

**SMG 1117A.634**

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Finance, Budget, Acquisitions, and Planning**

**Office of Financial Management**

**Division of Travel Services**

Effective: February 9, 2022

**1. Division of Travel Services (DCNECD).**

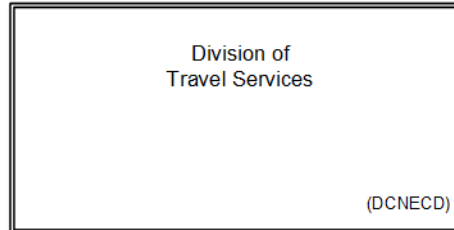
- A. Oversees processing of vouchers, and travelers' reimbursements.
- B. Oversees the functional integrity of the Concur system.
- C. Acts as Liaison to the Program Support Center (PSC) eTravel Center of Excellence and Omega.
- D. Oversees and maintains the FDA's Travel Card and Centrally Billed Account 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 Unified Financial Management System (UFMS) traveler sites as requested.
- H. Oversees post audit of travel vouchers.
- I. Provides travel advice/guidance throughout the FDA, 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 Internal Revenue Service (IRS) reports.
- K. Processes and distributes required 1099 forms to employees that receive gift cards.
- L. Processes travel for all State Employees working in tandem with ORA employees.

M. Provides travel services directly performed by field employee for the Office of Regulatory Affairs (ORA) and the National Center for Toxicological Research (NCTR) to include NCTR travel, ORA international travel, Federal Agency Travel Administrator (FATA) responsibilities, data calls, travel audits, 348 travel and conference reporting.

**2. Authority and Effective Date.**

The functional statements for the Division of Travel Services were approved by the Acting Commissioner of Food and Drugs on December 7, 2021, and effective on February 9, 2022.

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Operations, Office of Finance, Budget, Acquisitions, and Planning, Office of Financial Management, Division of Travel Services organization structure depicting all the organizational structures reporting to the Director:

Division of Division of Travel Services (DCNECD)