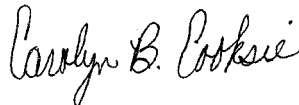


For: FSA Employees

**Preparing FSA Employee TDY Travel Documents
for End of FY 2009 and Beginning of FY 2010 in GovTrip**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Processing travel documents at the beginning and end of FY has changed because of USDA's use of GovTrip.

B Purpose

This notice:

- provides guidance on preparing GovTrip travel documents which includes charging travel expenses to the correct FY
- obsoletes Notice FI-2858.

2 Purchasing Commercial Transportation at USDA

A Instructions

At USDA, all commercial transportation (air and train) should be purchased through GovTrip through a traveler's individual Government travel charge card or the FSA centrally billed account (CBA). If assistance is needed purchasing commercial transportation, travelers should contact their State and/or County Office, Kansas City, St Louis, or the Headquarters (HQ) Federal Agency Travel Administrator (FATA), as appropriate.

Disposal Date	Distribution
November 1, 2010	All FSA employees; State Offices relay to County Offices

3 Preparing Travel Documents

A Using Proper Accounting Code in GovTrip

GovTrip travel documents for travel:

- ending in FY 2009 (ending September 30, 2009) shall show the accounting code (09XXX)
- beginning in FY 2010 (beginning October 1, 2009) shall show the accounting code (10XXX).

B TDY Booked on or After October 1, 2009, for FY 2010

No extra steps are required for reimbursements for travel approved in GovTrip **on or after October 1, 2009**, which is FY 2010.

C TDY Booked in FY 2009 That Occurs in FY 2010

Travel that will occur in FY 2010 can be processed in GovTrip during FY 2009. Travelers will be prompted to use FY 2009 accounting when creating an authorization for FY 2010 travel that is authorized in FY 2009. **GovTrip will allow the trip to be authorized, approved, tickets issued, and travel taken.** However, GovTrip will **not** allow a financial record (obligation) to be created and sent to FFIS at the time of approval. GovTrip will reject the obligation record because of an edit in GovTrip. GovTrip will **not** allow FY 2009 accounting to be used for an FY 2010 trip when vouchering.

Note: The traveler will receive a “GovTrip Reject Letter” e-mail (Exhibit 1). As stated in the letter, “These errors will not delay issuance of your ticket. Since your authorization has been approved, you may take your trip. However, these errors on your authorization **must** be corrected before you can submit your voucher...”

After the trip is taken in FY 2010, the traveler will be required to **amend** and **sign** the authorization in GovTrip before vouchering for reimbursement of the trip taken in FY 2010. After the accounting is changed to FY 2010, the voucher will process normally in GovTrip.

D TDY Beginning in September FY 2009 and Ending in October FY 2010

For travel that crosses two FY’s (FY 2009 and FY 2010), GovTrip requires that the traveler select the current FY (FY 2009) accounting when creating the authorization in FY 2009. GovTrip will process a financial obligation record in FFIS when the trip has been approved. At the end of the trip, the traveler shall **amend** and **sign** the travel authorization to split the obligation between FY 2009 and FY 2010. The authorization will be routed again through the approval process. When vouchering for the trip that crosses from FY 2009 into FY 2010, the traveler can prorate the accounting based on the number of days in travel status in FY 2009 and the number of days in travel status in FY 2010.

4 Additional Information

A Continuing Resolution (CR)

Employees cannot be in travel status on October 1, 2009, unless CR or full budget has been signed by the President. If or when CR is in effect, travel may only be authorized for the period of CR.

B Travel Authorization

The following statement should be included on **all** travel authorizations for the duration of any CR during FY 2010. The traveler shall type this statement in the “Comment” box when they stamp the authorization “Signed”.

“It is understood and agreed that funding of this travel authorization is contingent upon the passage of an appropriation by Congress for FY 2010 from which expenditures there under are authorized and can be legally used for the purpose of this travel authorization and shall not obligate FSA upon failure of the Congress to so appropriate.

This travel authorization may also be reduced or terminated if Congress only provides FSA funds for a finite period under a Continuing Resolution.”

C FSA’s FY 2010 Budget and Travel Authorization

FSA’s FY 2010 appropriation has not been signed by the President at this time. If the FY 2010 appropriation is not signed by the President and CR occurs, travel may only be authorized for the period of CR.

During **any CR period in effect**, all official travel **must** be authorized on a “Type TT” (Trip-by-Trip) basis for the specific resolution period until final appropriation is passed.

Note: After approval by OCFO, Field Offices may issue “LO” (Limited Open) travel authorizations for **any CR period in effect** until final appropriation is passed, but limit amounts by CR guidance.

As necessary, BUD will notify FSA employees of FY 2010 appropriation status in a BU notice.

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4 Additional Information (Continued)

D Clarifying Types of Travel Authorizations in GovTrip

The following lists the types of travel authorizations in GovTrip.

Type of Travel Authorization	Description
"TT" - Trip-by-Trip	This is for all TDY travel. An authorization allowing an individual to take 1 or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.
"LO" - Limited Open	<p>Note: This type of travel must be approved by OCFO before initial authorization is given to the traveler and the trip occurs.</p> <p>A TDY authorization allowing an employee to travel on official business without further authorization under certain specific conditions; such as, travel to specific geographic areas for specific purposes, subject to trip cost ceilings, or for specific periods of time.</p>
"IN" – Invitational Travel	<p>Authorized TDY travel for individuals:</p> <ul style="list-style-type: none"> • either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts, and paid on a daily when-actually-employed basis • serving without pay or at \$1 a year when acting in a capacity that is directly related to, or in connection with, official activities of the Government. <p>Note: Travel allowances authorized for these individuals are the same as those normally authorized for employees in connection with TDY.</p>
"SL" - Sponsored Limited	<p>Note: This travel must be approved by the FSA Ethics Officer before final authorization is given to the traveler and the trip occurs.</p> <p>A TDY authorization where an outside source is paying for all or part of the travel. Sponsored Limited allows the user to add a sponsor to the travel document.</p>

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4 Additional Information (Continued)

E GovTrip Document Processing Instructions

GovTrip document processing instructions can be found at http://www.govtrip.com/govtrip/site/section_doc.jsp?sid=7. See Exhibit 2.

This information:

- shall be used by all FSA offices that process TDY travel documents in GovTrip
- provides instructions for completing and processing TDY travel documents that will be processed in GovTrip.

F Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

G Contacts

If there are questions about this notice, contact the appropriate office as follows.

Issues	Office	Contact
Accounting	County Offices	State Office FATA
	State Offices	
	State Office FATA and National Office	Terry Luehrs at 816-926-1142
Travel	County Offices	State Office FATA
	State Offices	
	Kansas City and St. Louis complexes	Lois Dick by e-mail at lois.dick@kcc.usda.gov .
	State Office FATA, National Office, and APFO	FMD, Debt Management and Travel Policy Staff by e-mail at poc_travel@wdc.usda.gov .

Example of Reject Letter

REJECT.LTR

date

Name

Organization

Street Address

City, State, Zip Code

Traveler E-mail Address

This e-mail alerts you that there are possible errors in your Authorization/Voucher that will not allow it to process in your agency financial system. Please contact your travel coordinator/administrator for assistance. These errors will not delay issuance of your ticket. Since your authorization has been approved, you may take your trip. However, these errors on your authorization must be corrected before you can submit your voucher, or if this is your voucher these errors must be corrected before payment can be processed.

Authorization XXXXX for XXX has just been marked ARCHIVE REJECTED because:

Transaction ID: XXX

EAI Translation Failure Message

[Line 01 ; 09//84//11984/////0000/2111]: The trip is currently scheduled to begin in FY-10 (10/05/2009).

You may access GovTrip @ <http://www.govtrip.com/govtrip/site/index.jsp>

Example of GovTrip Reference Library listing

GovTrip document processing instructions can be found at http://www.govtrip.com/govtrip/site/section_doc.jsp?sid=7. The following provides how to use GovTrip at USDA.

Description	Filename	Date
GovTrip Minimum Browser Settings	GovTrip O0786 1 0 GovTrip Minimum Internet Browser Settings.doc	5/01/09
Secure Flight Whitepaper	Secure Flight White Paper.doc	8/11/09
Configuring your browser to use TLS	TLS configuration.doc	7/03/08
Creating an Authorization/Order	USDA Travel Prep Presentation.ppt	5/30/08
Creating a Voucher from an Authorization	Gov Trip Voucher Guide.ppt	5/30/08
Creating an Interim Voucher	Interim Vouchers.ppt	5/30/08
Limited Open Travel Authorization (LO - Blanket Travel)	Limited Open (LO - Blanket) Travel Authorization.ppt	5/30/08