
RPES GovTrip Instructions

Authorization

Research Leaders and other supervisors who are otherwise authorized to approve GovTrip travel for their employees are also authorized to approve **authorizations and vouchers** for persons traveling to RPES panels or RPES training. Use the RPES accounting code **9010101926**.

Information copy of *authorization*

You **must** send an information copy of the **approved** authorization to RPE Staff via fax or e-mail. The fax number 301-504-1586; the e-mail address is wendy.hatcher@ars.usda.gov.

Information copy of *voucher*

Once travel is completed, you **must** send an information copy of the **approved** voucher to RPE Staff at the above fax number or e-mail address.

Restrictions

Approvers must adhere to the following restrictions when reviewing travel authorizations and vouchers charged to the RPES account:

- Only directly-related panel meeting travel costs are to be charged to the RPES account. Any side trips or other expenses must be charged to other accounts.
- Because of limited travel funds, approve use of taxis only in those instances when no shuttle service is available.
- Car rental is not authorized except under unusual circumstances and only with prior approval of the Head, RPE Staff.
- RPES provides complimentary refreshments on Wednesday morning. This is not considered “provided meals” and there is no need to subtract it from the M&IE rate when preparing a voucher.

(revised 9/08)