

**Functional Series 600
Budget and Finance**

INTERIM UPDATE 04-18

SUBJECT: ADS 630, Payables Management: Required Interest Payments for Late Payment of Travel Claims

NEW MATERIAL: USAID must make interest payments along with the travel claim amount due for any late payment of employee travel claim reimbursement. Late payment fees are calculated by using the prevailing Prompt Payment Act interest rate beginning on the 31st day after submission of a proper travel claim and ending on the date on which payment is made. In addition to the payment of interest, USAID must also pay an amount equivalent to any late payment charge that would have been imposed by the travel card issuer had you not paid the bill.

EFFECTIVE DATE: 10/19/1998

POLICY

USAID/General Notice
M/MPI
11/16/2004

Subject: ADS 630, Payables Management: Required Interest Payments for Late Payment of Travel Claims

Federal Travel Regulations codified under 41 CFR 301-52.17 - 23, as authorized under the Travel and Transportation Reform Act of 1998 (P.L. 105-264), require that USAID make interest payments along with the travel claim amount due for any late payment of employee travel claim reimbursement. Payments are considered late if made after 30 calendar days from receipt of a proper travel claim voucher.

Late payment fees are calculated by using the prevailing Prompt Payment Act interest rate beginning on the 31st day after submission of a proper travel claim and ending on the date on which payment is made.

In addition to the payment of interest, USAID must also pay an amount equivalent to any late payment charge that would have been imposed by the travel card issuer had you not paid the bill. Late payment fees will only be made that exceed the equivalent of one dollar or greater.

Point of Contact: Any questions concerning this Notice may be directed to Shawn W. Barrett, M/MPI, (202) 712-0519.

Notice 1128

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU6_0418_111704_cd38	11/16/2004	10/19/1998		38	This IU will be added to CD 38 and will remain active until it is incorporated into ADS 630.

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