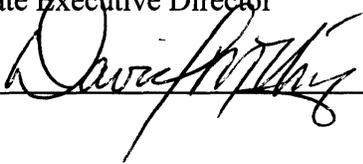


For: FSA County Offices

Revised Non-Federal County Office Travel Allotments

Approved by: State Executive Director

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1 Overview

A Background

Arkansas Notice FI-89, dated March 29, 2004, provided non-federal County Office allotments for FY 2004 travel. Obligated funds that are not spent do not carry forward to the next fiscal year. They are lost to our Agency.

B Purpose

The purpose of this notice is to provide revised travel allotments for non-federal CO employees and COC travel expenses and reconciliation instructions. County Offices shall not exceed their travel allotment. Usage is closely monitored by BUD at the National Office level for each State. CED's are responsible for maintaining travel allotments.

2 Action

A County Office Action

Non-federal travel coordinators shall:

- Ensure that final C-Type vouchers do not continue to show excessive obligations against travel authorizations by entering a "Y" in the "Final Voucher Indicator" (Block 54) on travel vouchers. Unused travel obligations will expire if the Final Voucher Indicator code is used on the processed voucher. **If "Y" was not entered at the time the voucher was input, the authorized amount must be amended to the actual amount of the claim.**
- Blanket B-Type authorizations remain obligated until all funds are used or the Final Voucher Indicator is marked. Ensure that obligations do not exceed the allotment. Do not obligate more than the traveler is expected to use.
- Maintain travel allotments using the County Office Travel Ledger spreadsheet.

Disposal Date	Distribution
October 1, 2005	FSA Offices

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3 Action (continued)

- The DW 1704CT travel report in Brio are updated weekly on Sunday. Counties should access the report at least monthly to reconcile travel ledgers. Excess obligations must be deobligated by amending the authorization.
- Travel authorizations and vouchers must be filed by the traveler and input into the Online System in a timely manner. Authorizations must be established prior to travel. Type-C vouchers should be filed within 5 days after travel. Type-B vouchers should be filed at least monthly within 5 days of the month end.

4 Contact

If there are any questions about this notice, please contact Charlotte Murphy at:

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Exhibit 1

County	FY2004 Travel Allotment	Increase/ Decrease	Final Travel Allotment	County	FY2004 Travel Allotment	Increase/ Decrease	Final Travel Allotment
Arkansas	10,000	+1,000	11,000	Phillips	7,000	-3,200	3,800
Ashley	5,700	-1,000	4,700	Poinsett	5,000	-2,900	2,100
Baxter	7,000	+6,000	13,000	Polk	6,000	-800	5,200
Boone	5,000	-1,000	4,000	Pope	5,000	-600	4,400
Carroll	3,000	-1,150	1,850	Prairie	8,000	-5,200	2,800
Chicot	4,800	-1,500	3,300	Pulaski	5,000	-3,400	1,600
Clark	10,000	+2,500	12,500	Randolph	7,000	-2,200	4,800
Clay	7,000	-1,500	5,500	St. Francis	4,100	+400	4,500
Cleburne	5,000	-2,100	2,900	Sebastain	3,000	+300	3,300
Conway	5,000	-700	4,300	Sharp	3,000	-900	2,100
Craighead	6,500	+800	7,300	Van Buren	1,500	+300	1,800
Crittenden	4,000	-1,600	2,400	Washington	5,800	+2,700	8,500
Cross	10,000	-3,500	6,500	White	5,000	-2,400	2,600
Desha	5,000	-2,500	2,500	Woodruff	6,000	-1,800	4,200
Drew	11,000	+2,500	13,500				
Faulkner	2,000	-800	1,200	Total	285,700	-43,750	241,950
Franklin	2,000	-1,700	300				
Fulton	8,000	-700	7,300				
Greene	6,500	-2,200	4,300				
Hempstead	5,000	-1,200	3,800				
Hot Spring	5,500	+500	6,000				
Howard	4,000	0	4,000				
Independence	3,800	-1,600	2,200				
Izard	3,200	-1,500	1,700				
Jackson	7,000	-3,700	3,300				
Jefferson	9,000	-1,500	7,500				
Johnson	4,000	-700	3,300				
Lafayette	5,000	-2,400	2,600				
Lawrence	7,500	+800	8,300				
Lee	4,000	-2,700	1,300				
Lincoln	4,700	-1,800	2,900				
Little River	6,000	+4,300	10,300				
Lonoke	3,800	-800	3,000				
Madison	3,000	-1,000	2,000				
Miller	6,000	-1,300	4,700				
Mississippi	7,800	-2,300	5,500				
Monroe	3,500	-200	3,300				
Ouachita	4,000	+2,200	6,200				