UNITED STATES DEPARTMENT OF THE INTERIOR

INTER/INTRA-AGENCY TRAVEL AGREEMENT (ITA)

1. Period of Travel

START	END

Buyer is the agency funding the travel reimbursement. | **Seller** is the traveler's agency.

SEE INSTRUCTIONS ON PAGE 2

2. Common Document Number (e.g., Travel Authorization Number)	3. Check appropriate box			
	☐	Original	☐	Modification No.

4. Under the authority of (Cite authorities)

☐	43 U.S.C. 1701 et seq., (FLPMA)	☐	Working Capital Fund (WCF)
☐	Department of the Interior Appropriation Act for FY	☐	5 USC 5702 (Invitational):
☐	31 U.S.C. 1535 (the Economy Act)	☐	Other (Buyer must cite authorities from Seller):

5. Description of Work (If more space is needed, attach additional sheets):	Project Title:

BUYER (Paying Agency)						SELLER (Traveler's Agency)					
6a. Agency:						6b. Agency:					
Address:						Address:					
Address:						Address:					
City:		State:		Zip:		City:		State:		Zip:	
Administrative POC:						Administrative POC:					
Email:						Email:					
Phone:		Fax:				Phone:		Fax:			
Finance POC:						Traveler POC:					
Email:						Email:					
Phone:		Fax:				Phone:		Fax:			

ACCOUNT DATA	BUYER			SELLER		
7. Agency Location Code	7a.			7b.		
8. DUNS Number FSN	8a.			8b.		
9. Treasury Account Symbol (TAS)	9a.			9b.		
10. Standard General Ledger (see instruction)	10a.			10b.		
11. Cost Structure/Account	11a.			11b.		
	DOI only	Fund:		***DOI only***	Fund:	
		Functional Area:			Functional Area:	
		Cost Center:			Cost Center:	
		WBS:			WBS:	
12. Business Event Type Code	12a.			12b.		
13. Buyer provide Expiration of Funding Source (Date or indefinite)	13a.			13b.	*NOTE: Seller, ensure project completion by this date. (Seller must not incur additional costs).* ***See Block 13a.***	

14. Amount of Estimated Travel Expenses:			15. Bill To (Name and Address, including zip code of **Finance Office**):					
a. Initial or current obligation	☐	☐	Name:					
b. Modification Amount (Check one)			Address:					
☐ Increase	☐ Decrease		Address:					
c. Total obligation or travel estimate:			City:		State:		Zip:	

16. Billing for Federal Agencies and DOD will be processed via IPAC.

Billing will be done: ☐ Bi-weekly ☐ Monthly ☐ Quarterly ☐ Advance ☐ Upon completion

17. Approved for Buyer:				18. Approved by Seller:			
(Fiscal Officer's Signature)				(Traveler's Approving Official Signature)			
19a. Name (Type):				20a. Name (Type):			
19b. Title:		20c. Date:		20b. Title:		20c. Date:	

Print

INSTRUCTIONS FOR INTER/INTRA-AGENCY TRAVEL AGREEMENT (ITA)

ITA – BUYER WILL REIMBURSE TRAVEL EXPENSES OF A TRAVELER FROM ANOTHER AGENCY (SELLER)

1. Enter the start and end date period travel.
2. Enter the Common Document Number (e.g., Travel Authorization number).
3. Check "Original" unless it is a modification. If it is a modification, check "Modification" and enter modification number if modification.
4. Check the authority that applies. For "Other", the Buyer must cite authorities obtained from the seller.
5. Enter the Project Title/Conference Name.
6.
    a. Enter the Buyer (Funding) Agency office name, city, state, zip code, administrative and finance contact names and phone numbers with area code, also include fax and email address. A Finance contact who understands IPAC is recommended.
    b. Enter the Traveler's (Seller) Agency office name, city, state, administrative and traveler's contact names and phone numbers with area code, also include fax and email address. An Administrative contact who understands IPAC is recommended.

This data will be referenced on your Treasury IPAC bill.

7.
    a. Provide the funding agency's 8 digit Agency Location Code (ALC) assigned by Treasury.
    b. Provide the traveler's 8 digit ALC assigned by Treasury.
8.
    a. Type the funding agency's Dun and Bradstreet (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for the Department of Defense. If unknown, try www.sam.gov and click Search.
    b. Type the traveler's agency's DUNS No. as registered in Federal Register, this is also referred to as the FSN for the Department of Defense. If unknown, try www.sam.gov and click Search.
9.
    a. Provide the Treasury Account Symbol (TAS) for the funding agency. You may need to consult a budget or fiscal representative.
    b. Provide the Treasury Account Symbol (TAS) for the traveler's agency. You may need to consult a budget or fiscal representative.
10. 10a. and 10b. Determine the Treasury Standard General Ledger accounts (SGL) for this funding request. This field is optional if the accounting system already designates the correct SGL.
11.
    a. Enter the account cost structure for the funding Agency. This may include an office identifier, program, and budget object class.
    b. Enter the account cost structure for the traveler's Agency. This may include an office identifier, program, and budget object class.
12. 12a. and 12b. Provide the Business Event Type Code (BETC) for this action. Examples are DISB or COLL.
13.
    a. Provide the Fund Expiration date, or type "Indefinite" (for no year funds).
14. Enter the estimated cost of Travel; this amount may be obligated by a finance office if necessary.
15. Enter the traveler's finance office information.
16. IPAC should be processed in a timely manner, as soon as possible after the travel is completed.
17. Signature of fiscal officer or authorized official who can authorize travel funds.
18. Signature of the traveler's approving official.

Both agencies should retain a signed copy of this ITA.

Forward a copy of this ITA to the Finance Office that will process the IPAC.