

SMG 1117.8321

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF FINANCE, BUDGET AND ACQUISITIONS

OFFICE OF FINANCIAL OPERATIONS

OFFICE OF FINANCIAL SERVICES

DIVISION OF TRAVEL SERVICES

Effective Date: 07/08/2011

1. DIVISION OF TRAVEL SERVICES (DMMD CBA)

- A. Oversees processing of vouchers, and travelers' reimbursements
- B. Oversees the functional integrity of the GovTrip system
- C. Acts as Liaison to the PSC eTravel Center of Excellence, Northrup Grumman and Omega
- D. Oversees and maintains the Agency's Travel Card and Centrally Billed Account Programs
- E. Creates, monitors and provides delinquency reports to program offices
- F. Monitors travel card holder's activities for misuse, abuse or illegal activity, suspending cards if necessary
- G. Maintains UFMS traveler sites as requested
- H. Oversees post audit of travel vouchers
- I. Provides travel advice/guidance throughout the Agency, including significant research on Comptroller General Decisions; participates in training on travel procedures

- J. Oversees contractor processing of all headquarters and field Permanent Change of Station travel vouchers, processes complex tax calculations and IRS reports
- K. Processes and distributes required 1099 forms to employees that receive gift cards
- L. Field employees perform travel services directly for the Office of Regulatory Affairs (ORA) and the National Center for Toxicological Research (NCTR) to include NCTR travel, ORA international travel, FATA responsibilities, data calls, travel audits, 348 travel and conference reporting
- M. Processes travel for all State Employees working in tandem with ORA employees

2. AUTHORITY AND EFFECTIVE DATE

The functional statements for this Division were approved by the Secretary of Health and Human Services, effective July 8, 2011.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	01/13/2009	N/a	OC/OO/ OM/OMP	Commissioner of the Food and Drug Administration
Revision	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services

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Staff Manual Guide 1117.8321
Organizations and Functions
Effective Date: 07/08/2011

The following is the Food and Drug Administration, Office of Operations, Office of Finance, Budget and Acquisitions, Office of Financial Operations, Office of Financial Services, Division of Travel Services organization structure depicting all the organizational structures reporting to the Office Director.

DIVISION OF TRAVEL SERVICES