

## INTRODUCTION

*This Manual constitutes travel policy and procedures for all Farm Service Agency (FSA) Federal and non-Federal county office employees and Foreign Agricultural Service (FAS) employees who conduct official travel. It provides policy and procedure unique to both FSA and FAS. The Manual expands on travel policy contained in both the Federal Travel Regulation (FTR) and Agriculture Travel Regulation (ATR), which are the basis for travel management policies and procedures, as well as Comptroller General (CG) and General Services Board of Contract Appeals (GSBCA) decisions on temporary duty and relocation travel.*

*The policy and procedures in Parts 1 through 9 in this Manual pertain to official travel in CONUS (Continental United States) and non-foreign areas (Alaska, Hawaii, the Commonwealths of Puerto Rico, Guam, the Northern Mariana Islands, and the territories and possessions of the U.S., excluding the Trust Territories of the Pacific Islands). Parts 10 and 11 set forth general guidelines and administrative requirements for international travel, passports, and visas.*

*Since the Manual deals with straightforward rules and regulations, routine travel questions and clarification of travel policy should be directed to supervisors/approving officials. Issues and circumstances that are "unusual," or that pose particular difficulties, should be referred (preferably in writing) to the Accounting and Travel Policy Section (ATPS) of the Financial Management Division (FMD) or State Office Administrative Officers. Questions concerning international travel should be directed to the International Travel Section (ITS) of FAS.*

*Employees will be notified of changes to this Manual via FI Notice. Following issuance of the FI Notice, the web-based version of the Manual will be updated.*

*If you have any questions or comments regarding this Manual, please contact ATPS at (703) 305-1408.*

*September 2003*

**/s/ John Williams**

*John Williams  
Deputy Administrator for Management*