Fund Cite SOP
Ref: NAVPGSCOLINST 4650.4H

BACKGROUND: Fund cites are issued by a command when paying for the travel of a DoD employee from another command. The fund cites can be incoming to a command or outgoing from a command.

POLICY: Travelers and travel arrangers can consult the Joint Travel Regulations and NPS Travel office for policies governing fund cites. Travel arrangements are made by the permanent duty station of the traveler. The voucher should be filed at the same command that makes the arrangements, unless the activity is Non-Navy and DTS was not used for travel arrangements and travel orders. If this is the case, then the travel voucher should be returned to the funding agency for processing. Instructions regarding the filing of the voucher should be followed.

PROCEDURES:
There are two kinds of fund cites: Outgoing and Incoming. There are different procedures for each of them.

OUTGOING FUND CITES: Issued when NPS is paying for travel of another DoD employee at a different command by issuing a line of accounting. The arrangements are made and the voucher is filed at the other command.

1. The person requesting travel should provide the NPS department intending to fund travel with the following information: name of command, name of traveler, Social Security number, grade or rank, telephone and fax numbers, e-mail address, address of command, dates and location of travel, a POC for travel arrangements, and purpose of travel.
2. The NPS department intending to fund travel should confirm if traveler’s command is on DTS, and prepare a cost estimate for the trip, including transportation, per diem (including Actual Expense Authorization (AEA)), rental car, registration fees, and any other miscellaneous expenses such as parking, mileage to and from the airport, and authorized business calls. It is common to use the language “Cost Not to Exceed (the estimate)” without prior approval from funding department.
3. The NPS department travel administrator will need to complete a Fund Cite Authorization Form and obtain the necessary approval signatures from Department Head/Chairman and SPFA (Sponsored Program Financial Analyst) as listed on the form. Any additional comments or exceptions, including dollar limits should be noted on the form. If the traveler’s command is on DTS, simply indicate DTS in the place where the standard document number would be added. If the traveler’s command is NOT on DTS a tango number and standard document number will need to be added to the Fund Cite Authorization.
4. The NPS department administrator should submit the completed signed Fund Cite Authorization form to the analyst at the Travel Office.
5. The analyst at the Travel Office will verify that the traveler’s command is on DTS, create a DTS LOA and budget line, and will electronically send the information to the traveler’s organization via the Cross-Organizational funding.
6. The analyst at the Travel Office will send an e-mail confirmation to the NPS Departments administrator/s confirming the fund cite has been processed.
7. The NPS Department administrator must forward the e-mail confirmation to the traveler and traveler’s POC for travel arrangements.
8. Once the travel authorization has been created, the NPS travel administrator should notify the analyst at the Travel Office so the LOA can be removed for the traveler’s organization. This will prevent other travelers in the same organization from using the fund cite.

*If the Traveler’s Command is not on DTS: A standard document number should be added to the Fund Cite Authorization. The analyst at the travel office will obtain the Comptroller’s signature, and forward a signed copy of the Fund Cite to the NPS Department Administrator. Then NPS Department Administrator must forward a copy of the approved Fund Cite Authorization to the traveler and traveler’s POC for travel arrangements*

CANCELLING AN OUTGOING FUND CITE:

1. The Analyst at the Travel office should be notified of the cancellation by e-mail.
2. The cancelled Fund Cite Authorization should be faxed to the analyst at 656-7632.
3. The Analyst will remove or inactivate the DTS LOA and budget line from the traveler’s organization.

INCOMING FUND CITES: Another DoD entity is funding travel for NPS Personnel, U.S. military students, and DoD Civilians

1. The traveler should inform the travel arranger and NPS analyst at the travel office of the upcoming travel to be paid by a fund cite from another DoD activity.
2. Once a fund cite document from another command arrives, the traveler must submit the documentation to the analyst in the Travel Office. The analyst will determine if the fund cite LOA has been sent via the DTS Cross-Org function. If the funding command cannot or will not send the LOA via DTS, the analyst will create a DTS LOA and budget line if possible.* If funding command’s accounting system is not linked to DTS the travel orders should be processed as Hard Copy/ Manual Orders outside of DTS. Travel Claim will need to be submitted thru the funding agency’s finance office.*
3. Once the LOA is in DTS, the analyst will notify the traveler and travel administrator who should then create a standard travel authorization in DTS, using the fund cite LOA for funding.
4. If the traveler does not have a GOVCC, then they must contact the Agency Program Coordinator at 656-3211 in the Travel office for an application. All travelers must have a GOVCC to travel.

CANCELLING AN INCOMING FUND CITE:

1. The traveler or travel administrator should follow standard procedures for cancelling a DTS travel authorization.
2. The traveler or travel administrator should notify the other command and Travel office analyst of the need for cancelling the fund cite.