



PLEASE DISTRIBUTE TO TRAVEL BRANCH SUPERVISORS AND EXAMINERS

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Functional Corner

Make sure your Examiners, Auditors, Customer Service and System Administrators are aware

PCS MALT rate has been changed to \$.165 effective January 1, 2010. If one does a rate look-up in Maintenance it will show \$.17 per mile. Once the rates for January have been updated IATS pays correctly at the rate per mile \$.165. Make sure all travel related individuals are aware of the display issue

Insure the traveler has a valid mailing address to receive future W-2s

[Mary Thieryoung](#)

Navy Travel Coordinator

When entering travel claims into IATS, for disbursement by ADS, please make sure to enter a valid mailing address for the traveler. Without having a valid mailing address, future W-2s are being delayed in being received by the traveler. Invalid mailing address affects; delays the traveler in receiving their future W-2; increase double and even triple the postage costs for mailing duplicate W-2s for one traveler, and corrections made to the W-2s are a manual process and time consuming. Cost adds up by missing a valid mailing address.

Free Software Helps Wage Reports Accuracy

AccuWage/AccuW2C is free software from Social Security. It allows you to check W-2 (Wage and Tax Statement) and W-2c (W-2 correction) reports for correctness before you send them to Social Security. Using AccuWage and AccuW2C greatly reduces submission rejections. Download the latest version of the AccuWage software before you prepare your wage reports each year from:

<http://www.ssa.gov/employer/accuwage/index.html>

For more information go to

www.socialsecurity.gov/employer/software.htm

IATS-Help-Desk

When was the last time you ran your system tools? CHKDSK or DEFRAG

Is your overall computer running slower and slower? How about your server? When was the last time any system tools were run? Was a DEFRAG run on the computer in the last month or the last year? As a measure of preventative maintenance (PM) you should consider setting into your schedule some PM on your computer(s) in the near future.

Contact the following to obtain assistance

IATS-HELP-DESK

Email: IATS-HELP-DESK@DFAS.MIL

Telephone; Commercial: (317) 510-7946 DSN: 699-7946