



Coast Guard Interim Financial Policy

Unliquidated Travel Advances



DECEMBER 2023



7100

MEMORANDUM

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Reply to CG-843
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To: Distribution

Subj: INTERIM FINANCIAL POLICY – UNLIQUIDATED TRAVEL ADVANCES

Ref: (a) Chief Financial Officer (CFO) Technical Authority, COMDTINST 5402.3
(b) COMDT (CG-8), Memo 5402 of 31 Aug 23
(c) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
(d) Debt Collection Improvement Act (DCIA) 1996
(e) Homeland Security Act (codification of DCIA applicability to DHS and components)
(f) Coast Guard Pay Manual, COMDTINST M7220.29D

1. **Background.** This interim policy is issued to reduce the volume of aged outstanding unliquidated travel advances related to military member's change of Permanent Change of Station (PCS).
2. **Interim Policy.** Reference (a) delegated authority to the Chief Financial Officer (CFO) or delegate to establish, monitor, and approve policies. Reference (b) re-delegated the authority to issue interim policy to the Comptroller. Interim policy is an important and necessary step towards addressing a noted condition of an outstanding notice of finding and recommendation or a weakness identified by internal controls. It is developed in conjunction with subject matter experts and impacted units through a process of collaborative writing, vetting, and review. The interim policy is designed for incorporation into the Coast Guard's financial policy directive, where it will continue to support future Coast Guard assertions.
3. **Discussion.** The enclosed interim Coast Guard financial policy, effective 01 October 2023, is intended for use in conjunction with Volume 5 Chapter 2.3 (Recognizing, Recording, Monitoring, and Reconciling Accounts Receivable) of Reference (c).
4. **Action.** The enclosed interim policy, effective 01 January 2024, are hereby issued under CFO technical authority. This interim policy will be cancelled upon its incorporation in a future revision of Reference (c).

Enclosure: Coast Guard Interim Financial Policy, Unliquidated Travel Advances

Subj: Interim Unliquidated Travel Advance Policy

Dist: COMDT (CG-01, CG-09, CG-1, CG-2, CG-4, CG-5, CG-6, CG-7, CG-8, CG-9,
CG-DCMS, CG-DCO)
CG ALC
CG DOL
CG FC (FINCEN)
CG FORCECOM
CG LANTAREA
CG NPFC
CG PACAREA
CG PPC
CG SFLC
CG SILC
CG C4IT SC
CG HSWL SC

Table of Contents

1. Overview	1
1.1 Purpose.....	1
1.2 Scope.....	1
1.3 Modifications	1
1.4 Definitions.....	1
2. Authorities/ References	2
3. Policy	2
4. Responsibilities	3
5. Acronyms.....	4
6. Appendix.....	5

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Coast Guard Interim Financial Policy

Unliquidated Advance

1. Overview

This policy plays an important role in the travel advance accounts receivable aging. The intent is to help clear travel advance payments and reduce delays in travel voucher processing. The Coast Guard (CG) provides travel advances to members who travel frequently and/or extensively to provide financial relief from personal cash outlays. After traveling, members submit the corresponding travel voucher to accounting or travel system within ten (10) business days upon completion of travel.

1.1 Purpose

This interim policy creates a process to improve communication to members regarding outstanding travel advances and helps to aid in a faster turnaround for travel voucher reconciliations.

1.2 Scope

This process affects Coast Guard service members who have executed Permanent Change of Station (PCS) or Temporary Additional Duty (TAD) orders.

1.3 Modifications

This policy is reviewed annually to determine the need for revisions; however, stakeholders may communicate a proposed change to CG-843 at any time.

It may also be necessary for this policy to be updated to reflect changes in systems, laws, regulations, life-cycle events, management objectives, etc.

1.4 Definitions

Invalid travel advance – is an existing advance over sixty (60) days after completion of travel.

Travel advances – payments made to CG service members (includes civilians and military), prior to business-related travel, to cover estimated expenses incurred during the trip.

Travel authorization – authority to travel on CG business upon completion and approval of the authorization form.

Travel order – identifies the travel purpose and includes necessary financial information for budgetary and reimbursement purposes.

Travel Claim – includes payment documentation from ETS2 or MLinqs that members submit to liquidate travel expenses at the conclusion of the trip.

2. Authorities/ References

1. Debt Collection Improvement Act of 1996 [Debt Management \(treasury.gov\)](http://www.treasury.gov)
2. DHS FMPM Chapter 7 Travel and Conferences [Home - DHS CFO Financial Management Policy Manual \(FMPM\) \(sharepoint.com\)](http://sharepoint.com)
3. COMDTINST M7100.3 (series) Financial Resource Management Manual
4. ALCOAST 254/21 - JUL 2021 SITREP 1 - E-GOV TRAVEL SYSTEM (ETS) IMPLEMENTATION
5. FINCEN Travel Portal <https://uscg.sharepoint-mil.us/sites/fincen/SitePages/USCG-FINCEN-Travel-Portal.aspx>
6. FINCEN Travel and Transportation Guide <https://uscg.sharepoint-mil.us/sites/fincen/FINCENDirectivesandResourceCenter/Shared%20Documents/Forms/Category.aspx?id=%2Fsites%2Ffincen%2FFINCENDirectivesandResourceCenter%2FShared%20Documents%2FDesk%20Guides%2FTravel%5Fand%5FTransportation%5F20230418%2Epdf&parent=%2Fsites%2Ffincen%2FFINCENDirectivesandResourceCenter%2FShared%20Documents%2FDesk%20Guides>
7. Coast Guard Pay Manual M7220.29D
8. Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

3. Policy

Submit the travel claim with full liquidation of advance payment within ten (10) business days upon completion of travel.

If travel claim and repayment (as required), is not processed timely the following is required to be completed to closeout outstanding travel advance vouchers.

1. Commanding Officers, Officer In-Charge, Director of a Command/Unit reviews Overdue Travel Claim Report (downloaded from ETS) on a weekly basis and follow up with members who appear on the report.
2. PPC Travel Branch will prepare, certify, and deliver a monthly Overdue Voucher Report to FINCEN sixty (60) days after completion of travel.
3. FINCEN begins the collection process when they receive the Overdue Voucher Report and sends an invoice to the member within thirty (30) days of receiving the report.
4. FINCEN sends dunning letter within 30-60 days from the date the invoice was sent to the member.
5. FINCEN sends the overdue report to PPC Military Accounts Support within 60-90 days, from the date that the invoice was sent to the member, to initiate collection/ pay garnishment from member.

4. Responsibilities

Commanding Officer/ Officer in-charge/ Director of Command/Unit

1. Ensure the member completes a travel claim within ten (10) days of completion of TDY / return to permanent duty station (PDS).
2. Must notify the traveler that failure to comply with the requirements may result in the deduction from pay for all travel advances received by the member on orders.

CG Service Member/ Traveler

1. Receipt of a Permanent Change of Station (PCS) orders from Office of Personnel Management (OPM).
2. Responsible for navigating the ETS system for TDY/PCS travel (available online).
3. Responsible for requesting advances for PCS/TDY travel in ETS, if needed.
4. Submit voucher with full liquidation of advance payment within ten (10) business days upon completion of travel.

Approving/ Authorizing Officials (AO)

1. Responsible for completing all necessary travel related training requirements (must be an E5 or above).
2. Responsible for approving travel advance requests in accordance with all applicable travel regulations and CG policies.
3. Reconcile the completed travel voucher with the travel advance payment received by the member, verify all supporting documentation is attached, and responsible for checking travel entitlements are proper and are authorized in accordance with the travel orders.
4. Confirm that the advance payment received was deducted in the member's voucher and reflected in ETS report.
5. Generate a weekly unliquidated travel advances (overdue voucher) report for the field unit/activity from ETS.
6. Notify members with overdue travel vouchers in writing (i.e., e-mail notification).

Personnel Payment Center (PPC)

1. Perform audit on advance travel payments and vouchers.
2. Prepare and approve CG-wide unliquidated travel advances (overdue voucher) report monthly to FINCEN to establish debts for collection. Travel report shall include all required data to initiate a collection by FINCEN to include member travel completion date.

3. Initiate pay garnishment for delinquent travel advance for members with unliquidated travel advances if member selects this option to settle the travel advance. The minimum amount of garnished pay shall be in accordance with reference (f).

FINCEN

1. Directly disburse PCS travel advance payments that are reviewed and approved in ETS.
2. Initiate the collection activity and establish accounts receivable based on the monthly unliquidated travel advances overdue voucher report received from PPC Travel Branch.
3. Issue a dunning letter to the member after 30 days from the date the invoice was sent. Letter shall include the number of days afforded to members in order to liquidate travel advances.
4. Submit the delinquent travel advance aging report to PPC Military Account Support (MAS) for pay garnishment, after the settlement timeline provided in the dunning letter.

5. Acronyms

AO	Authorizing/ Approving Official
CDR	Commander
CFO	Chief Financial Officer
CG	Coast Guard
COMDT	Commandant
COMDTINST	Commandant Instruction
DHS	Department of Homeland Security
ETS	Electronic Travel System
FINCEN	Finance Center
FRMM	Financial Resource Management Manual
FSMS	Financial System Modernization Solution
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PPC	Pay and Personnel Center
PPC MAS	Pay and Personnel Center Military Accounts Support
TAD	Temporary Additional Duty
TDY	Temporary Duty Travel

6. Appendix

