

UNITED STATES DEPARTMENT OF AGRICULTURE

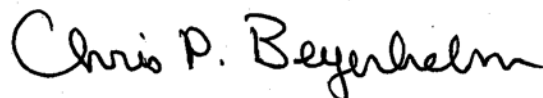
Farm Service Agency
Washington, DC 20250

Notice BU-770

For: FSA Employees

FY 2016 Farm Bill Accounting Codes for Travel

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Agricultural Act of 2014 (2014 Farm Bill) provided administrative funding to assist with implementing Title I activities. FSA is required to report on the cost of Farm Bill implementation associated with the Title 1 funding provided by Congress. In FY 2016, there are limited Title I Farm Bill funds available. To ensure transparency and reduce the reporting burden on employees, special accounting codes have been established specific to Title I Farm Bill travel activities for FY 2016.

Title 1 programs approved for FY 2016 funding includes travel related to acreage reporting and GIS training.

B Purpose

This notice provides instructions for using updated accounting codes to capture Farm Bill Title I travel costs for direct salary and expense (S&E) funds for travel.

Disposal Date	Distribution
November 1, 2016	All FSA Employees; State Office relay to County Offices

2 Farm Bill Accounting Codes for Title I Direct S&E Funds

A Concur Travel Codes

National, State, and County Offices will use the following Concur travel Farm Bill codes for all future travel associated with approved acreage reporting and GIS training and any future approved acreage reporting and GIS training requests:

- State employees shall use 161616-STO-FB-TRAINING
- county employees shall use 16XX16-COF-FB-TRAINING
- National Office employees shall use 161616-HQ-FB-TRAINING.

B Local Travel in WebTA

National, State, and County Offices will use the following Farm Bill codes in WebTA for local travel associated with acreage reporting and GIS training:

- State employees shall use 684STOFRMBLTRN
- County employees shall use 687COFFRMBLTRN
- National Office employees shall use 684HQFARMBLTRN.

C Transfer of Accounting Codes

Further guidance will be provided as necessary on the transfer of accounting codes from travel previously coded with FY 2016 Washington-directed travel accounting codes to the FY 2016 Title I Farm Bill accounting codes.