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

Mark Alute.

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
10-3-14	Page 1

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

<u>Local travel</u> 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".									
	PRODUCTION Help Switch Account Logout									
	Timekeeper Main Menu									
	Select Employee									
	Search Search For Employee									
	Add Add Employee									
	Tkp Profile Edit Timekeeper Profile									
	Account Table									
	Leave/Prem Pay Leave and Premium Pay Requests									
	Reports webTA Reports									
	User Functions Delegate View Tasks (836)									
	Employee Timekeeper Master Timekeeper Supervisor									
	Master Supervisor HR Admin									
	KRONOS"									
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".									
	PRODUCTION Help Switch Account Logout									
	Active Accounts									
	Account list for: V LARS (LARS V****)									
	Account Description									
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	Get Account New Account Return									
	KRONOS'									

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.									
	110,000 0000										
	Note: Fund "87" a	hall he used for FLP employee local travel only									
	Note. Fulla 87 8	man de used for FEF employee local travel only.									
	W/h on these immedes	have been completed as displayed on the fellowing comon shot									
	the timely approximately the	ald CLICK "Finish" to confirm the changes									
	the timekeeper shot	ind CLICK Finish to confirm the changes.									
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	PRODUCTION	Help Switch Account Logout									
	Account	Creation Wizard									
		Croate an account for: ESA									
		Enter Account Field Values									
		Fiscal Year 5									
		Fund 84									
		Subobject FB									
		Project EXPS									
		Description									
		Continue >> Finish Cancel									
	KRONOS'										
4	The Active Account	ts Screen will be displayed with all valid accounts in WebTA for									
	the employee. As a	lisplayed 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										
	decount.										
	PRODUCTION	Help Logout									
	Active Ac	counts									
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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.

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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.
	PRODUCTION Help Switch Account Logout
	Timekeeper Main Menu
	Select Select Employee
	Search Search For Employee
	Add Add Employee
	Tkp Profile Edit Timekeeper Profile
	Account Table
	Leave/Prem Pay Leave and Premium Pay Requests
	Reports webTA Reports
	User Functions Delegate View Tasks (836)
	Employee Timekeeper Master Timekeeper Supervisor Master Supervisor HR Admin
	KRONOS'

					Act	ion								
After locating applicable employee, timekeeper should CLICK "Edit T&A".														
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Step	Action											
4	The New Dollar Transaction Activity Screen will be displayed. From the											
	"Transaction Code" drop-down list, select "17 - 17 Travel Reimbursement".											
	PRODUCTION Help Logout											
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	New Dollar Transaction Activity											
	Transaction Code 17 - 17 - Magazine Subscriptions •											
	Account Select An Account											
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	Note: Each time local travel entries are made on the New Dollar Transaction											
	Activity Screen ensure that from the "Transaction Code" dron-down list											
	user selects "17 - 17 - Travel Reimbursement" Using the WebTA defaul	t										
	"17 - 17 - Magazine Subscription" will create errors in the transaction	ι										
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	amount that may result in employees being overpaid.											
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	17 - 17 - Travel Reimbursement Othe											
	KRONOS 49 - 49 - Remote Worksite											



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.												
	PRODUCTION Help Logout												
	New Dollar Transaction Activity												
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8	For Farm Bill-related local travel reimbursements, timekeeners should select												
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	• " 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"												
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	Program NOAUTH-P2												
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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.

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POSE CODE ACCOUNTING CLASSERCATION PERCENTAGE D. B. J. C. C. MON 0.00 S87460655000000 (Local Travel) \$35.59 % 34. UNACCOMPANED BAGGAGE 0.00 587460655FBEXPS (Farm Bill) \$16.96 35. LOCAL TRANSPORTATION 0.00 35. LOCAL TRANSPORTATION 0.00 36. MISCELLANEOUS EXPENSES 0.00 37. CAR RENTAL 0.00 38. MISCELLANEOUS EXPENSES 0.00 39. TRAVELADVANCE AMOUNT OUTSTANDING 38. MISCELLANEOUS EXPENSES 0.00 39. TRAVELADVANCE AMOUNT OUTSTANDING 39. TRAVELADVANCE AMOUNT OUTSTANDING 0.00 30. TOTAL CLAIM §10.00 or important of and more than system or than system and a constant of the rest of the claim in the rest of the claim rest of the claim in the rest of the claim in the re	Section D to the applicable Pur Code and Accounting Classific	pose of Travel 7=1 ation line.) 8=5	Entitlemer Special mi	tthome leave ssion travel	, 14.= 15=1	Education Informal traini	ıg	32. PARH	(ING, TOLLS, I	ETC.		_		0.00	
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38. MISCELLANEOUS EXPENSES 0.00 THESE PERCENTAGES MUST EQUAL 100% THESE PERCENTAGES MUST EQUAL 100% COTION F - CERTIFICATIONS ADDUCTION F - CE	58746065FBB	EXPS (Farm Bi	II)	\$1	6.96			35. LOC/	ALTRANSPOR	RTATION		+		0.00	
37. CAR RENTAL 0.00 THESE PERCENTAGES MUST EQUAL 100% TOTAL CLAIM (Blocks 29 thru 37) \$ 52.55 COLD FOR CERTIFICATIONS MUDULENT CLAIM. Falsification of an item in an expense account will result in a forfeiture of the claim (SC 251; 41 and may result in a fine of not more than 510,000 or imprisonment of not more than 5 years or both (SC 251; 41 and may result in a fine of not more than 510,000 or imprisonment of not more than 5 years or both (SC 251; 41 and may result in a fine of not more than 510,000 or imprisonment of not more than 5 years or both soft of the previse in connection with any claimbursable claims were incurred on official business of the United States any rights I may have next for claims shown herein. All travel and reimbursable claims were incurred on official business of the United States memmers. All ficks; coupons, promotional times and redistrered in connection with ravel claims do in this vonche and accounted for as required by 41.CFR 301: 304 and other regulations. I have reviewed this vonche and for claims shown herein. All travel and reimbursable claims were incurred on official business of the United State excrement. United States any rights I may have near test. 49. EFMALNOG AD/WAICE AMOUNT REPAID (Check or money order affached) 0.000 CLAIMANTS SIGNATURE 49. DATE 49. EFMALNOG AD/WAICE EALANCE (Block 33 minus Block 40 and Block 41) 5 22.55 (CLAIMANTS SIGNATURE 49. DATE 51. SOCIAL SECURITY NO. 52. DATE APPROVED (Morth - Daw - Year 10/6/14 53. PHONE (Area Code and No.) 53. PHONE (Area Code and No.) </td <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td>36. MISC</td> <td>ELLANEOUS</td> <td>EXPENSES</td> <td></td> <td>+</td> <td></td> <td>0.00</td> <td></td>						1		36. MISC	ELLANEOUS	EXPENSES		+		0.00	
38. TOTAL CLAIM (Blocks 29 thu 37) S 2.55 THESE PERCENTAGES MUST EQUAL 100% (Blocks 29 thu 37) S 2.55 COLSPAN (Blocks 29 thu 37) S 2.55 COLSPAN (Blocks 29 thu 37) S 2.55								37. CAR	RENTAL					0.00	
Section F = CERTIFICATIONS 39. TRAVELADVANCE AMOUNT OUTSTANDING 39. TRAVELADVANCE AMOUNT OUTSTANDING 39. TRAVELADVANCE AMOUNT OUTSTANDING 40. AMIT OF VOLCHER (Block 28) TO BE APPLED TO OUTSTANDING ADVANCE (Block 39) TO EXAPPLED TO OUTSTANDING BILL FOR COLLECTION BILL TO X CLAIMANTS SIGNATURE		T	ESE PE	RCENTAGE	SMUST	FOUAL 10	0%	38.	TOTA (Blocks	29 thru 37)		\$		52.55	
ALDULENT CLAIM. Falsification of an item in an expense account will result in a forfeiture of the claim 1052 C514, and may result in a fine of not more than 510,000 or imprisonment of not more than 5 years or both USC 357, i.d. 1001). ATMANT'S RESPONSIBILITIES AND SIGNATURE. I hereby assign to the United States any rights I may have ment for claims show herein. All ticket, coupons, promotional items and credit received in the other parties in connection with any required by 41CFR 301-304 and other regulations. I have reviewed this voucher the ent end claims show herein. All ticket, coupons, promotional items and credit received in an entities of the United States remment. All ticket, coupons, promotional items and credit received in a material travel claimed in three detines of the United States to correct. CLAIMANT'S SIGNATURE 40. DATE March 2000 FFICER'S RESPONSIBILITIES AND SIGNATURE 40. DATE 10/3/14 41. FINL VOUCHER March 2000 FFICER'S RESPONSIBILITIES AND SIGNATURE 43. REMAINING ADVANCE AMOUNT REPAID (Check or money ordiser distached) 43. REMAINING ADVANCE BALANCE (Block 38 minus Block 40 and Block 42) 0.00 44. NET TO TRAVELER (Block 38 minus Block 40 and Block 41) 52. 555 (March 2000 FFICER'S RESPONSIBILITIES AND SIGNATURE In approving diffic thas exercises of the Original travel and an approvement is diamed for official travel andy, (b) Use of rental car, taxica, or other special correge area for while the states and applies or equipment (1) Reimburs ment is claimed in to the Government's advantage; and (b) Long distance phase calls and supplies or equipment (1) Reimburs ment is claimed in the first fravel and hybre car, taxica, or other special correge area for while the thas everitten authorization from Agency Head or hisher designer (3) USC 1249. MPPROVING OFFICER'S ISIGNATURE 51. SOCIAL SECURITY NO. 52. DATE APPROVED Morth - Dav , Year 10/6/14 53. PHONE (Area Code and No.) Morth - Dav , Year 10/6/14 54. FORM AD -618 (USDA) (Rev 1) FORM AD -618 (USDA) (Rev 1) F	ECTION F - CERTIFIC	ATIONS	LOLTE	CETT/CE	.omoor	Eddine To	070	39. TRA	VEL ADVANCE	AMOUNT OL	JTSTANDING	;			
AIMANT'S RESPONSIBILITIES AND SIGNATURE. I hereby assign to the United States any rights 1 may have into the parties in connection with any reinburshele cariser transportation charge described herein. Thave received memory of claims show herein. All travel and reinburshele cariser transportation charge described herein. Thave received into an ender the synthese states and redit received in connection with travel claims of the Vision of the synthese states and certify it enderstates and redit received in connection with travel claims of the Vision of Vision of the Vision of	AUDULENT CLAIM. Falsificati USC 2514) and may result in a fine USC 287; i.d. 1001).	on of an item in an exp of not more than \$10,00	pense acc 10 or imp	ount will r risonment	esult in a of not mo	forfeiture of re than 5 year	the claim s or both	40. AMT. TO 0	OF VOUCHER UTSTANDING	R (Block 38) TC ADVANCE (B R (Block 38) TC	DBEAPPLIE	2		0.00	
Performance and trackets of upper productive work in characteristic work and advertage and (2) and other regulations. There evidence difficult is the counter of the count	AIMAN I'S RESPONSIBILITIES inst other parties in connection with any ment for claims shown herein. All trav-	AND SIGNAI URE. 11 y reimbursable carrier tra el and reimbursable clain	hereby as: nsportations were in	sign to the U on charges d curred on o	nited Stat escribed h ficial bus	erein. I have r iness of the Uni	may have relived no ted States	TO C BILL NO		BILLFORCO	DILECTION				
CLAMMANTS SIGNATURE 40. DATE Month, Jay, Year 10/3/14 49. FINAL VOLCER N 43. REMAINING AD/VANCE BALANCE (Block 39 minus Block 40 and Block 42) 0.00 PROVING OFFICER'S RESPONSIBILITIES AND SIGNATURE. In approving this worker, Thave determined to bur semant is claimed for official travel only; (0) Use of reat act, taxia; do not set special convegance for which abur semant is claimed for official travel only; (0) Use of reat act, taxia; do not set special convegance for which abur semant is daimed for official travel only; (0) Use of reat act, taxia; do not set special convegance for which abur semant is daimed for official travel only; (0) Use of reat act, taxia; do not set special convegance for which abur semant is daimed for official travelong; (1) Use of reat act, taxia; do not set special convegance for which abur semant is daimed for official traveleng; (1) Use of reat act, taxia; do not set special convegance for which abur semants; daimed for officers infinite) TOTAL DIFFERENCE ADDROFE DEV (EXEMINES) 51. SOCIAL SECURITY NO. 52. DATE APPROVED Month, Dav. Year 10/6/14 53. PHONE (Area Code and No.) 10/6/14 NAME AND TITLE (Last. First. Middle Initial/Trave or Print) AGENCY CODE CE 55. CONTACT PERSONS NAME 56. PHONE (Area Code and No.) 10/6/14	e been accounted for as required by 4 e correct.	1CFR 301-304 and other	regulatio	ns. I have r	eviewed ti	is voucher an	l certify it	42. ADD (Chec	ITIONAL ADVA k or money ord	NCE AMOUN ier attached)	T REPAID				
PROVING OFFICER'S RESPONSIBILITIES AND SIGNATURE. In approving this voucher, I have determined (10) Reinhour sensent is daimed for official travelouply; (2) Use of rental car, taxicab, or other special convegance for which chased are necessary and in the interest of the Governament's daviantage; and (3) Long distance phone calls, approving efficer 44. Net TO TRAVELER 44. Net TO TRA	CLAIMANT'S SIGNATURE		48. E Mon	ATE th . Day . 10/3/1	Year 4		ICHER ₹ N= №	43. REM (Block	AINING ADVA 39 minus Bloc	NCE BALANC k 40 and Blod	E k 42}			0.00	
And/or and reference of an of the final of t	PROVING OFFICER'S RESPONS t (1) Reimbur sement is claimed for office a bur sement is claimed is to the Govern where the near second and the interest	IBILITIES AND SIGN ial travel only; (2) Use of a ment's advantage; and (2)	ATURE rental car,	In approvi taxicab, or stance phor	ng this vou other speci ie calls an	icher, I have de ial conveyance d supplies or ec	termined for which juipment	AUDITEI	NET T Block 38 minus D BY (Examine	O TRAVELER Block 40 and I er's initials)	Block 41)	\$ TOT	TAL DIFFE	52.55 RENCE	
AGENCY CODE CE S5. CONTACT PÉRSONS NAME S6. PHONE (Area Code and No.) CODE CE FORM AD - 616 (USDA) (Rev. 1 FORM AD - 616 (USDA) (Rev. 1	et have written authorization from Ar APPROVING OFFICER'S SIGNATUR	gency Head or his/her de E	signee (3	1 USC 1348).	e caus, approvi	51.	SOCIAL SI	ECURITY NO.	52. DATE A	PPROVED	r 53.	PHONE (Area Code and	No.)
FORM AD - 616 (USDA) (Rev. 1	NAME AND TITLE (Last. First. Middle	e Initial)(Tvoe or Print)					55. E	CONTACT	PÉRSON'S N	AME	10/14	56.	PHONE (Area Code and	No.}
	oon completion and a	unnroval eubr	nit or	ininal	(Ouch	er to						FO	RM AD - I	816 (USDA) (R	ev. 1'

Example of Completed AD-616 (Continued)

		Traveler		John	Q			
SECTION G-SC	HEDULE OF	EXPENSES	AND AMOUN	TS CLAIMED)			
ITINERARY								
FROM	10/1	10/2	10/2					TOTALS
DATE (Month/Day)	10/1	10/2	10/3					Transfer
CITY	Miller	Miller	Miller					these totals t
STATE	SD	SD	SD					Section D or
TIME	7:00 am	7:00 am	9:00 am					Voucher Fron
TO TDY LOCATION								If additional
DATE (Month/Day)								davs are
CITY	STO	STO	Area Farms					required us
			<u> </u>					continuatio
STATE			<u>├</u>					- h t
TMF								sneet
PER DIEM	· ·	:			· · ·		,	TOTAL NO. DAYS
NO. OF DAYS	:				;			0.0
LODGING (Receipt Required)	· ·	i :		:	:	:		
MEALS AND Enter Rate- INCIDENTAL EXPENSES	0.00	0.00	0.00	0:00	0.00	0.00	0.00	
LESS MEALS AT GOVERNMENT EXPENSE					:	:	:	
					a include		, ,	TOTAL PER DIEM
	0.00	0.00	0.00	0,00	0.00	0.00	0,00	
	:					:		0.00
LODGING	- :							0.0
BREAKFAST		:						
LUNCH			+ : +					
DINNER		:		:	:	:	:	
M&IE/OTHER		•					1	
ACTUAL		0,00						TOTAL ACTUAL SUBSISTENCE I
	0.00	0.00	0.00	0.00	0.00	0.00	0:00	\$ U.UU
MILEAGE	15	15	63					TO IAL MILLO
RATE PER MILE	0.565 4	0.565 4	0.565 4	é	6			93
	:	:	: 1	: 1		:	:	TOTAL MILEAGE
MILEAGE AMOUNT	8.48	8.48	35:60	0.00	0.00	0.00	0.00	_{\$} 52.55
	:			:	:	:	:	TOTAL PARKING
PARKING, TOLLS, ETC.		:				:		<u>s</u> 0.00
PLANE, BUS, TRAIN	:	:	:	:	:	:	:	TR, 0.00
(Faid by Haveler)	<u> </u>	<u> </u>					<u>.</u>	
UNACCOMPANIED BAGGAGE	:			:	:	:	:	BA 0.00
LOCAL								TOTAL LOCAL
NO. TRIPS								TRANSPORTATION
DAILY EXPENSE	:	:		:	:	:	:	\$ 0.00
MISCELLANEOUS EXPENSES	:	:		:	:	:	:	TOTAL MISCELLANEOUS
TELEPHONE CALLS		<u> </u>						0.00
SUPPLIES, ETC.	· ·			· ·	·			
(Paid by Traveler)	:	:		:	:	:	:	TOTAL GAR RENTAL
Agreement Required	:	:		:	:	:	:	
GASOLINE EXPENSE								0.00
REMARKS					· · ·		<u> </u>	\$
10/1 and 10/2 - Fa 10/3 Local Travel t	rm Bill Trainin o Area Farms	g at State Offi for MAL spot	ce. -checks.					
PRIVACY ACT NOTICE. Th amended) and Executive Order Federal Travel Regulations (41 C be transferred to appropriate Fe hiring or firing, or security clean reimbursement.	e following informatio 11609 of July 22, 1971 FR 301-304). The infor deral, State, local or fo ince, or such other inve	n is provided to compl , and 11012 of March 2 mation contained in this reign agencies, when rel stigations of the perform	y with the Privacy Act of 7, 1962, for the purpose of form will be used by Fede evant to civil, criminal, or nance of official duty in Ge	1974 (P.L. 93-579). The recording travel expens ral Agency officers and er regulatory investigations wernment service. Failur	information requested (es incurred by the emplo nployees who have a nee or proxecutions or pursu e to provide the informa	on this form is requi- oyee and to claim other d for such information ant to a requirement tion required will reso	red under the pro er entitlements and n in the performan by GSA or such of alt in delay or susp	visions of 5 USC, Chapter 57 1 allowances as prescribed in ce of their duties. Information her agency in connection with ension of the employee's claim