

For: State Offices and Service Centers

COC Travel and Payment for COC Meeting and Other Required Local Travel

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

FSA began using WebTA timekeeper entry in May 2009 for entering time and attendance (T&A) and recording travel payments for COC members and advisors. In June 2010, FSA implemented employee entry and activity reporting using WebTA.

B Purpose

This notice provides:

- guidance for authorization and payment for local travel for COC members and advisors
- consistency and uniformity in paying COC members and advisors.

2 Service Center Action

A Local Travel Authorization for COC Members and Advisors

Service Centers shall:

- complete a manual AD-202 for each COC member and advisor at the organizational meeting at the beginning of each year

Note: New AD-202's are **required** when the following changes occur:

- new COC chairperson, member, or advisor
- mileage rate
- continuing resolution
- maintain manual AD-202's on file as proof of COC member and advisor authorization to travel.

Note: Do **not** enter AD-202's into GovTrip or submit to NFC.

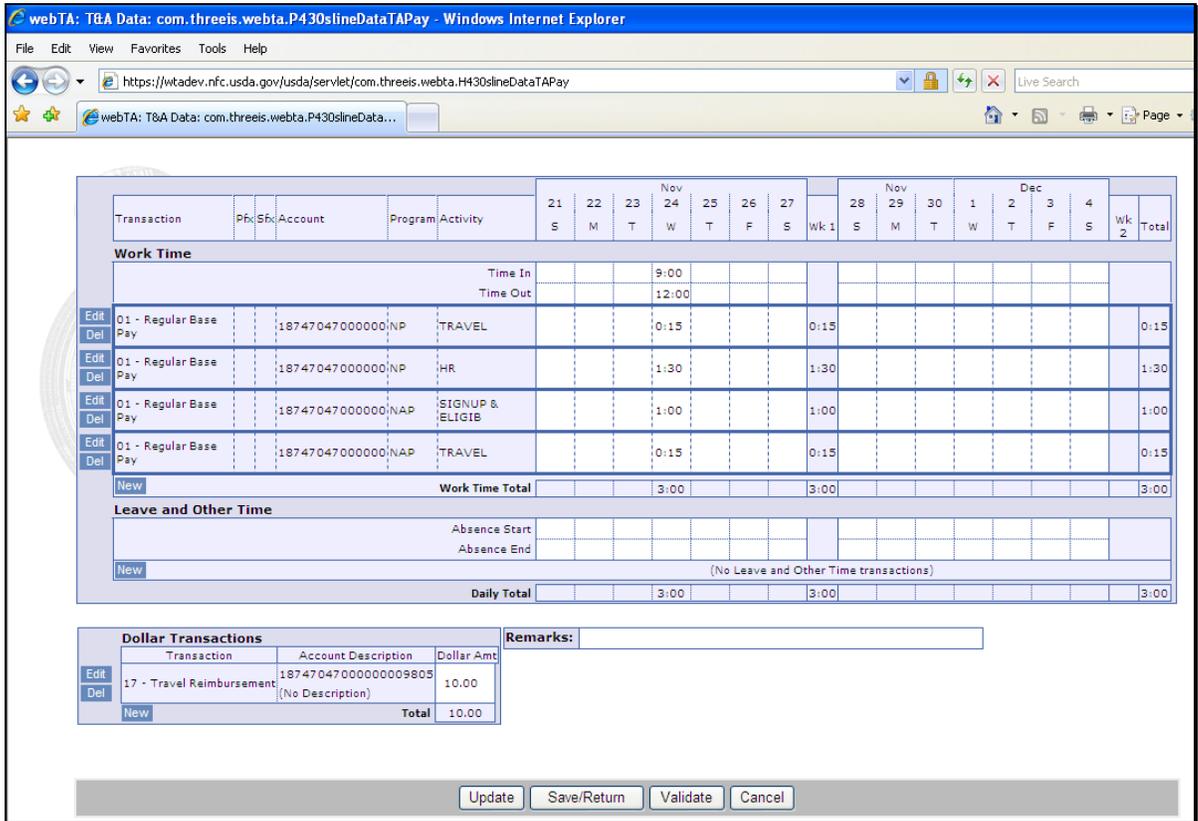
Disposal Date	Distribution
June 1, 2011	State Offices; State Offices relay to Service Centers

Notice AO-1492

2 Service Center Action (Continued)

B Recording COC Travel Time for Activity Reporting System

Travel time should be recorded using the applicable programs addressed during the meeting as “PROGRAM” and travel as “ACTIVITY” (see the following example screen print of COC travel time in WebTA). If numerous programs are covered during the meeting, travel time should be reported with “COMMON” as the program and “TRAVEL” as the activity.



C Paying COC Member and Advisor Time

Follow the guidance in 27-PM, paragraph 699, for the policy and rates about paying COC members and advisors for their service time.

2 **Service Center Action (Continued)**

D Paying COC Member and Advisor Travel

All local travel for COC members and advisors shall be recorded for payment in WebTA Dollar Transaction section of the T&A screen. The following entries **must** be selected from the drop-down menu on the Edit Dollar Transaction Activity Screen:

- Transaction Code, “17 - 17 Travel Reimbursement”
- Account, the current FY accounting code for the member’s County Office
- Program, “COMMON”
- Activity, “TRAVEL”.

CLICK “SAVE”.

On the T&A Data Screen enter the correct dollar amount in dollars and cents using a decimal point. See example screen print in subparagraph B. After the information is entered for each member, it will be saved in T&A and only needs to be revised if there is a change in the dollar amount of the travel reimbursement.



E Contacts

If there are questions about this notice, contact the following.

IF located in a...	THEN contact...
Service Center	State Office.
State Office	either of the following: <ul style="list-style-type: none"> • Deborah Johnson, DAFO, at 202-720-0067 • Star Bryant, DAFO, at 202-720-0183.