

Management Instruction

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Vice President, Controller

Travel Policy for Contractor and Other Non-Postal Service Personnel

This instruction clarifies Postal Service travel policy for contractors and other non-Postal Service personnel.

POLICY

Travel Vouchers

Non-Postal Service Personnel Not Under Contract

Travel vouchers for non-Postal Service personnel who are not under contract (guests, dignitaries, witnesses, etc.) are paid by the miscellaneous payment process at San Mateo under the appropriate General Ledger account number.

Non-Postal Service Personnel Under Contract

Travel vouchers for contractors must be paid against the appropriate contract number by using either the General Ledger account number for the contract, or if the contract does not contain a 5- series account number, by using the account number 52359.

Airline Tickets for Postal Service Contractors

Postal Service contractors cannot be issued government fare airline tickets. This is in keeping with the contract between the airlines and GSA, to which the Postal Service is a party.

Postal Service contractor tickets cannot be charged to American Express Postal Service corporate accounts (GTS).

Credit Cards

Postal Service contractors cannot be issued individual American Express credit cards under the government credit card program. This policy is consistent with the contract between GSA and American Express to which the Postal Service is a party. Contractors who have been issued an American Express credit card under the government credit card program must return the card to the appropriate coordinator for cancellation.

HOW TO SUBMIT TRAVEL VOUCHERS

Non-Postal Service Personnel Not Under Contract—Submit travel vouchers to San Mateo with the following information:

- Date of request.
- Amount of payment requested.
- Payee's name and address.
- Payee's federal tax I.D. number or Social Security number (as appropriate).
- Reason for the request of payment.
- General Ledger account number.
- Finance number, signature, and title.
- Original invoices.

Non-Postal Service Personnel Under Contract—Submit travel vouchers for contractors to San Mateo with a cover memo that lists the following:

- Contract number.
- Finance number to which the payment will be charged.

Contractor travel vouchers submitted without a cover memo that contains the required information will be returned to the office submitting the travel voucher.