

**For:** State and County Offices

**Travel Reimbursement Claim Deadline Extended for  
Trade Adjustment Assistance (TAA) for Farmers Program Applicants**

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



**1 Travel Reimbursement Claim Deadline Extension**

**A Background**

TAA for Farmers applicants may request reimbursement of local travel expenses incurred to attend the initial TAA for Farmers orientation training. Claims for reimbursement of travel expenses are subject to the following:

- maximum Federal travel rates
- validation of attendance by the training instructor
- submission of completed FSA-232 to the appropriate County Office.

TAA for Farmers applicants are required to submit FSA-232's within 60 calendar days from the last travel date. However, since payment software is currently unavailable to process these claims, the 60-calendar day deadline has been extended.

**B Purpose**

This notice informs State and County Offices of the deadline extension to accept FSA-232's for travel reimbursement from FY 2010 and FY 2011 TAA for Farmers applicants.

**C Contact**

For questions or situations **not** addressed in this notice, State Offices shall contact Dani Cooke by either of the following:

- e-mail to **danielle.cooke@wdc.usda.gov**
- telephone at 202-720-1919.

Disposal Date	Distribution
January 1, 2012 5-12-11	State Offices; State Offices relay to County Offices

## Notice SP-63

### 1 Travel Reimbursement Claim Deadline Extension (Continued)

#### D Extended FSA-232 Deadline

The extended deadline to submit properly completed FSA-232's that have been validated by the training instructor for FY 2010 and FY 2011 is **COB June 3, 2011**. As provided by 1-SP, subparagraph 74 A, completed FSA-232's **must** be submitted to the same County Office where the applicant submitted FSA-229-1.

**Note: Only** travel expenses incurred to attend the initial TAA for Farmers orientation training are authorized for reimbursement.

#### E Processing FSA-232's for Payment

FSA-232's can **only** be processed for payment through the web-based payment processing software. Until such time as the payment software is made available, County Offices **must**:

- continue to accept FSA-232's submitted through the extended deadline, as provided by subparagraph D
- take action to calculate and approve FSA-232's according to 1-SP, subparagraph 74 A
- maintain all submitted FSA-232's in file folder for automated processing.

**Note: Only** validated FSA-232's from approved TAA for Farmer applicants who attended the initial orientation training will be paid.

#### F Address Used to Compute Mileage

When calculating mileage for travel reimbursement, County Offices must use the address indicated on FSA-229-1 to determine the maximum round-trip mileage to and from the training location. If the applicants address on FSA-229-1 and FSA-232 differ, then the reimbursable mileage will be based on the address indicated on FSA-229-1, **unless** the applicant updated their address in the County Office **before** FSA-232 was submitted.

#### G County Office Action

County Offices shall:

- use all available sources to notify TAA for Farmer applicants of the travel reimbursement claim deadline extension
- refer questions to the State Price Support specialist.

## **Notice SP-63**

### **1 Travel Reimbursement Claim Deadline Extension (Continued)**

#### **H State Office Action**

State Office Price Support specialists shall:

- ensure that County Offices immediately notify producers of the contents of this notice using all available sources
- refer any TAA for Farmer Program questions to the National Office according to subparagraph C.