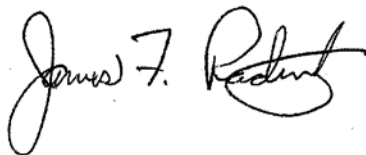


**For:** State Offices

**2015 Farm Loan Programs National Policy Training**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Announcement**

A Farm Loan Program training meeting has been scheduled for Monday, November 30 through Friday, December 4, 2015, in Albuquerque, New Mexico.

**B Purpose**

This notice informs State Offices about the training and provides detailed information on:

- dates and location
- hotel accommodations
- transportation travel authorization.

**C Contact**

Direct questions about this notice to Mike Hinton, Director, LSPMD, by either of the following:

- e-mail at [mike.hinton@wdc.usda.gov](mailto:mike.hinton@wdc.usda.gov)
- telephone at 202-720-1764.

**2 Training Schedule**

**A Training Location**

The training will be held at the Hyatt Regency Albuquerque, 330 Tijeras Ave NW, Albuquerque, NM. Additional information about the Hyatt Regency Albuquerque can be found on their web site at <http://albuquerque.hyatt.com/en/hotel/home.html>.

**Disposal Date**

February 1, 2016  
11-12-15

**Distribution**

State Offices

## 2 Training Schedule

### B Meeting Dates and Times

The following are training dates and times:

- Monday, November 30, 2015, at 5 p.m. - meeting for **Farm Loan Chiefs only**
- Tuesday, December 1, 2015, general session begins at 8 a.m. and ends at noon
- Tuesday breakout sessions begin at 1 p.m. and end at 5 p.m.
- Wednesday, December 2, 2015, sessions begin at 8 a.m. and end at 5 p.m.
- Thursday, December 3, 2015, general session begins at 8 a.m. and ends at 9:30 a.m.
- Thursday breakout sessions begin at 9:30 a.m. and end at 5 p.m.
- Friday, December 4, 2015, session begins at 8 a.m. and ends by 11 a.m.

**Note:** Participants must schedule return flights to ensure attendance for the entire training.

## 3 Travel and Hotel Authorizations

### A Travel Authorization

Monday and Friday will be travel days for all participants.

Each employee **must** use CONCUR for commercial travel reservations and **must** have an approved CONCUR electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Albuquerque, NM, is \$140 (\$89 for lodging and \$51 for M&IE) per day.

In CONCUR, enter information according to the following:

- type code - single trip
- trip purpose - training
- document detail - 2015 Farm Loan Programs national policy training.

Employees for HQ and State Offices must select the following accounting code (this is a change from previous years):

- 161616-ACIF-WDC-TRAVEL - (Farm Loan Program employees)
- 161616-STO-WDC-TRAVEL - (State Non-Farm Loan Program employees)
- 161616-HQ-WDC-TRAVEL - (HQ Non-Farm Loan Program employees).

Participants shall:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation
- **not schedule return flights before 2 p.m. on Friday, December 4, 2015.**

### 3 Travel and Hotel Authorizations (Continued)

#### B Travel Codes

Travelers incurring only local travel costs must select the following accounting code:

- 684ACIFWDCTRVL (Farm Loan Program employees)
- 684STOWDCTRVL (State Non-Farm Loan Program employees)
- 684HQWDCTRVL (HQ Non-Farm Loan Program employees).

#### C Centrally Billed Account (CBA) and Cash Advances

Travelers who do not currently possess a valid government-issued travel credit card must use the CBA option in CONCUR to purchase airfare. For hotel accommodations, these travelers must secure their reservation using their personal credit card and be reimbursed as part of the trip per diem during the expense vouchering process performed after travel. M&IE is also charged to the traveler's personal credit card for later reimbursement through the vouchering process.

For travelers whose circumstances may require using a cash advance, notify a member of the travel staff **before** initiating a travel authorization. A traveler may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

For questions regarding the use of CBA or a cash advance, contact either of the following in the FMD, Debt Management and Travel Policy Office (DMTPO):

- Arthur Holmes at [arthur.holmes@wdc.usda.gov](mailto:arthur.holmes@wdc.usda.gov)
- Cynthia Chesley at [cynthia.chesley@wdc.usda.gov](mailto:cynthia.chesley@wdc.usda.gov).

#### D Hotel Accommodations

A block of rooms has been reserved at the:

Hyatt Regency Albuquerque  
330 Tijeras NW  
Albuquerque, New Mexico 87102  
Phone: 844-596-6399.

The per diem rate for lodging is \$89 and M&IE is \$51. FSA employees will only be reimbursed for the daily per diem amount of \$89. To receive the Government per diem rate, participants **must** book under FSA's block of rooms using the following information:

Group Name:	USDA FSA Farm Loan Training Program
Per Diem Rate:	\$89/Night
Check-In:	November 30, 2015
Check-Out:	December 4, 2015

### 3 Travel and Hotel Authorizations (Continued)

#### D Hotel Accommodations (Continued)

Make reservations using the hotel's online reservations system at <https://resweb.passkey.com/go/USDAFSA>. Confirm your room reservation with a Government credit card or a deposit equal to the first night room charge as soon as possible but no later than **COB Friday, November 20, 2015**. After this date, any rooms not confirmed will be released to hotel inventory.

Check in time is 3 p.m. Checkout time is noon. In the event that a reservation needs to be cancelled, participants shall notify the hotel 24 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of one night's stay and tax. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid an early departure fee of \$75.

#### E Hotel Transportation Options

Transportation from Albuquerque International Airport to the Hyatt Regency Albuquerque is available by either of the following:

- Sunport Shuttle: fee is \$11 per person, each way; contact the shuttle at 505-883-4966 for additional information
- taxicab: fee is approximately \$18 to \$20 one way.

### 4 Additional Information

#### A Reasonable Accommodations

Participants may notify the airline and hotel directly if any special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Kimberly Pritchett by **November 23, 2015**, by either of the following:

- email to [kimberly.pritchett@wdc.usda.gov](mailto:kimberly.pritchett@wdc.usda.gov)
- telephone at 202-720-3110.

#### B Documenting Training Attendance in webTA

When reporting in the **Activity Report System** section of webTA, use program code FLPDL or FLPGL and activity code training. For travel time use either program code and activity code travel.