

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1 style="margin:0">FSIS DIRECTIVE</h1>	3810.1	6/15/82
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**RESPONSIBILITIES OF APPROVING OFFICERS
FOR REVIEW AND APPROVAL OF VOUCHERS**

I. PURPOSE

This Directive sets forth responsibilities of approving officers for the review and approval of vouchers to expedite their handling and payment.

II. CANCELLATION

Cancel FSQS Directive 3810.1, dated 3/5/81.

III. REASON FOR REISSUANCE

The Department has recently informed agencies that approving officials must be more careful when reviewing travel vouchers. Specific problems have involved leave taken while in travel status, the use of foreign air carriers, and the use of first-class accommodations.

A. Subparagraph V.B.l.e. has been amended to remind approving officials that proper certifications must accompany or be included on the voucher when foreign air carriers are used or when first-class air accommodations are used.

B. Subparagraph V.B.l.f. has been amended to require travelers to show the exact time of departure from and return to duty status when leave is taken while in travel status.

C. Subparagraph V.B.l.m. has been added to remind approving officials that proper receipts must be attached to the travel voucher.

D. Paragraph VI. has been amended to:

1. Remind approving officials to obtain Departmental approval in accordance with prescribed procedures when first-class air accommodations are used.

2. Require that the word "LEAVE" be written at the top of the voucher if leave was taken while in travel status. Such vouchers must be mailed to NFC in envelopes marked "SPECIAL HANDLING."

V. **DEFINITIONS**

A. Approving officer is an official to whom authority has been delegated to.

1. Administratively approve vouchers.
2. Authorize or approve the incurrence of expenses.

B. Voucher, as used in this Directive, means:

1. A Government form initiated by a vendor or an employee or agency of the Government; or
2. An invoice, statement, claim, or ether billing form presented by a vendor, or used as a payment document for disbursing funds.

V. **REVIEW OF VOUCHERS BEFORE APPROVAL**

A. Necessity for Review. Approving officials shall make a careful review of each voucher. The review is necessary to assure that:

1. The voucher is complete and properly prepared..
2. There is a proper basis for each item claimed.
3. Explanations are shown on the voucher for any unusual claims.

B. Guidelines for Review. The review of each voucher includes, but is not limited to, the following items as listed under the specific type of voucher.

1. Travel Vouchers. Review to determine whether:

- a. Travel as claimed nn the voucher was as directed and authorized.
- b. Official station, as shown, is correct.
- c. Travel authorization under which travel was performed is shown.
- d. Necessary information concerning any advance of funds is shown.
- e. Explanations and justification statements required by +[applicable

FSIS Directives are shown. Such statements are especially important when foreign air carriers are used instead of domestic air carriers or when travel using first class accomodations is authorized,]+

f. Leave, if taken while in travel status, is shown on the voucher and charged to the employee on his/her Time and Attendance Report. +[The travel voucher must show the exact hour of departure from and return to duty status. (See subparagraph VI.A.1. for special handling requirements.)+]

g. Miscellaneous expenditures were for items needed in connection with official business and charges appear to be reasonable.

h. Items which require specific approval are stated on the voucher. This includes items such as special conveyance, extra-fare transportation (including first-class air accomodations), etc.

i. The employee's Social Security number is shown.

j. The proper management code is shown and payment has been correctly charged.

k. Attendance at meetings outside the Department is properly authorized and approved.

l. For meetings above the local level, the required Form AD-179, Request to Attend Meeting or Far Travel Authorization, was approved.

+m. Required receipts are attached. Types of expenses for which receipts are required include, but are not limited to, lodgings involving temporary duty at high rate geographical areas, automobile rental from a commercial source, and items costing more than \$15. (See FSQS Directive 3800.1, Allowances For Temporary Duty Travel.)+]

2. Miscellaneous Vouchers. Review to determine whether

a. The materials or services have been received, and that evidence of receipt, when required, has been furnished to the Technical Services and Accounting (TS&A) Branch, Finance Division.

b. Specific certification on telephone toll vouchers, or any other certification required by contract or agreement, is stated on the voucher.

c. Purchase order or contract identification number, if involved, is entered on the voucher.

d. Vouchers for the purchase of items of a personal nature state:

(1) The use to be made of the items billed; and

(2) That items shall be held for issuance as needed.

e. A previous voucher covering the same goods or services has not been approved and forwarded to the TS&A Branch, Finance Division.

f. The proper management code is entered on the voucher and payment has been correctly charged.

VI. APPROVAL AND SUBMISSION OF VOUCHERS

+Travel vouchers involving the use of first-class accommodations and requiring Department approval must be submitted to TS&A Branch, Finance Division, as prescribed in FSQS Directive 3800.1. The approving officer shall handle other vouchers after review as follows:

A. If Approved. The approving officer shall:

1. For travel vouchers, sign the voucher and forward it, through +normal channels to the National Finance Center (NFC) Travel Unit. EXCEPTION: If leave was taken while in travel status, write the word "LEAVE" on the top of the voucher and forward to NFC in an envelope marked "Special Handling."+

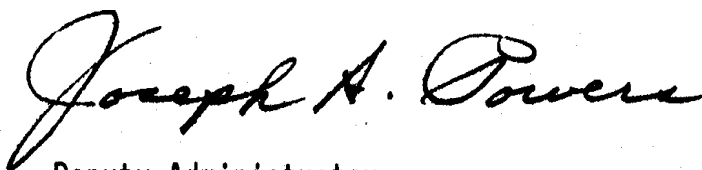
2. For miscellaneous vouchers, administratively approve the voucher and forward to:

Technical Services and Accounting Branch
Finance Division, FSIS
Room 3M, Agriculture Annex Building
300 12th Street, SW.
Washington, DC 20250

B. If Not Approved. A voucher having any item which requires correction or further explanation shall not be approved. The approving officer shall ask the payee to correct or explain the questionable item. If the explanation is not satisfactory and the approving officer decides that approval of the item as claimed is not in order, he/she shall:

1. Attach a memorandum to the voucher explaining the exception and stating that he/she approves the voucher subject to the exception.

2. Submit the voucher to the proper office prescribed in subparagraph A., above.



Deputy Administrator
Administrative Management