



eTravel Repayment for Overpayments or Cash Advances

Use this form to record repayment of overpayments or travel advances made by the U.S. Postal Service® to you through Accounts Payable. Complete all fields to ensure proper credit of the repayment.

Traveler Information

| | | | |
|------------|----|-----------|---------------------|
| First Name | MI | Last Name | Social Security No. |
|------------|----|-----------|---------------------|

Personal Check Information

| | | |
|--------------|-------------------------|--------------|
| Check Number | Check Date (MM/DD/YYYY) | Check Amount |
|--------------|-------------------------|--------------|

Expense Report Information

| Expense Report Name | Travel Dates (MM/DD/YY-MM/DD/YY) | Account No. | Finance No. | Amount |
|---------------------|----------------------------------|-------------|-------------|--------|
| | | | | |
| | | | | |
| | | | | |

Cash Advance Information

| Expense Report Name | Travel Dates (MM/DD/YY-MM/DD/YY) | Account No. | Finance No. | Amount |
|---------------------|----------------------------------|------------------|-------------|--------|
| | | 15130.000 | | |

Note: This information can be obtained from the original expense report. Failure to complete the above information will result in the check being recorded in travel account 51401.000 and servicewide finance number 10-4390.

Explanation of Overpayment

Contact Information

| | | |
|--------------------------------|-----------------------------------|-------------------|
| Contact Name (First, MI, last) | Telephone No. (Include area code) | Date (MM/DD/YYYY) |
|--------------------------------|-----------------------------------|-------------------|

Mail a copy of this form and check (payable to the U.S. Postal Service) to:

**DISBURSING OFFICER
ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
PO BOX 21888
EAGAN MN 55121-0888**

Privacy Act Statement: Your information will be used to document collection of overpayments made in eTravel. Collection is authorized by 39 USC 401, 404, 1001, 1206, and 2008.

Providing the information is voluntary, but if not provided, your records may not be properly updated to reflect repayment to the Postal Service™. We do not disclose your information to third parties without your consent except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: as required by law or in legal proceedings; to law enforcement; to entities or individuals under contract with USPS®; to entities authorized to perform audits; as required by the NLRA; to federal, state, local, or foreign government agencies regarding personnel matters; to the EEOC; and to the MSPB or Office of Special Counsel.

Instructions

Complete the form as indicated below. All fields must be completed for proper credit.

1. **Traveler Information.** Enter the name and Social Security number of the traveler who received the overpayment.
2. **Personal Check Information.** Enter the check number, check date, and check amount for the check issued by the traveler to repay the Postal Service™.
3. **Expense Report Information.**
 - a. Enter the name of the expense report in which the overpayment occurred.
For example: JonesJL, Stl/Dca, 04/01-04/04/02.
 - b. Enter the dates of travel.
 - c. Enter the account number used for expense that was overpaid. Bargaining employees repaying cash advances obtained by using PS Form 1011, *Travel Advance Request and Itinerary Schedule*, use account 15130.000. See chart below:

| Account No. | Description |
|-------------|-----------------------------|
| 51401.000 | Domestic Travel |
| 51404.000 | International Travel |
| 52363.183 | Training Expenses |
| 56316.183 | Board of Governors |
| 56409.183 | Investigations (OIG and IS) |
| 56603.183 | Postal Forum |
| 56605.183 | Supplies |
| 15130.000 | Cash Advance |

4. **Explanation of Overpayment.** Enter a detailed explanation of how the overpayment occurred. This information is needed to update eTravel to reflect collection of the overpayment.
5. **Contact Information.** Enter the name and telephone number of the person who should be contacted in case additional information is required.
6. **Mailing Instructions.** The repayment check should be made payable to the "U.S. Postal Service." Annotate "eTravel repayment" or "cash advance repayment" in the memo section of the check.

Mail completed form and check to the following address:

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