

## NIH TRAVEL POLICY

### APPENDIX 3 - TRAVEL REIMBURSEMENT BY DIRECT DEPOSIT METHOD

**A. Automated Clearing House (ACH) Enrollment** - All Federal employees as well as nonfederal employees, consultants, experts, etc. who perform official Government travel for the NIH should be reimbursed for their expenses by the ACH "direct deposit" payment method. This method allows the U.S. Treasury Department to transmit payment data, by electronic means, directly to the traveler's financial institution.

**B. Obtaining ACH Information for Travel Reimbursement** - The ACH information for NIH employee salary payments is also used for NIH employee travel reimbursement purposes. Therefore, the same data must be entered in the NIH Vendor File when using the Administrative Database (ADB) Travel System.

- 1) **New NIH employees who will be travelers** - Since the DHHS payroll system requests that all employees provide ACH information, a new employee must complete the ACH Enrollment Form as part of the initial personnel action process. The Center for Information Technology (CIT) at NIH uses the payroll information to update the NIH Vendor File so it's available for use when preparing travel orders and vouchers. When this dataset transfer takes place, the employee's **Employee Identification Number (EIN)** is established in the NIH Vendor File. This number consists of 10 digits with the first number a "5" signifying an employee, followed by the individual's nine digit Social Security Number (SSN). If ACH information does not yet exist, these employees need to provide an ACH Enrollment Form to the Office of Financial Management (OFM), Building 31, Room B1B04 for their travel reimbursement to be transmitted directly to their financial institutions. This requirement became effective for all current NIH travelers on January 1, 1999.
- 2) **Current NIH employees who are travelers** - Employees who have a record of pay or travel for the NIH have an established EIN in the NIH Vendor File by virtue of the above process.
- 3) **New non-NIH employees (Includes Private Citizens and other Federal employees) who will be travelers** - For travel purposes, the IC or Administrative Office must file an electronic "**EIN Request**" through the

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ADB. The EIN Request must be accompanied by a **copy** of the ACH Enrollment Form and should be submitted to the OFM, (address above). This will initiate a new account and OFM will assign an EIN to the new, nonfederal traveler. This number, consists of 10 digits with the first number a “2” signifying a non-employee, followed by the individual’s nine digit SSN.

- 4) **Current non-NIH employees (Includes Private Citizens and other Federal employees) who are travelers** - As in the case of current NIH employees who are travelers, non-NIH employees have an established EIN in the NIH Vendor File available for use by the ADB Travel System. If the ACH information does not exist for these travelers, an ACH Enrollment Form needs to be sent to OFM (address above) to ensure direct deposit to their financial institution.

**C. Completing the “EIN Request” on the ADB** - When a requesting office submits an automated EIN Request to OFM, traveler identification information is recorded and the request is normally processed within 48 hours. In addition to the “User Guide” general instructions for completing this form, it is important to note the following:

- 1) **Name and address** - Enter the complete “legal” name of the traveler and their current address as indicated on payroll records. Spell out the names of streets, drives, avenues, etc. as well as the names of cities. Use the proper Postal Service state and/or country codes.
- 2) **Title field** - This field is not filled in when making a traveler entry. The field may be used if space is needed for “special instructions” to OFM.
- 3) **EIN/SSN** - Enter only the U.S. SSN without punctuation (i.e. hyphens). **Do not use the SSN of a foreign country.**
- 4) A Non-U.S. Citizen with a U.S. SSN should be entered in the Title Field under “special instructions” with the following notation:

**This SSN entry is representative of a U.S. SSN.**

- 5) **Foreign travelers with foreign SSN or no SSN** - If the EIN/SSN request is for a foreign traveler who has a foreign SSN or no number at all, type the word “**Foreign**” in the EIN/SSN field.

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**D. Assigned Employee Identification Number** - Generally, as previously highlighted, the traveler EIN will consist of a "5" or "2" for a prefix, followed by the employee's SSN. A "5" indicates an NIH Civil Service employee or a Commissioned Officer. A "2" is usually assigned to non-NIH employee travelers such as visiting fellows, IRTAs, vendors, etc. If an employee listing indicates two identification numbers, such as a "2" and a "5", always use the "5" when processing a transaction.

**E. Making Changes to the ADB Vendor File** - At times, changes or corrections to current NIH Vendor File information must be made. These changes might involve a name change, address change, or work status change, such as: a foreign-born employee becoming an American citizen and obtaining a U.S. SSN; a one-time vendor or consultant becoming a permanent employee; or a Commissioned Officer becoming a civil service employee after retirement from the Commissioned Corps. These types of corrections affect the DHHS payroll system data as well as the NIH Vendor File data.

- 1) **Changes for NIH civilian employees** - Employees effecting a change to current information must use the **NIH Employee Express Program (EEP)**. These key stations are located at strategic points throughout the NIH campus and field office buildings or you may access the Program through your telephone. In either case, you must establish a Personal Identification Number (PIN). This number can be obtained by calling 1-800-573-0940. Changes or corrections entered by employees at the Employee Express Stations are entered directly into the DHHS payroll system. When CIT cross-references this information with the ADB Vendor File, the changes and corrections are automatically made to the Vendor File.
- 2) **Changes for non-NIH employees and Commissioned Officers of the U.S.P.H.S.** Those employee travelers whose salaries are generated from sources other than the Federal payroll system, cannot use the EEP. These employees must first notify their Personnel Office of all changes or corrections affecting their payroll and travel reimbursement status. After personnel notification takes place, the IC secretary or Administrative Office may then make the appropriate changes or corrections on the "EIN Request" screen in the ADB. **NOTE: Changes to the "EIN Request" screen without prior notification to a Personnel Office, will not effect a change in travel reimbursement.**

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**NOTE: Name change** - Changes to a person's name must be accompanied by a letter to OFM signed by the individual.

**F. Changing Financial Institutions/Direct Deposit Accounts** - If an individual wishes to change the financial institution now receiving his/her current salary and travel reimbursements, the following steps must be taken as soon as possible:

### 1) Notification Process

- a) **Civilian employees** - Notify your respective IC personnel office.
- b) **Commissioned Officers** - Notify the DHHS Division of Commissioned Personnel/Compensation Branch in the Parklawn Building, Rockville, MD on 301-594-2963.
- c) **Non-NIH Employees** - Notify OFM, Building 31, Room B1B31 (301-435-3505) and be prepared to submit an updated ACH Enrollment Form with all of the pertinent "new" information. You may fax this Form to OFM on (301-402-4684).