

Subject: **INFORMATION**: Clarification of Procedures  
for Processing Authorizations and Vouchers for  
Payment of Relocation Expenses

Date: DEC 15 2000

From: Assistant Administrator for Financial  
Services/CFO

Reply to  
Attn. of:

To: Management Board

This memorandum is to clarify the procedures for processing authorizations and vouchers for payment of relocation expenses. On April 1, 1999, the Mike Monroney Aeronautical Center (MMAC) in Oklahoma City, Oklahoma, assumed responsibility for processing Permanent Change of Station (PCS) and Temporary Change of Station (TCS) travel authorizations and vouchers. MMAC is responsible for obligating funds used to pay for relocation allowances and expenses, and subsequently paying the claims for payment of relocation allowances and expenses. Title 31, United States Code, Section 1501 requires that MMAC have documentary evidence before obligating funds for relocation allowances and expenses. That document must be an original signed relocation authorization. In addition, they are required under 31 U.S.C. 3528 to have all legal documents before certifying a voucher for payment. Therefore, based on appropriations law, MMAC must receive and review the original signed PCS/TCS authorization prior to any expenses being paid.

As a result of this legal authority, we would like to reiterate that all original signed authorizations for payment of relocation allowances and expenses must be submitted to MMAC for review and obligation of funds prior to providing a copy to the employee. Offices must not disseminate approved PCS/TCS authorizations for payment of relocation allowances and expenses to employees upon signature by the authorizing official. Once MMAC has reviewed and approved the original signed authorization for payment of relocation allowances and expenses, the authorization will be forwarded to the employee by MMAC, with notification to the employee's office. Until this process has been completed MMAC will not be able to reimburse employees for their expenses or execute a fixed rate. In addition, under our accounting responsibilities, MMAC must receive an original signed copy of the authorization in order to pay for relocation allowances and expenses.

In summary, all approved original PCS/TCS and fixed payment travel orders, must first be forwarded to MMAC for review and obligation of funds. Copies will not be accepted.

MMAC will promptly review and obligate funds, and will forward original authorization to the transferee with a copy to the approving official once approved.

All approved PCS/TCS and fixed payment relocation travel orders (originals only), must be sent for processing to:

Mike Monroney Aeronautical Center  
Travel and Transportation Branch, AMZ-1 30  
Attention: Lou Ann Schneider  
P.O. Box 25082  
Oklahoma City, Oklahoma 73125

If you have any questions regarding these procedures, please call the Travel and Transportation Branch, Oklahoma City, OK, at 405-954-2060.

Donna R. McLean