

## Revision to FSA/FAS Travel Policy and Procedure Manual

### Major Changes

1. All references to FSA Federal employees and non-Federal county office employees have been changed to read "GS" and "CO," respectively.
2. All references to Executive Director for State offices (EDSO) have been changed to Deputy Administrator for Field Operations (DAFO).
3. Part 1, Paragraph 1B, Forms Required, was revised to reflect change in usage of AD-202s by CO and COC employees. Also under the "Note" paragraph, references to both Paragraph J, When to Prepare AD-202s, and Paragraph K, Post Approval of AD-202s, were added.
4. Part 1, Paragraph 1D, Travel During Non-Duty Hours, reference to Notice PM-2033 has been deleted and paragraph has been revised to direct GS and CO employees to refer to Handbook 32-PM for overtime administration.
5. Part 1, Paragraph 1H, Travel to Resort Areas, was deleted.
6. Part 1, Paragraph 1H, added new paragraph for payment of travel expenses for "Interview Travel."
7. Part 1, Paragraph 1K, Responsible Agency, the reference to Karen Bretthauer as an FSA contact for the Foundation Financial Information System (FFIS) vendor tables has been deleted. James Flowers and Luedella Dickens have been added as FFIS vendor tables contacts for FAS. A "Note" was added concerning the update of vendor files for new hires and casual employees.
8. Part 1, Paragraph 2B, Types of AD-202s and Who Uses Them, in the table under "Type B," the comment regarding routine travel/Type C authorization was moved from the "Definition" column to the "Is Used By" column. Also, under "Type L," the reference to "covering all employees within the issuing office" was deleted. Following the table, a "Note" was added concerning periods of continuing resolutions.
9. Part 1, Paragraph 2C, Numbering AD-202, the tables have been annotated for both FSA GS and CO employees. The authorization number formats for FSA CO and FAS employees.
10. Part 1, Paragraph 2F, Accounting Classification Codes, the tables have been annotated for both FSA GS and CO employees and the accounting classification code formats have been revised.
11. Part 1, Paragraph 2G, Approving Authorities (FSA), revisions were made to the table of approving authorities.
12. Part 2, Paragraph 1B, Use of Other Travel Agencies Prohibited, emphasized use of TMCs by all GS and CO employees.
13. Part 2, Paragraph 3A, General Rule - Mandatory Use, revised to include information on use of alternate airports from Notice FI-2478, Selecting Alternative Airports With Higher City-Pair Airfares.

September 12, 2003

## Major Changes, *continued*

14. Part2, Paragraph 3E, Free Companion Tickets, was deleted.
15. Part 2, Paragraph 4B, Policy on Use, added notes about using frequent flyer benefits to upgrade to first and premium class travel.
16. Part 2, Paragraph 5A, Policy, revised paragraph to reflect use of frequent traveler benefits per the National Defense Authorization Act. Also updated last paragraph to allow traveler's office to use bonus goods earned on official travel.
17. Part 2, Paragraph 6F, added paragraph on GARS Charge for rental cars.
18. Part 2, Paragraph 7B, Obtaining a GFV, added reference to contacting Management Services Division (MSD) for questions on use of GFV.
19. Part 2, Paragraph 9B, Mileage Rates, updated table to reflect new POV rates effective 1/1/03.
20. Part 2, Paragraph 9E, Accidents While Using POVs, added new paragraph with information concerning accidents while using POVs for official travel.
21. Part 2, Paragraph 10, added new paragraph on reimbursement of local travel from Notice FI-2541, Reimbursing Employees for Official Local Travel (FSA Only).
22. Part 2, Paragraphs 10A, Mileage Claims Definitions, 10D, Actual Mileage, and 10F, Employees Assigned to Multiple Offices, were incorporated into new Paragraph 10, Reimbursement of Local Travel.
23. Part 2, Paragraph 11B, Fixed Mileage, deleted reference to "CMC members" in the second paragraph concerning actual mileage.
24. Part 2, Paragraph 11C, Flat Rate Allowance, deleted "unit rate basis" in first sentence. Reference to "FSA-513" in second paragraph was deleted.
25. Part 3, Per Diem, reference to the term "CONUS" has been changed to read Continental U.S. (CONUS) which includes the 48 contiguous states and the District of Columbia and the term "OCONUS" has been changed to Non-Foreign Areas Outside CONUS (Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and Possessions of the U.S.) per request of FMD/Financial Systems and Procedures Branch.
26. Part 3, Paragraph 2A, Eligibility, added sentence to preclude payment of per diem travel of over 12 hours if within ODS limits.
27. Part 3, Paragraph 2B, Per Diem Within the Vicinity of the ODS, deleted old paragraph and incorporated information on per diem into new paragraph.
28. Part 3, Paragraph 3C, When Does Per Diem Entitlement Begin and End, added sentence that departure and arrival times are based on standard time in effect at the place where travel begins and ends.
29. Part 3, Paragraph 3E, Computing the M&IE Allowance, added reference to \$50 M&IE rate.

## Major Changes, *continued*

30. Part 3, Paragraph 4D, Deductions from M&IE, added \$50 M&IE rate to deductions table.
31. Part 3, Paragraph 6B, added paragraph on FPLP.
32. Part 3, Paragraph 7A, General Policy, revised the first sentence to read “All employees,” not just “Federal employees.”
33. Part 4, Paragraph 1B, Who Can Authorize Actual Subsistence, added reference to both GS and CO employees in first sentence.
34. Part 4, Paragraph 1C, AD-202/AD-616 Requirements, added reference to “Section A, Block 14” of the AD-616 for post-approval of actual expense.
35. Part 5, Paragraph 1B, added paragraph on Procuring Transportation Without a Government-Provided Travel Charge Card.
36. Part 5, Paragraph 2, Government Travel Charge Cards, updated per Notice FI-2428, Mandatory Use of Government Provided Travel Charge Card.
37. Part 5, Paragraph 2E, How to Obtain a Travel Charge Card, information has been added in regard to obtaining the Bank of America Application.
38. Part 5, Paragraph 2I, Charge Card Contractor Notification Procedures, “circumstances other than bank error” has been added to the last sentence in the fourth paragraph concerning cancellation of accounts.
39. Part 5, Paragraph 3B, GVTS in USDA, a note was added concerning updating vendor tables for new hires and casual employees.
40. Part 5, Paragraph 5B, When Cash Should Be Used, added “gasoline and other variable expenses” with note that reflects change in policy regarding use of the government-issued travel charge card for purchase of gasoline for POV.
41. Part 5, Paragraph 6G, Repayment of Travel Advances, in the first sentence of the last paragraph, added “at least every 30 days” for filing travel vouchers and added “advance issued by the National Finance Center (NFC) or received through the COE system” in the second sentence.
42. Part 6, Paragraph 1C, Which Form to Use, revised paragraph to reflect forms usage by GS and CO employees.
43. Part 6, Paragraph 1E, incorporated information from Notice FI-2426 on Payment of Late Fees.
44. Part 6, Paragraph 2F, Distributing Copies of AD-616, deleted reference to “National Office FSA employees.”
45. Part 6, Paragraph 2G, Record Retention, added reference to National Archives General Records Schedule.
46. Part 7, Paragraph 1, Telephone Calls, revised to reflect change in the Office of the Chief Financial Officer policy regarding phone calls for FSA employees only.

## Major Changes, *continued*

47. Part 8, Paragraphs 1B, Basic Rule, and 1C, Exceptions to the 50-Mile Rule, added information from FTR amendment 98.
48. Part 8, Paragraphs 3B, Approving Officials, and 4B, Entitlements for New Appointees, added reference to Handbook 27-PM for CO employees.
49. Part 8, Paragraph 4C, added paragraph on relocation entitlements for GETA.
50. Part 8, Paragraph 5D, Reimbursement, added statement that lodging taxes incurred on house-hunting trips should be claimed as a miscellaneous expense on Form AD-616 and other expense on Form FSA 164-3.
51. Part 8, Paragraph 6F, Reimbursement, added statement that lodging taxes incurred on enroute travel should be claimed as a miscellaneous expense on Form AD-616 and other expense on Form FSA 164-3.
52. Part 8, Paragraph 7E, Contact, added information on contact for household goods shipment.
53. Part 8, Paragraph 8B, Basic Rules/Requirements, revised second bullet to read “50 or more miles” in accordance with FTR amendment 98.
54. Part 8, Paragraph 8E, Reimbursement, added statement that lodging taxes for temporary quarters are not claimed as a “miscellaneous” or “other” expense on the AD-616, they are part of the “daily lodging” expense.
55. Part 8, Paragraph 9B, Dollar Limitations, table was updated to reflect new miscellaneous rates per FTR amendment 98.
56. Part 8, Paragraph 10E, Time Limitations, revised time limitation for real estate transactions per FTR amendment 98.
57. Part 8, Paragraph 12C, When to File RITA Claims, advised employees to file RITA claim by August 31 of applicable year.
58. Part 9, Paragraph 1B, Meetings With Most Attendees from Washington, D.C., 2A, Cost Benefit Analysis, and 2B, Office of the Secretary Approval, were deleted due to changes in requirements for conferences and meetings.
59. Part 9, Paragraph 2C, Light Refreshments, added reference to Comptroller General decisions that authorize light refreshments only for employees in travel status.
60. Part 10, Paragraph 1C, Advance Notification of International Travel, a “special note” was added after the first paragraph to notify employees of a change in the mandatory method for requesting a passport or visa.
61. Part 10, Paragraph 1D, Approval of Foreign Travel for FAS Employees, a reference to Notice FI-2553, Approving Foreign Travel for FSA Employees, was added.
62. Part 10, Paragraph 2B, How to Obtain Country Clearance, paragraph was revised and the format for preparing a clearance cable was added per FAS.

## **Major Changes, *continued***

63. Part 10, Paragraph 3, Required Security Briefing, new paragraph added per FAS.
64. Part 10, Paragraph 6, Excess Baggage, revised per FAS.
65. Part 10, Paragraph 7, Premium Class Travel, website revised per FAS.
66. Part 10, Paragraph 8, Fly America Act, website revised per FAS.
67. Part 10, Paragraph 9, Immunizations, website revised per FAS.
68. Part 10, Acceptance of Travel Payment from Non-Federal Sources, web site revised per FAS.
69. Part 10, Paragraph 11A, International Travel with FAS-Funded Authorizations, sentence added for Foreign Service personnel per FAS.
70. Part 10, Paragraph 12, TDY Telephone Use and Reimbursement Policy (FAS Only), new paragraph added per FAS.
71. Part 11, paragraph added after “Part 11,” identifying FAS as the lead Foreign Affairs Agency within USDA.
72. Part 11, Paragraph 1, Requirements for a Government Passport, Department of State website for passport services added.
73. Part 11, Paragraph 2A, Forms Required to Obtain a Passport, new paragraph added on electronic IAPTTTS Passport/Visa request per FAS, websites under DSP-11 and DSP-82 revised, and statement added to end of paragraph on submission of DSP-82 per FAS.
74. Part 11, Paragraph 2C, Passport Photos, time for photos changed from 4 p.m. to 3:30 p.m. per FAS.
75. Part 11, Paragraph 2E, Requesting Birth Records, website revised per FAS.
76. Part 11, Paragraph 3B, Renewal, website revised per FAS.
77. Part 11, Paragraph 3C, Lost or Stolen Passport, website revised per FAS.
78. Part 11, Paragraph 3D, Name Change, new paragraph added per FAS.
79. Part 11, Paragraph 5A, Time and VISA Requirements, revision made to paragraph and website per FAS.
80. Part 2, Paragraph 3A, General Rule—Mandatory Use, revision made to first bullet.
81. Part 2, Paragraph 9, POVs, added 9E (Mileage Between Residence and Office on Day Official Travel is Performed can be Reimbursed when:).
82. All references to FSA-163 and 164 are deleted.