

DEPARTMENTAL ACCOUNTING OFFICE (DAO) REVOLVING FUND (R/F) – TRAVEL UNIT FLOW CHART

DAO R/F-Travel Unit- Identifies the Outstanding R/F balance owed by employee.

DAO R/F-Travel Unit emails units a listing of EEs with advances 60 days or older. Unit has two weeks to respond to let DAO R/F Unit know if money has been collected, the status on the uncollected advance, or if EE separated. If the advance has been collected, the Unit is to provide the Report of Collection number via email.

If current EE has an outstanding travel advance, DAO RF-Travel Unit sends AO-450 to the EE

Legend

Unit = Region/Unit

PS = Personnel Specialist

EE = Employee

PTU = Personnel Transactions Unit

DAO R/F-Travel Unit = Departmental Revolving Fund Travel Unit.

Allow 30 Days for employee to respond.

DAO to determine which BU and applicable collection restrictions

*All notices mailed to the employee's home address on record.

**All courtesy copies will be redacted.

Pay in Full



EE will have 30 days to submit payment to DAO Cashier's Office at PO Box 997446, Sacramento, CA 95899.

If EE sends payment to Unit, Unit Finance works with Unit PS to apply payment to appropriate R/F. At time of deposit, Unit Finance emails copy of Report of Collections to DAO A/R unit at daoaccountsreceivable@fire.ca.gov. Ensure subject line indicates R/F.

DAO R/F-Travel Unit sends courtesy notice of Report of Collections to appropriate Region Admin Off II – Personnel via email.

Payment plan

Or No Resp.

DAO R/F-Travel Unit sends Salary Hold spreadsheet to Region AO II's with cc to AO III's. DAO R/F-Travel Unit sends list of EE names to PTU for cancellation of direct deposit.

Direct deposit is cancelled and deductions are taken from employee's master pay warrant. DAO R/F-Travel Unit sends EE AO-451 to notify that direct deposit was cancelled. Unit will issue net pay minus deduction amount on Salary Hold list. Deduction will be max allowable per MOU or SAM. Deductions will continue until the advance has been paid in full.

PS completes Salary Hold spreadsheet and emails to DAO A/R Unit at daoaccountsreceivable@fire.ca.gov. Ensure subject line indicates R/F. DAO R/F-Travel Unit emails completed spreadsheet back to Region AOII's and AOIII's.

Sep - No Resp

DAO R/F-Travel Unit sends three notices to separated employees at home address on file at 30-60-90 day intervals. If no response, DAO R/F-Travel Unit sends to FTB on a quarterly basis. DAO R/F-Travel Unit sends copies of all correspondence sent to Unit PS via email.

If collection through FTB, DAO R/F-Travel Unit sends courtesy notice of Report of Collections to appropriate Region Admin Off II – Personnel via email.

Sep - Resp

DAO RF-Travel sends three notices to separated employees at home address on file at 30-60-90 day intervals. Employee makes arrangements with DAO R/F-Travel Unit to pay. Copies of all correspondence sent to Unit PS via email.

Date of

Advance – is more

Than 3 years old

If EE doesn't want to pay, DAO R/F-Travel Unit will prepare a SCO claim schedule to request that the advance be written off and money deposited back to the R/F.