

Financial Management

**VERIFICATION OF CIVILIAN TIME AND ATTENDANCE
REPORTS USING TRAVEL VOUCHERS**

This Instruction establishes responsibilities and procedures for comparing civilian travel voucher itineraries with Time and Attendance (T&A) reports to ensure that proper leave charges are made for annual leave, administrative leave, and compensatory time used or earned while a member is performing TDY. The duties defined herein are the responsibility of the member's supervisor. It applies to all components of the Louisiana Air National Guard.

1. **REFERENCES:** DFAS-DE 177-104, LA ANG REG 40-01-610.

2. **PROCEDURES:**

2.1. When a member completes a TDY tour and has filed a travel voucher, obtain a reproduced copy of the voucher from the member to perform the audit. This audit should be performed within 5 workdays of the TDY completion.

2.2. Compare travel vouchers to T&A reports using the prescribed checklist (See attachment 1). When comparing departure and arrival time in travel status, normal duty hours are those hours which the individual is scheduled to work.

2.3. If a discrepancy is revealed, inform the member that any absence in excess of the allowable time will be charged as leave used. Also, inform the timekeeper to submit a corrected T&A to the Civilian Pay Office for processing.

2.4. Create a Voucher Control Log to list all vouchers with or without discrepancies. List by employee name, voucher number and order number, also annotate which vouchers/T&A's have discrepancies.

2.5. Disposition of Records: Cutoff and disposition of the records will be accomplished on the same basis as the Civilian leave records in accordance with AFR 4-20V2.

NOTE 1: TIME AND ATTENDANCE REPORTS ARE COVERED BY TABLE 177-21 RULE 3 AND THE VOUCHER CONTROL LOG IS COVERED BY TABLE 175-1 RULE 1. ALTHOUGH THE RECORDS ARE HELD FOR 3 PAYROLL YEARS, NEW FILES SHOULD BE CREATED FOR EACH PAYROLL YEAR.

NOTE 2: MEMBERS USUALLY DO NOT TAKE LEAVE WHILE IN A TDY STATUS, BUT IT IS POSSIBLE. THE MAIN ITEM TO LOOK FOR IS THE DEPARTURE AND ARRIVAL TIMES FROM AND TO THE HOME OF RECORD AND IF THE DEPARTURE AND ARRIVAL DAYS WERE DUTY DAYS.

BY ORDER OF THE GOVERNOR

A.M. STROUD, JR.
Major General, LAARNG
The Adjutant General

OFFICIAL

HARRY A. TROSCLAIR, COL, LA ANG
Administrative Officer

Attachment:
Checklist

CHECKLIST FOR COMPARISON OF TRAVEL VOUCHERS
(CIVILIAN) WITH T&A SHEETS

1. If the travel voucher shows leave taken enroute or at the TDY location, and if these periods were within the traveler's scheduled duty hours, compare the travel voucher to the T&A report and notify the timekeeper that a corrected T&A must be submitted for all periods of absence before, during and after travel began. TDY begins with the individual's "reasonable time" departure from a residence or normal duty station and culminates with return to the point of origin.

2. Verify that any time recorded as CT earned meets the criteria defined in LA ANG Reg 40-01-610, i.e., time spent traveling is "hours worked" when it falls within the normal work hours on duty days as well as on Saturdays, Sundays, and holidays. Therefore CT earned while in a travel status must follow this criteria. CT cannot be earned on a non-duty day before or after normal duty hours while in a travel status (normal duty hours are those hours which the individual is scheduled to work). However, CT may be earned while at the TDY location during any period of time worked outside the normal duty hours. CT may also be earned by the operator of the transportation vehicle.

3. If travel was performed by privately owned conveyance at the members convenience, verify that leave charges for excess travel times are marked on the T&A sheet.

4. Verify that the member has not taken in excess of 3 hours variance between actual travel time and constructive travel time at the beginning or end of the trip.

NOTE: THE CONSTRUCTIVE TRAVEL TIME FOR AN EMPLOYEE'S TRAVEL STATUS WILL BE BASED UPON THE HOUR AND DATE USED IN COMPUTATION OF PER DIEM BY THE TRAVEL TECHNICIAN.

4.1. Exceptions to the 3-hour variances are:

4.1.1. Administrative leave may be granted to provide rest when return travel was constructively scheduled to be performed during normal hours allocated to rest.

4.1.2. When the travel was performed by privately owned conveyance (POC) and the travel technician has determined that total POC costs were less than the total constructive costs based on travel by commercial carrier.

4.1.3. The traveler has been reimbursed for travel by POC including per diem for time in a travel status.