UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

For: State and County Offices

Processing FY 2015 Local Travel Expense Reimbursements Through WebTA

Approved by: Acting Associate Administrator for Operations and Management

1 Overview

A Background

The Department's Office of the Chief Financial Officer (OCFO) has notified Agencies that as of October 1, 2014, TRVL system will no longer be available for processing local travel expense reimbursement. All FY 2014 local travel should be entered in the TRVL system by September 30, 2014.

Agencies were instructed, by OCFO, to identify alternative means for processing local travel expense reimbursement. To this end, FSA, after a thorough evaluation of options, has selected functionality available in WebTA to process local travel expense reimbursement.

This new WebTA-based approach will closely mirror the TRVL-based method, as it will similarly entail completing AD-616 that will be reviewed, approved, and manually input into WebTA for payment.

FSA will begin processing FY 2015 local travel expense reimbursement through the WebTA-based approach on **October 1, 2014**.

Note: For COC and CO employees, timekeepers **must** follow instructions in Notice PM-2919 about processing special employee code "34" for travel reimbursement, **before** processing FY 2015 local travel expense reimbursements according to this notice.

B Purpose

This notice provides instructions to:

- timekeepers on how to add FY 2015 accounting codes for local travel into WebTA, for:

  - regular local travel
  - Farm Bill-related local travel
  - FLP local travel for Fund 87 employees

- travelers, authorizing supervisors, and timekeepers on how to prepare and process a local travel expense reimbursement using AD-616 and WebTA.

Disposal Date	Distribution
March 1, 2015	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contact Information

If there are questions about:

- travel policy, contact Arthur Holmes, FMD, Debt Management and Travel Policy Office, by telephone at 202-772-0066

- WebTA, contact Vicki Larson, BUD, County Budget and Work Measurement Section, by telephone at 202-720-2501.

2   Local Travel

A   Definition

Local travel means official Government travel that can be completed within 1 workday's time and does **not** require an overnight stay and reimbursement of per diem.

B   Reimbursement

FSA policy **requires** that employees be reimbursed for expenses incurred for local travel that are in excess of the employee's normal commuting costs to and from their ODS. See 118-FI, Part 6, for further detail.

3   Preparing WebTA for Local Travel Reimbursement

A   Accounting Codes

Initially, 3 types of accounting codes will exist for classifying local travel, as follows.

- **Regular local travel** will use the standard payroll code and will be loaded according to instructions in Notice BU-754, by timekeepers, as of October 1, 2014. Timekeepers do **not** have to manually load this accounting, including FLP local travel completed by Federal FLP employees.

- **Farm Bill-related local travel** will need to be manually input by the timekeeper (subparagraph B).

- **FLP local travel** for Fund 87 employees will need to be manually input by the timekeeper.
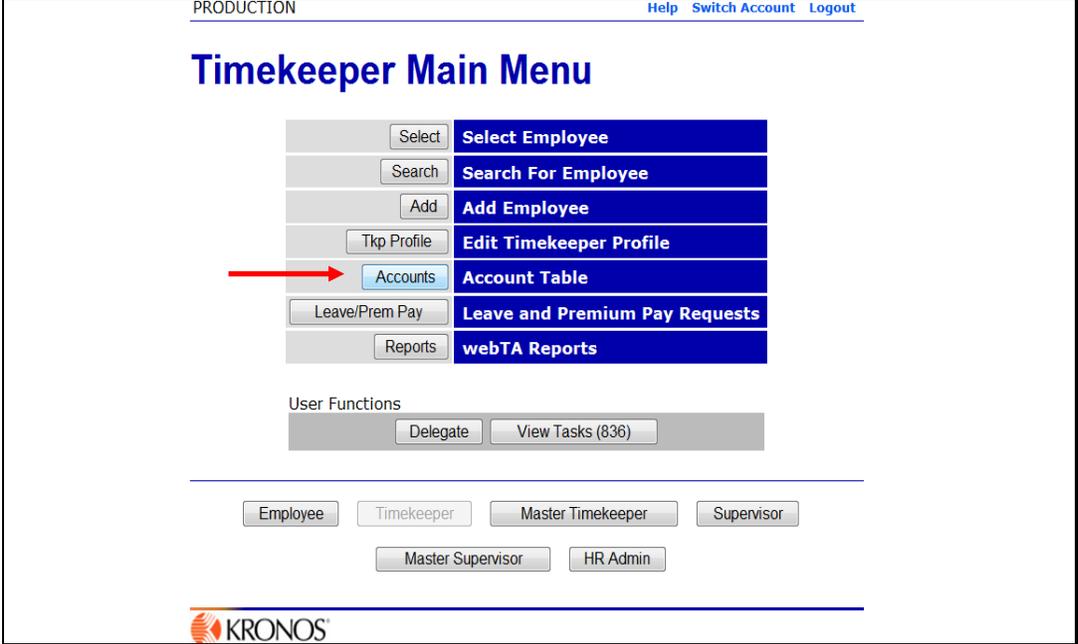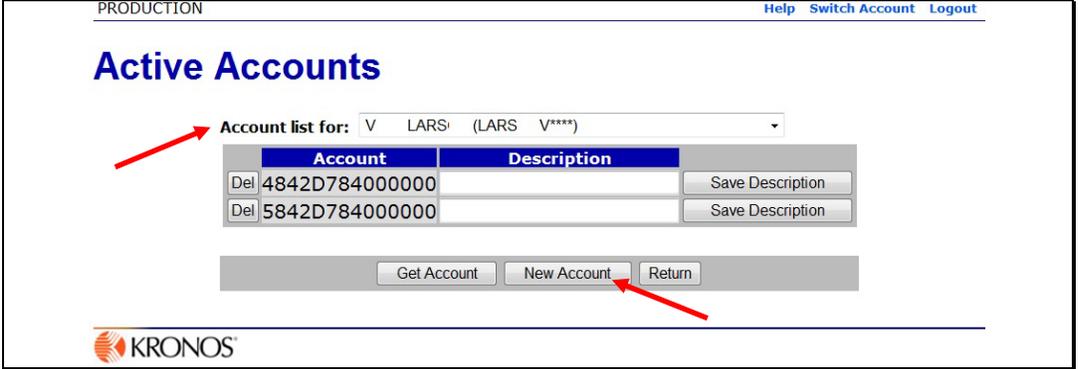
B   Timekeeper Instructions

To enable WebTA to track Farm Bill-related local travel for a given employee or FLP local travel by Fund 87 employees, the timekeeper will need to first add the code to their "Active Accounts" list. After the accounting has been added, the timekeeper will be able to select the code for travelers that are to be reimbursed.

3   Preparing WebTA for Local Travel Reimbursement (Continued)
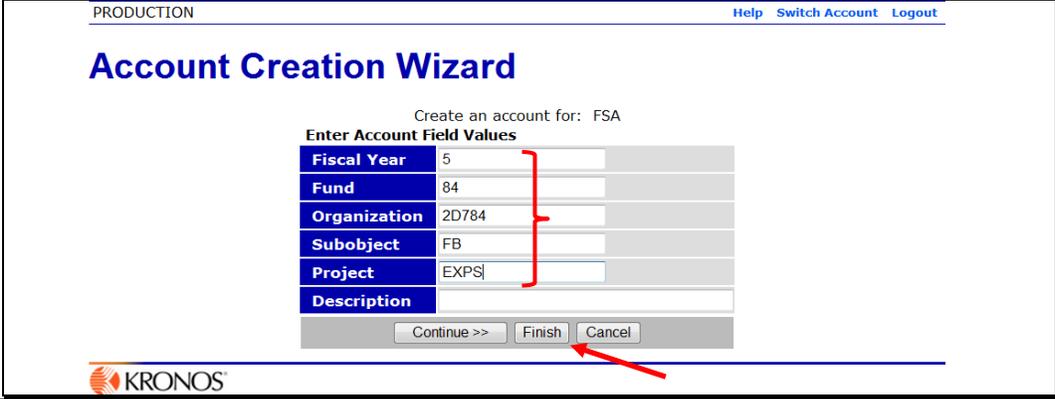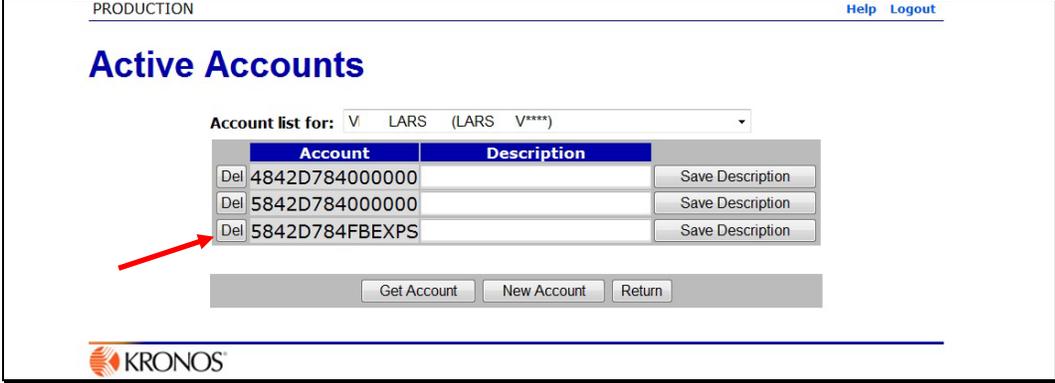
B   Timekeeper Instructions (Continued)

Adding the line of accounting to the timekeeper's "Active Accounts" list is performed as follows.

Step	Action
1	From the Timekeeper Main Menu Screen, CLICK "**Accounts**".
2	From the Active Accounts Screen, from the "Account list for" drop-down list, select the first employee name that requires local travel expense reimbursement for Farm Bill-related travel, to add accounting information, and CLICK "**New Account**".

3   Preparing WebTA for Local Travel Reimbursement (Continued)

B   Timekeeper Instructions (Continued)

Step	Action
3	On the Account Creation Wizard Screen, complete the following 5 fields with the values indicated.

Field	Value
Fiscal Year	"**5**".
Fund	"**84**" for Federal Employee or "**87**" for County Employee.
Organization	Same 5-digit Organization Code used for payroll.
Subobject Code	"**FB**" for Farm Bill or "**FL**" for FLP.
Project Code	"**EXPS**" for expense or "**P000**" for FLP project code.

Note: Fund "87" shall be used for FLP employee local travel **only**.

When these inputs have been completed as displayed on the following screen shot, the timekeeper should CLICK "**Finish**" to confirm the changes.

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| 4 | The Active Accounts Screen will be displayed with all valid accounts in WebTA for the employee. As displayed in the following screen shot, the Farm Bill Accounting Code established in step 3 for a Federal employee is now displayed as an active account.

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4   Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA

A   Instruction for the Traveler

Each employee who incurs reimbursable local travel expenses **must** prepare AD-616, using instructions in 118-FI, Part 6, and submit it to his/her supervisor for review and approval. An example is provided in Exhibit 1. AD-616 should be completed and submitted for processing in the same pay period as that within which the travel took place. Travel reimbursement amounts must be notated "Regular Local Travel" or "Farm Bill-Related Local Travel".

Note: Before validating T&A in WebTA, employee **must** review, in addition to time worked, leave taken, and program and activity codes designated, the local travel amounts and travel purpose accounting codes reflected in the "Dollar Transaction" box to ensure accurate entry as displayed in the following screen shot.

Edit / Del	01 - Regular Base Pay	4842D784000000	NP	NOAUTH-A2		0:30		8:00			8:30			
Edit / Del	29 - Credit Hours Earned		NP	NOAUTH-A2										
Edit / Del	01 - Regular Base Pay	4842D784000000	NOAUTH-P2	NOAUTH-A2										
Edit / Del	01 - Regular Base Pay	5842D784000000	MAL	TRAVEL										
Edit / Del	01 - Regular Base Pay	5842D784000000	MAL	SERV & MAINT										
Edit / Del	01 - Regular Base Pay	5842D784000000	NOAUTH-P2	NOAUTH-A2										
	New	**Work Time Total**				9:00	9:00	9:00	8:00		35:00		9:00	9:00
	Leave and Other Time													
		Absence Start												
		Absence End												
Edit / Del	62 - Sick Leave	4842D784000000	LEAVE	LEAVE										
	New	**Leave and Other Time Total**												
		Daily Total				9:00	9:00	9:00	8:00		35:00		9:00	9:00

	Dollar Transactions			**Remarks**
	Transaction	Account Description	Dollar Amt	
Edit / Del	17 - Travel Reimbursement	5842D784FBEXPS90029W (No Description)	16.96	
Edit / Del	17 - Travel Reimbursement	5842D784000000009805 (No Description)	35.60	
	New	**Total**	52.56	

4   Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA (Continued)

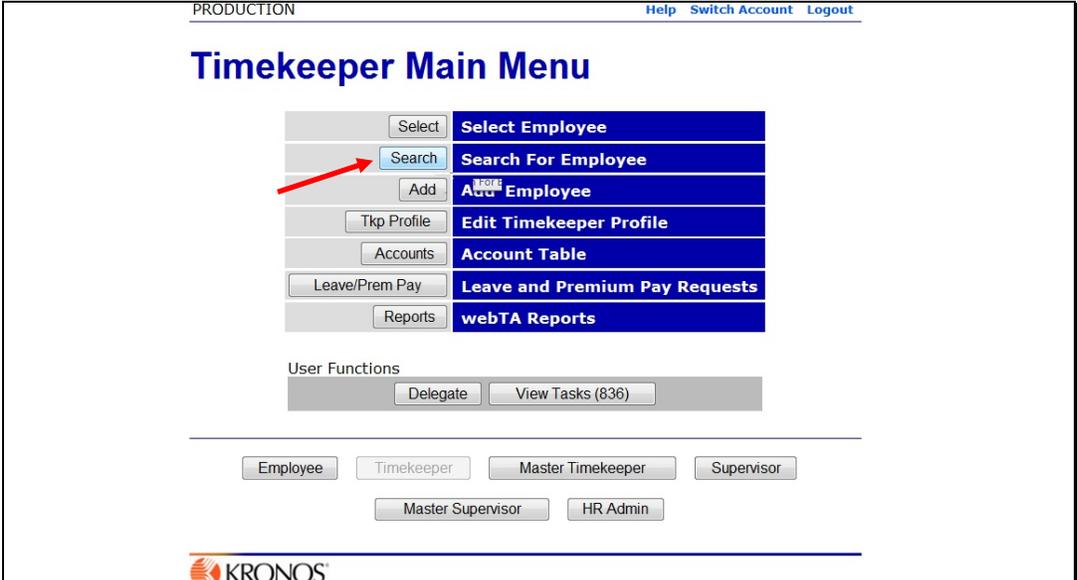**B   Instruction Supervisor Authorizing Travel**

The supervisor will review AD-616 submitted by the traveler to verify the calculation of the local travel costs and ensure that appropriate supporting documentation is attached. The supervisor will then either approve AD-616 for entry by the timekeeper into WebTA for local travel expense reimbursement, or return AD-616 to the traveler to address any noted deficiencies. After the supervisor has approved AD-616, he/she will provide the original AD-616 to the timekeeper, retain a copy for his/her own records, and provide a signed copy to the employee.

Before certifying the local traveler's T&A, the supervisor, as a control, will compare the amounts and accounting codes entered in the "Dollar Transaction" box with the amount and purpose (type) of travel reflected on the retained copy of AD-616. Electronic copies of the approved AD-616 may be provided to the timekeeper and employee instead of paper copies.

C   Instruction for Timekeeper

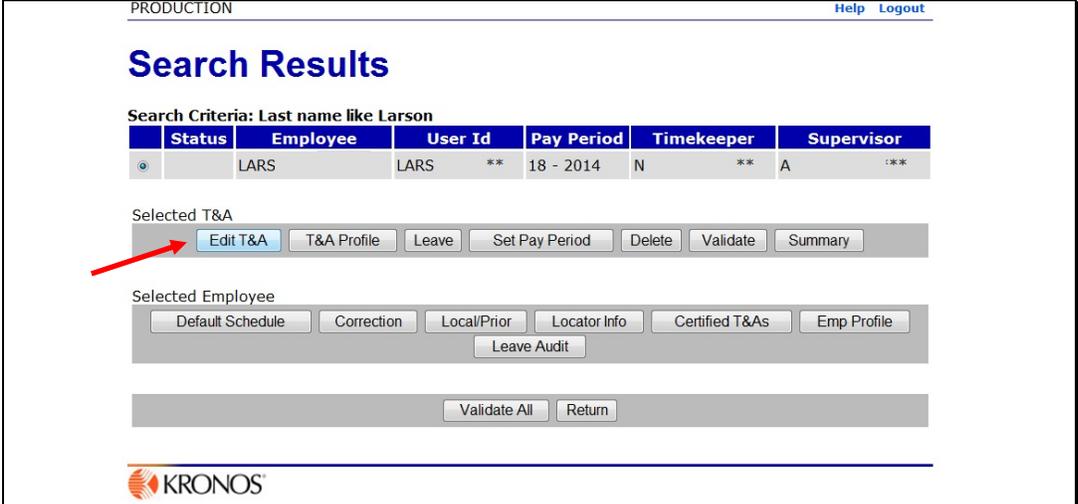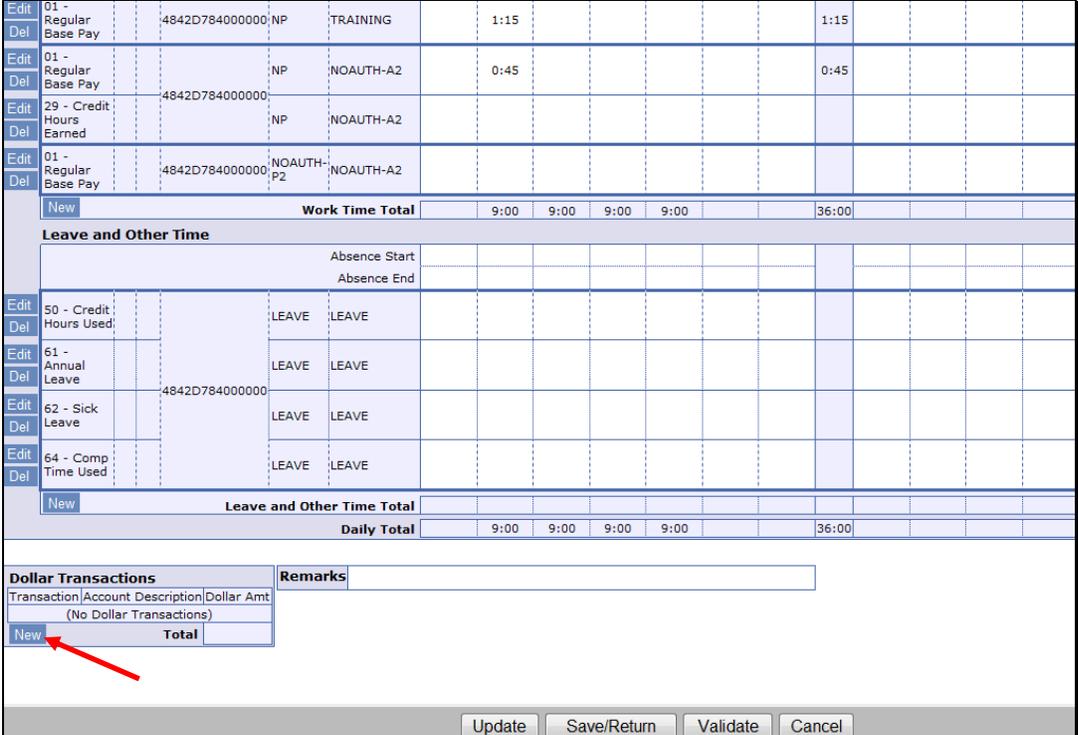Approved, AD-616's are provided to the timekeeper, who will enter amounts to be reimbursed into WebTA.

Entry into WebTA for each approved AD-616 shall be completed as follows.

Step	Action
1	Open WebTA to the Timekeeper Main Menu Screen and CLICK "**Search**". Timekeeper may use the "Search" functionality to locate the employee for whom local travel expense reimbursement-is being processed.

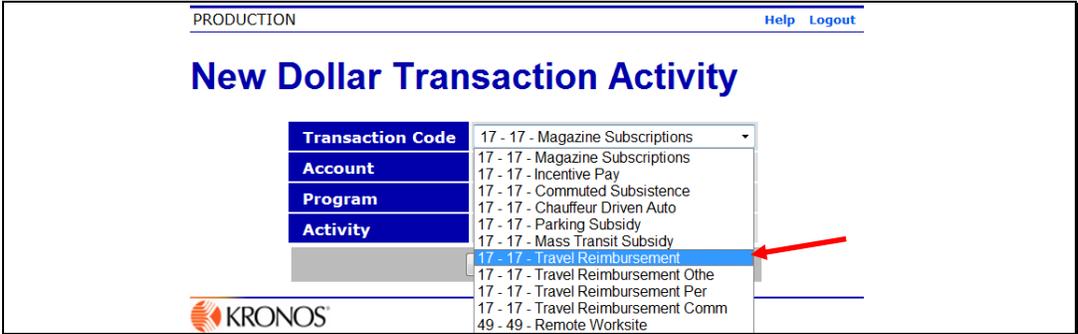## 4 Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA (Continued)

C Instruction for Timekeeper (Continued)

Step	Action
2	After locating applicable employee, timekeeper should CLICK "**Edit T&A**".
3	The following screen will be displayed. In the "Dollar Transaction" CLICK "**New**".

4   Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA (Continued)

C   Instruction for Timekeeper (Continued)

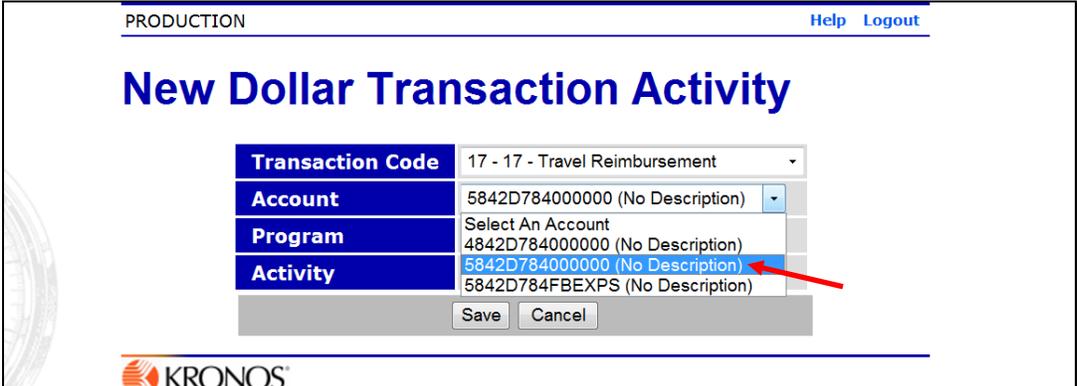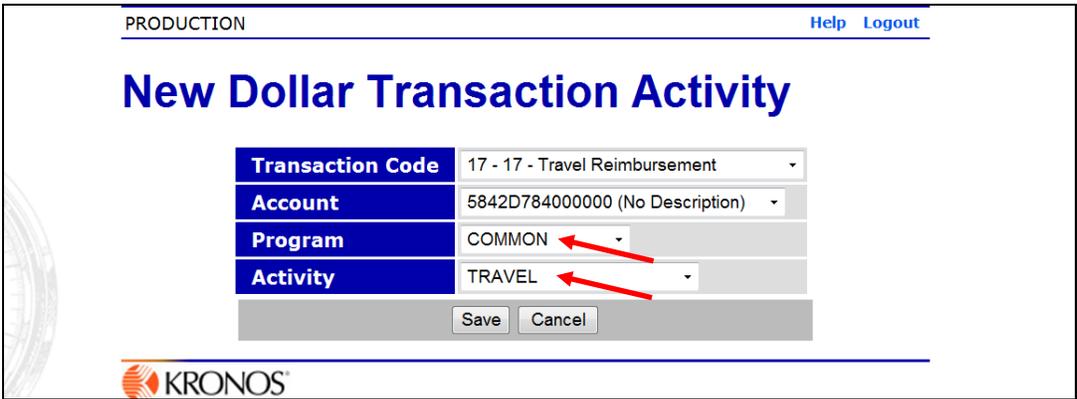| Step	Action
4	The New Dollar Transaction Activity Screen will be displayed. From the "Transaction Code" drop-down list, select "**17 - 17 Travel Reimbursement**".
	Note: Each time local travel entries are made on the New Dollar Transaction Activity Screen, ensure that, from the "Transaction Code" drop-down list, user selects **"17 - 17 - Travel Reimbursement"**. Using the WebTA default "17 - 17 - Magazine Subscription" will create errors in the transaction amount that may result in employees being overpaid.

4   Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA (Continued)

   C   Instruction for Timekeeper (Continued)

Step	Action
5	For **regular local travel reimbursements**, timekeepers should select, from the "**Account**" drop-down list, the accounting code associated with regular payroll, as displayed in the following screenshot. **Note:** For Farm Bill-related local travel reimbursements, go to step 7.
6	For **regular local travel reimbursements**, timekeepers should select, from the: • "**Program**" drop-down list, "**Common**" • "**Activity**" drop-down list, "**Travel**". When all selections have been made for regular local travel, CLICK "**Save**".

4 Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA (Continued)

C Instruction for Timekeeper (Continued)

Step	Action
7	For **Farm Bill-related local travel reimbursements**, from the "Account" drop-down list, timekeepers should select the account ending in "**FBEXPS**", for Farm Bill-related local travel expenses.
8	For **Farm Bill-related local travel reimbursements**, timekeepers should select, from the: • "**Program**" drop-down list, the applicable program • "**Activity**" drop-down list, "**NOAUTH-A2**". **Note:** For the October ARCPLC training, timekeepers should select the following as displayed in the screen shot: • "**Program**" drop-down list, "**NOAUTH-P2 ARC/PLC**" • "**Activity**" drop-down list, "**NOAUTH-A2**". When all selections have been made for Farm Bill-related local travel, CLICK "**Save**".
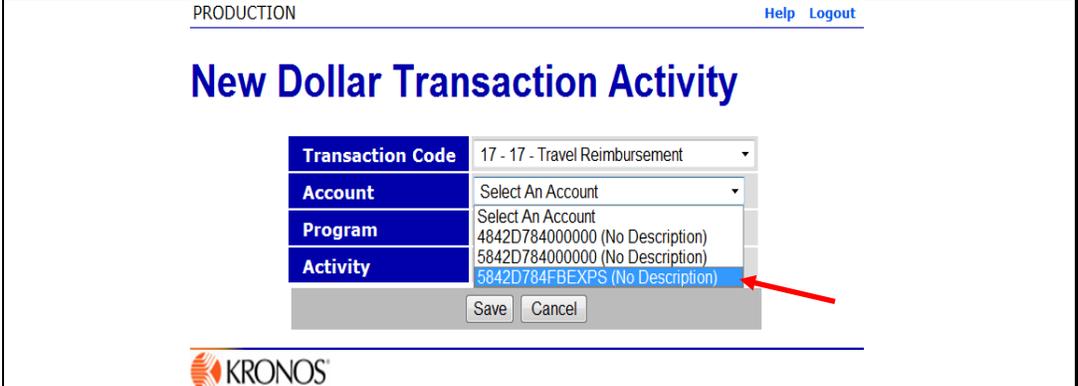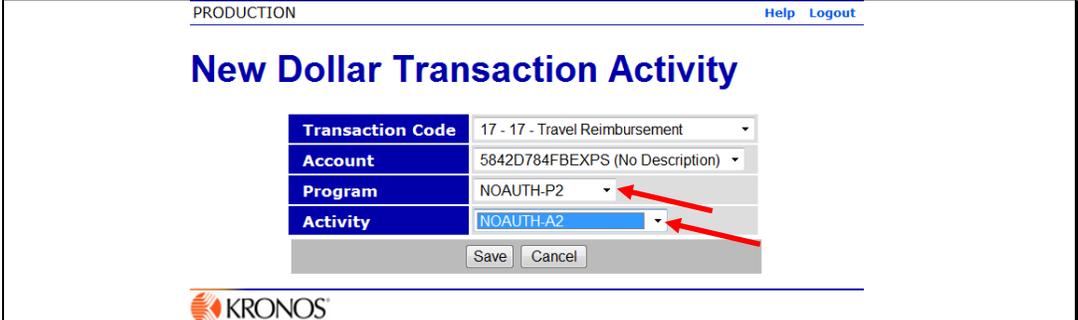
Notice BU-755

4 Preparing and Processing Local Travel Reimbursements Using AD-616 and WebTA (Continued)

C Instruction for Timekeeper (Continued)

The timekeeper may now enter the local travel expenses calculated on AD-616 into the T&A "Dollar Transaction" box, "Dollar Amount" column as displayed on the following screen shot.

Important: Reimbursable amounts **must** be entered using a decimal point. For example, $23.75 should be entered as "23.75".

The following displays examples of both regular and Farm Bill-related local travel expenses being input for reimbursement through WebTA. To save reimbursements, CLICK "**Save/Return**". The reimbursements are now ready for employee validation and supervisor certification.

Example of Completed AD-616

The following is an example of a completed AD-616.

Example of Completed AD-616 (Continued)

SOCIAL SECURITY NO.	TRAVELER'S NAME						
	Traveler	John		Q			

SECTION G—SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

ITINERARY FROM DATE (Month/Day)	10/1	10/2	10/3					TOTALS
CITY	Miller	Miller	Miller					Transfer these totals to Section D on Voucher Front.
STATE	SD	SD	SD					
TIME	7:00 am	7:00 am	9:00 am					If additional days are required, use continuation sheet
TO TDY LOCATION DATE (Month/Day)								
CITY	STO	STO	Area Farms					
COUNTY								
STATE								
TIME								
PER DIEM NO. OF DAYS								TOTAL NO. DAYS 0.00
LODGING (Receipt Required)								
MEALS AND INCIDENTAL EXPENSES *Enter Rate*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LESS MEALS AT GOVERNMENT EXPENSE								
PER DIEM AMOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL PER DIEM $ 0.00
ACTUAL SUBSISTENCE NO. OF DAYS								TOTAL NO. DAYS 0.00
LODGING (Receipt Required)								
BREAKFAST								
LUNCH								
DINNER								
M&IE/OTHER								
ACTUAL SUBSISTENCE AMOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL ACTUAL SUBSISTENCE $ 0.00
MILEAGE MILES	15	15	63					TOTAL MILES 93
RATE PER MILE	0.565 ¢	0.565 ¢	0.565 ¢	¢	¢	¢	¢	
MILEAGE AMOUNT	8.48	8.48	35.60	0.00	0.00	0.00	0.00	TOTAL MILEAGE $ 52.55
PARKING, TOLLS, ETC.								TOTAL PARKING $ 0.00
PLANE, BUS, TRAIN (Paid By Traveler)								TOTAL PLANE, BUS, TR... $ 0.00
UNACCOMPANIED BAGGAGE								TOTAL UNACCOMPANIED BA $ 0.00
LOCAL TRANSPORTATION NO. TRIPS								TOTAL LOCAL TRANSPORTATION $ 0.00
DAILY EXPENSE								
MISCELLANEOUS EXPENSES TELEPHONE CALLS								TOTAL MISCELLANEOUS $ 0.00
SUPPLIES, ETC.								
CAR RENTAL (Paid by Traveler) Receipt and Car Rental Agreement Required RENTAL EXPENSE								TOTAL CAR RENTAL $ 0.00
GASOLINE EXPENSE								

REMARKS

10/1 and 10/2 - Farm Bill Training at State Office.
10/3 Local Travel to Area Farms for MAL spot-checks.

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.