., boxes and cartons, strapping tape) for shipment of HHE from Palau back to the point of recruitment. The employee is responsible for packing and wrapping his/her own HHE.

The ROPNG will be responsible for picking up and delivering surface freight and air freight to the shipping companies or airlines in Palau.

The employee, at the point of recruitment, or at a liaison office or other duty station outside of Palau, will contact or be contacted by the ROPNG Bureau of National Treasury, Division of Property and Supply for instructions about shipping arrangements. It is expected that the sole source contracted carrier, who at this time is American Van Pac, will be the firm normally providing the pick-up and shipping services.

Section 307. Repatriation to Other Than Point of Hire

Oftentimes an employee who has completed his/her term of contract does not wish to return to

the place of recruitment outside of Palau. In these situations, the employee must make this known to his/her supervisor in sufficient time before the TA is prepared.

The policy of the Executive Branch is that employees to be repatriated to a location other than the recruitment point will be allowed up to the equivalent cost of transportation, per diem, and shipping to the point of hire. The TA and the GTR shall specify that the fares and shipping shall not exceed the equivalent amount.

Section 308. Contract Employee Home Leave

Employees ending one employment contract and beginning a new one year contract are eligible for home leave. (Note that all personal services contracts are limited to one year.) So if an employee is terminating an employment contract and meets the conditions for eligibility for repatriation and has signed a new one year contract, then home leave becomes an employee option.

Home leave means that between contracts, or no later than ninety (90) days into a succeeding contract, the employee and dependents may travel to the point of hire (or other destination; see below).

Eligible employees are entitled to:

Air fare: allowance of an amount equal to the cost of returning an employee (and dependents, as applicable) to the location of hire, then back to the point of employment (usually Palau). If the employee chooses not to return to the point of hire, a GTR will be issued in an amount not to exceed the airfare amount that the employee (and dependents) would have been granted had he/she actually returned to the point of hire. (See Sec. 307).

Per diem: the amount allowed to the point of hire in accordance with Sections 301.2 and 307. Per diem is limited to only the amount the employee is entitled to for en route travel to the point of hire and return. No per diem is paid for the intervening days.

Air parcel post: from the point of hire or other destination, the employee is allowed to ship back to his/her point of employment (usually Palau) the amount of air parcel post allowed under Section 306.3.

The employee is not allowed any additional surface freight or air freight of household effects.

PART 4 TRAVEL ADVANCES

Section 401. Reasons for Travel Advances

The ROPNG Executive Branch recognizes the high cost of traveling outside of the Republic, and that many employees do not have credit cards or cannot otherwise afford to pay their own per

diem out-of-pocket. Therefore when requested and approved travel advances are authorized.

Advances are available only to employees on the central ROPNG payroll. Consultants and others traveling on an Executive Branch TA are on a reimbursable basis.

Section 402. Travel Advance Policies

- A. Travel advances made pursuant to requests for such advances are considered to be in the nature of a loan to the traveler to help cover authorized expenses while traveling on official business. The traveler is personally responsible to pay back the full amount of the advance within 30 days after completion of the travel for which the advance was requested. The repayment may be made by:
 - (a) applying all, or whatever part may be required, of the amount due the traveler as reimbursement for expenses incurred during such travel; or
 - (b) cash payment by the traveler; or
 - (c) any combination of (a) or (b) as may be required to liquidate the advance; or
 - (d) failing (a), (b), or (c) above, the Government may make payroll deductions from regular employees.
- B. The advance is limited to a maximum of 90% of the estimated per diem and other expenses shown on the Travel Authorization. No advance of less than \$50 will be made.
- C. In the case of employees on termination of employment (contract or appointment) status, the full per diem based upon the maximum travel time allowed the employee and dependents to return to the point of hire will be paid as “final” with no travel voucher required to be submitted.
- D. Travel advances will be made only when the TA provides for payment of an Executive Branch per diem rate, or in the case of Actual Subsistence Expense Status, 90% of the standard per *diem* rate for the location(s) will be advanced.
- E. Travel advances cannot be based upon stipends, transfer allowances, honorariums, recruitments, or any other basis other than stated in the preceding items C and D.
- F. Travelers who are delinquent in submitting a voucher(s) to account for an advance(s) under the authority of a different Travel Authorization(s) may be denied any further advances. If payroll deductions or other repayment schedules have been established to the satisfaction of the Director, Bureau of National Treasury, another advance may be allowed.
- G. An “Application and Account For Advances of Funds” (the Green Form) when signed by the traveler is an authorization for a payroll deduction. The “Remarks” section at the

bottom of the form states:

“Signature of applicant above authorizes collection of the amount of this advance by payroll deduction if travel voucher is not submitted within 30 days after completion of this travel and for any part of the advance not collected on the travel or by cash payment.”

NOTE: An “Application and Authorization To Make . . . Allotment From Pay . . .” (ROP Form 1981) is not an applicable form to be used for payroll deductions against travel advances, effective the date of these travel policies and procedures.

- H. A travel advance request must be received by the Travel Branch at least five working days prior to the departure date in order for a traveler to be assured of an advance. Advance requests received later will be processed as soon as possible; when it becomes known that an advance check cannot be issued before the traveler’s departure date, the Division of Finance and Accounting will try to contact the traveler or TA requester to give this information.

Section 403. Travel Advance Procedures

403.1 Initial Travel Advance

All employee travelers will be required to sign an Application and Account For Advance of Funds (the Green Form) prior to receiving a travel advance. The Travel Branch will fill out the form, taking the information from the TA. The traveler will then sign the form.

Instructions for completing this form follow. See Appendix A (A.2) for an example of a completed form.

Item

- | | |
|------------------------------|---|
| 1. Account No. | Enter the fund and general ledger travel advance account number. |
| 2. Name | Name of traveler as shown on the TA. Also, after the name, enter the employee’s payroll (e.g.,SSN) number. |
| 3. (Department or . . .) | Any identifying description that informs the reader where the employee is employed. A position title is acceptable, provided it is not a common one used elsewhere in another ROPNG organization. |
| 4. (Bureau, division . . .) | Enter the next highest organizational unit under which the employee is employed. If lower than bureau level within a ministry, enter the bureau title also. |

- | | |
|------------------------------------|---|
| 5. . . . authorization No. . . .) | Enter the TA number and the TA date. |
| 6. Mail check to _____ | Enter the mailing address of the traveler, or if the check is to be picked up enter “hold for traveler to pick up”. |
| 7. (Date) | The date the traveler signs the application for advance form. |
| (Signature of applicant) | Signature of traveler. |
| 8. Approved | Enter the date the official approved the advance and the signature of the approving officer (type the name also). |
| 9. (Title) | Enter the title of the approving officer. |
| 10. Balance due . . . | If the traveler owes money to the ROPNG due to a previous travel advance(s) that has not been cleared, enter that amount due. |
| 11. Amount herein applied . . . | Enter 90% of the estimated per diem and other expenses, or the amount the traveler specifically requests, whichever is less. |
| 12. Total | Subtract the amount in item 10 from the amount in item 11 (above) to calculate this total. This is the amount to be advanced (or no 3 advance, if a negative figure). |
| 13. (Appropriation to be . . .) | Enter the account number shown on the Travel Authorization. |

The Travel Branch is responsible for preparing the check request for submission to the Accounts Payable Branch. A copy of the Green Form will accompany the Accounts Payable Voucher.

The Travel Branch retains the Application and Account For Advance of Funds forms, as part of its records for accounting for each TA and travel advance.

The Travel Branch is also responsible for notifying the Payroll Branch when a travel voucher is past due and/or money is due the National Government by the traveler for all or portions of past advances, so that payroll deductions may be set up.

403.2 Additional Travel Advance

After receipt of the 90% advance, or lessor amount if requested, the traveler may receive an additional advance only if the travel is extended or the estimated per diem and other expenses proves to be substantially understated.

In either of the above situations, an amended TA is prepared in accordance with Section 205, and another Application and Account For Advance of Funds is completed. If the traveler is already gone on the trip, the form(s) will be retained for his/her signature upon return.

Also, if the traveler is already traveling on the trip authorized by the TA before it is known that the trip has been extended or the original advance was understated, the proper liaison office will be notified and the Bureau of National Treasury will make arrangements for the additional advance to be paid by the liaison office. The LNO office making any such advances will communicate such actions to the Division of Finance and Accounting immediately, and send copies of travel advance checks issued.

Section 404. Repayments and Reimbursements

The travel advance policies (Sec. 402) direct that a traveler must take action to repay a travel advance within 30 days after completion of the travel. After the 30 day period, travel advances not repaid are referred to as overdrawn.

Affected employees will be sent a reminder giving them the opportunity to pay in full or make payment through payroll allotment. If a travel advance remains outstanding after one month of notice, it will automatically be deducted from the employee's paycheck on a bi-weekly basis until the whole amount is paid in full.

If the approved travel voucher's calculations show that an additional amount is due to the traveler, the travel advance is applied against the reimbursement request and a check is issued for the additional amount due.

See Section 604 entitled "Balances Due To The Traveler" and Section 605 entitled "Balances Due To The ROPNG" for additional information.

TRAVEL POLICIES AND PROCEDURES PART 5 GOVERNMENT TRANSPORTATION REQUESTS (GTRs)

Section 501. Use and Restrictions of GTRs

A Government Transportation Request (GTR) is the usual means through which tickets are obtained from commercial sources such as public transportation companies or travel agencies (Sec. 303.1).

If the traveler is unable to submit a Travel Authorization in time for a GTR to be processed, the traveler is authorized to purchase a ticket at his/her own expense, and request reimbursement on the travel voucher after the end of the trip. The traveler is responsible for following the rules of most economical means of travel. If the traveler purchases a ticket that costs more than what would have been authorized by the GTR, the traveler must pay the difference in cost.

The ROPNG GTR shall not be used for other than officially authorized transportation for the benefit of the ROPNG. These requests will be issued by the Travel Branch only for the transportation of persons and/or specified passenger transportation service consistent with proper travel authority. Transportation requests shall ordinarily be used to obtain all official passenger transportation when the amount involved is \$25.00 or more.

Travel Branch employees or their supervisors are the only ROPNG officials authorized to handle GTRs. GTRs shall not be carried by the traveler except in emergency situations and with the permission of the Travel Branch.

Through fares, special fares, excursion fares and other reduced rate round trip fares should be utilized for official travel when it can be determined prior to the commencement of a trip that any such type of service represents practical and economical use of funds.

GTRs should be drawn only when it is known or can be reasonably anticipated that such tickets will be required or utilized.

When a traveler is obligated to make several stops to conduct official business, a through ticket with stopover privileges usually can be utilized at a savings to the government, requiring only one GTR to be issued.

GTRs shall not be used for any transportation costs other than authorized on the Travel Authorization.

Section 502. Instructions For Completion of GTR Forms

In instances when all of the spaces are not required for the services being procured, horizontal lines should be drawn through the spaces that are not utilized. When the request is issued for a combination of classes of transportation, specific information as to respective carriers and services authorized must be shown in detail in the "via" space or on the reverse of the request, to preclude any ambiguity.

In any instance in which the available space on the form of the request is inadequate for the insertion of all of the necessary information, the space on the reverse of the request should be utilized for continuation purposes.

The GTR is also designated for utilization in the procurement of chartered or contract services.

The Government Transportation Request consists of a set of two cards. The light yellow card is the ticket agent's copy and the white copy is the ROPNG's file copy.

For an example of specific entries to be made on the GTR, see the sample completed GTR in Appendix A (A.3). Very few people will ever have occasion to prepare a GTR, or even see one, as this form is almost exclusively used as a transaction between the Travel Branch and the ticket agent.

Section 503. Spoiled or Cancelled GTRs

All GTRs that are spoiled in preparation or before transmittal to the travel agent, or cancelled for any reason, or prepared for issuance but unused, shall be endorsed "CANCELLED" across the face and immediately placed in the Travel Branch copy file.

Section 504. Lost or Stolen GTRs

The Travel Branch shall establish appropriate safeguards to protect the ROPNG against the improper or unauthorized use of GTRs. Any Travel Branch employee or other person having custody of GTRs is responsible for their safety and is accountable for any amounts which the ROPNG may be required to pay by reason of such documents being improperly used through fault or negligence of the custodian.

The procedure for handling lost or stolen GTRs is:

- A. When a GTR is lost or stolen, the Travel Branch shall promptly notify in writing the Director, Bureau of National Treasury, with a copy to the Chief, Division of Finance and Accounting. The message should contain a statement of the known facts about the disappearance.
- B. The lost or stolen GTR must be promptly reported to all local carriers with a full description of the lost or stolen document and a request that it not be honored.
- C. Once reported lost or stolen, a GTR is not to be used if subsequently found. Instead, when found it is to be turned over to the Travel Branch, who shall mark the documents as "CANCELLED" and then file. The carriers will be notified that the lost GTR has been found.
- D. Carriers which have lost or misplaced GTRs which have been honored for services may bill for such charge on a separate invoice, and accompanied by a statement of the facts and circumstances leading to the disappearance.
- E. If an original GTR which has been certified as lost is subsequently located by a carrier, it shall be promptly returned to the Travel Branch.

TRAVEL POL I C I E S AND PROCEDURES PART 6 EXPENSE CLAIMS

Section 601. Use of Travel Vouchers

A Travel Voucher, SF-1012, is required to be submitted when funds for per diem and other expenses have been authorized on a Travel Authorization, whether or not a travel advance was

received in connection with said travel. The only exceptions not requiring Travel Vouchers to be submitted is when a Travel Authorization authorizes an incidental expense allowance only or when a terminated employee is returned home to his/her point of hire.

The traveler is responsible for preparing and submitting a completed Travel Voucher within 30 days after completion of official travel. In the event a Travel Voucher is not received when due, without good and sufficient cause for delay, the government may suspend issuance of any further travel authorizations to that individual until such time as a travel voucher is filed and additional amounts due the ROPNG are paid or payroll allotments are in effect. See also Sec. 402(A) & (F).

The original Travel Authorization is to be submitted with the Travel Voucher.

Section 602. Instructions For Preparing A Travel Voucher

The numbered items of the Travel Voucher (SF-1012) are to be completed as shown below. Bear in mind that the form is a standard United States government form and is not entirely relevant to these travel policies and procedures. A new form will soon be developed. The items to be completed by the Travel Branch are so noted. See Appendix A (A.4.1) for an example of the first side of a properly completed Travel Voucher.

Item

- | | | |
|----|--|--|
| 1. | DEPARTMENT OR ESTABLISHMENT
BUREAU DIVISION OR OFFICE | Use up to three lines. Example: Division of Patrol; Bureau of Public Safety, Ministry of Justice |
| 2. | TYPE OF TRAVEL | Mark an "X" in the applicable box. If not applicable, leave blank. |
| 3. | VOUCHER NO. | To be completed by the Travel Branch. |
| 4. | SCHEDULE NO. | Leave blank. |
| 5. | TRAVELER (PAYEE) | |
| | a. NAME | Name of traveler as shown on TA. |
| | b. SOCIAL SECURITY NO. | If the traveler has both Palauan and U.S. or other SSN. use the Palauan number. |
| | c. MAILING ADDRESS | Local residents without post office boxes are to give the state and hamlet (hang). |
| | d. OFFICE TELEPHONE NO. | If none, give number where message can be left. |
| | e. PRESENT DUTY STATION | Place of work, not residence. |

- | | |
|-----------------------------------|--|
| f. RESIDENCE | If in Palau, give state and hamlet (hang). |
| 6. PERIOD OF TRAVEL | Give actual dates of travel, not as estimated on the TA (if different). |
| 7. TRAVEL AUTHORIZATION | |
| a. NUMBER(S) | Do not file a voucher for more than one TA i.e., ignore the plural designation of the form (i.e. "s") |
| b. DATE(S) | Date of TA (one only) |
| 8. TRAVEL ADVANCE | |
| a. Outstanding | Amount of money advanced to the traveler before trip began. |
| b. Amount to be applied | Amount of this travel voucher (from line 17b) |
| c. Amount due Government | If balance of line a minus line b is positive, put figure here. |
| d. Balance outstanding | If balance of line a minus line b is negative, put figure here. |
| 9. CASH PAYMENT RECEIPT | |
| a. DATE RECEIVED | This is the date the traveler paid the travel advance. |
| b. AMOUNT RECEIVED | Amount of advance. |
| c. PAYEE'S SIGNATURE | Traveler's signature to verify that the amount above was received. |
| 10. CHECK NO. | The ROPNG check number that was issued to the traveler for [sic] |
| 11. PAID BY | National Treasury |
| 12. GOVERNMENT TRANSPORTATION ... | Show GTR number or transportation, e.g., airline, ticket number if paid in cash by traveler or ROPNG; show each GTR number if dependents were also traveled on the TA. |
| a. AGENT'S VALUATION . . . | The amount the transportation carrier has charged for each ticket. |
| b. ISSUING CARRIER (Initials) | To be completed by Travel Branch, if the traveler is unsure. |
| c. MODE, CLASS OF SERVICE . . . | [sic] |

- | | |
|-------------------------------------|---|
| d. DATE ISSUED | [sic] |
| e. & f. POINTS OF TRAVEL | [sic] |
| 13. TRAVELER SIGN HERE | The traveler certifies that the voucher is true and correct, etc. |
| 14. APPROVING OFFICIAL SIGN . . . | The [sic] |
| 15. LAST PRECEDING VOUCHER . . . | [sic] |
| a. VOUCHER NO. | [sic] |
| b. D.O. SYMBOL | [sic] |
| c. MONTH & YEAR | [sic] |
| 16. THIS VOUCHER IS CERTIFIED . . . | The Director, Bureau of Program Management and Budget or other authorized certifying official affixes signature of approval here. |
| 17. FOR FINANCE OFFICE USE ONLY | Leave blank (to be completed by Travel Branch) |
| 18. ACCOUNTING CLASSIFICATION | To be completed by Travel Branch |

The reverse side of the Travel Voucher is entitled Schedule of Expenses and Amounts Claimed. There are instructions to the traveler on the form, as well as the statement that “unlisted items are self-explanatory”. If the traveler would like further guidance, see the sample completed form in Appendix A (A.4.2).

Section 603. Supporting Documents

The following documents must be attached to each Travel Voucher:

1. The original Travel Authorization
2. Any unused transportation tickets
3. The ticket stubs (e.g., coupon copies of airline Passenger Ticket and Baggage Check)
4. All items requiring receipts (given in Sec. 301.3 abd [sic] 302.1)
5. A written statement explaining lost receipts (re Sec. 302.2)

Section 604. Balances Due To The Traveler

If an approved Travel Voucher shows that the amount of expenses claimed for reimbursement exceeds the amount of the travel advance, there is an amount due to the traveler. The traveler may choose either to be reimbursed or to have the balance credited to his/her personal travel account to be applied against future travel.

All Travel Vouchers reimbursements will be made by check from the Bureau of National Treasury.

An employee having an amount due to him/her will be paid within 30 days after submission of the Travel Voucher, or 10 days after its approval, whichever comes first. The Division of Finance and Accounting will notify the employee when the check is ready to be picked up (or mailed).

Section 605. Balances Due To The ROPNG

After a travel voucher is submitted, the amount due the traveler as reimbursement for expenses is applied against the amount of the advance. If a balance due to the government remains, this is due and payable immediately. Further, if a travel voucher is not submitted at all, the employee is liable for the full amount of the advance.

The following subsections describe how repayments are to be made.

605.1 Payments To Accompany Travel Voucher

When a traveler completes a travel voucher and believes that the reimbursable expenses are less than the advance, a check (money order, etc.) payable to the Palau National Treasury should accompany the travel voucher.

As a practical matter, however, a traveler does not necessarily know the amount owed when a travel voucher is submitted, due to subsequent per diem and other expense calculations and audit done by the Travel Branch. In these cases, after the travel voucher has been completed and approved, the Travel Branch will send a copy to the traveler, along with a note stating what is the balance due. The traveler must then make payment at the Bureau of National Treasury. If paying in person, the traveler should show the copy of the travel voucher to the cashier.

605.2 Payroll Deductions

If an employee traveler is unable to come up with enough money to path the overdrawn amount, payroll deductions will be made (see Section 404 also).

Deductions from the employee's pay shall be made at a rate that provides for repayment of the advance in the least amount of time. However, deductions that exceed twenty-five percent (25%) of the employee's net pay may not be made without the employee's consent except in the event that the employee is terminated prior to full repayment. In the case of termination prior to full repayment of the amount advanced, deductions may exceed twenty-five percent (25%).

If the employee does not initiate steps to make the payroll deductions, by taking to Travel Branch and Payroll Branch personnel, the payroll deduction will be done automatically. This will be done on the first payroll following the payroll period during which the travel voucher was due and not submitted or a copy of the signed travel voucher was presented to the traveler, with an amount due to the ROPNG.

Section 701. Personal Vehicle Use Policy (reserved for future use) [sic]

The personal vehicle use policies have not yet been formulated, so this section will be developed sometime in the near future.

For your information, some of the issues to be addressed are shown below. ROPNG officials are encouraged to submit their ideas and suggestions to the Vice President.

situations

liaison offices

travelers utilizing friends or relatives vehicles instead of rental cars, taxis, etc.

when a program cannot afford to purchase a vehicle, or a vehicle is temporarily broken down

problems

insurance - if an employee is injured in an accident while on official business, and the vehicle insurance is inadequate or does not exist, the ROPNG is open to liability

rates

cars/light trucks - 22.5 cents per mile

heavy trucks/4 wheel drives/vans - 25 cents per mile

boats

what rate? [sic]

motorcycles

no ? [sic]

[Additional photocopy sample documents are not included in the CD.]