

DEFENSE LOGISTICS AGENCY



*ALTERNATIVE ELECTRONIC
VOUCHERING -
PERDIEMAZING (PDA) BRIEF*





WHAT IS PERDIEMAZING (PDA)

- A paperless, automated travel management system that provides significant cost savings through the use of simplified electronic travel order/voucher processing
- A windows application that allows the traveler to coordinate and arrange temporary duty travel quicker and easier



PERDIEMAZING PROCESS

- *Traveler inputs data*
- *Commercial Travel Office books flight, hotel, rental car*
- *Funding Official certifies funds are available*
- *Approving Official approves travel*
- *Commercial Travel Office prepares ticket and itinerary*



PERDIEMAZING PROCESS

- *Upon completion of TDY, traveler prepares voucher for reimbursement*
- *Approving Official approves expenses*
- *DFAS pays traveler*



BENEFITS OF PDA

- *Easy desk top access to functions and information*
- *Automated approval chains*
- *Decreases payment time to traveler*
- *Effective data security*
- *Meets paperless environment*
- *Interfaces with financial management systems and on site travel agency*



BENEFITS (CONT)

- *Tighter and more timely control over travel budgets and expenditures*
- *Automated enforcement of travel regulations*
 - *PDA supports compliance with the Federal Travel Regulations and the Joint Federal Travel Regulations.*
 - *Supports enforcement of agency-specific travel policies and regulations*



BENEFITS (CONT)

- *Superior customer service*
- *Reduces cost for travel administration and related financial management*
- *User friendly*
 - *online tutorial*
- *Capable of handling split disbursements which allows electronic payment to credit card company*



BENEFITS (CONT)

- *Supports mission requirements*
- *Travelers receive the benefit of EFT settlements (3 days vs. 7-10 days manually)*



PDA MILESTONES

- *System deployed 4/97*
- *HQC will be 100% trained and using PDA by April 00 (2281 users)*