Subject: Important AIRS Instruction: Reporting Per Diem and Clock Time

A couple glitches have been identified in the current AIRS functionality. Please take note:

**Per Diem**
Issue - If Per Diem is reported for multiple people on the same day, in some instances AIRS is changing the quantity of persons to 1; and therefore calculating the amount due for that line incorrectly. This may happen when you save the record or when you submit it.

**Solution - please submit each person on each day as a separate line of per diem.**
1 person 1 day = 1 line
2 persons 1 day = 2 lines
2 persons 2 days = 4 lines

We will send an update when functionality is corrected.

**Overlapping Clock Time**
Issue - When reporting flight time via Hobbs/Tach, you must also submit clock time for the same/similar amount of time. While Vendors are paid based on elapsed Hobbs time, we actually report clock time to Congress so it needs to be accurate.

Equally important, if a large random block of time is reported (all day, for example) for each individual flight leg, it results in an overlapping clock error either at Vendor submission or when Government personnel validate the record later. *This error cannot be corrected once submitted - the AUR must be rejected back to the Vendor and a new one submitted. This can result in your invoice being rejected as well - delaying payment.*

**Solution - Always report clock start and stop as close as possible to what was actually flown, and reasonably close to the elapsed Hobbs/Tach.** We understand it's often difficult to get the elapsed clock exact. Accurate elapsed Hobbs is the most important, but clock should at least be close.

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If you have questions if/when you hit either of these issues, please **CALL OR EMAIL THE HELP DESK BEFORE SUBMITTING YOUR AUR.**

*Once you have submitted an AUR to AIRS, immediately submit the associated invoice to IPP. We do not start review of your AUR until we also have your invoice.*

*One AUR per invoice*

Shared communication from:
AIRS HELP DESK
208-433-5010
AIRS_access@ibc.doi.gov

**AIRS and AUR Reference Materials:** [https://www.doi.gov/aviation/ams](https://www.doi.gov/aviation/ams)