

For: State Offices

**FY 2000 Instructions for De-obligating Type B Travel Authorizations**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Several State Offices have exceeded their State travel allotments, primarily by approving Type B authorization amounts in excess of their available FY 2000 travel allotment. Although many State Offices project that actual expenditures will be within their allotted funding level, funds not reconciled and de-obligated before the end of FY 2000 will not be available as part of Agency carryover funding into FY 2001.

It is, therefore, imperative that State Offices:

- reconcile travel obligations
- send corrected travel authorizations to KCFO before the end of FY 2000.

**B**

**Purpose**

This notice:

- instructs State Offices on using the DW1200 report when reconciling travel obligations
- provides an optional form (Exhibit 1) to use when submitting obligation adjustments to KCFO
- informs State Offices that travel reconciliation corrections must be submitted to KCFO **no later than September 22, 2000.**

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2001	State Offices

## Notice BU-580

### 2 De-obligating Type B Travel Authorizations

---

#### A Reconciling Travel Obligations

State Offices shall:

- refer to their State DW1200 report when reconciling travel obligations

**Note:** The DW1200 report can be found in Data Warehouse under State Reports.

- make corrections directly on their State DW1200 report or use Exhibit 1 to submit travel de-obligations and corrections to KCFO.

**Note:** KCFO will manually correct de-obligation of excess travel obligations in the system after notification from State Offices.

---

#### B State Office Action

State Offices shall:

- de-obligate all travel obligations that will not be needed in FY 2000
- mark up their State DW1200 report or Exhibit 1 to reconcile their travel obligations
- forward the marked up DW1200 report or Exhibit 1 no later than **September 22, 2000**, to:

FSA KCFO FAD  
STOP 8558  
ATTN: Rosanne Bales  
PO BOX 419205  
KANSAS CITY MO 64141-6205.

---

#### C Contacts

If there are any questions about this notice, contact either of the following:

- Nell Jones, BUD at 202-720-5149
  - Rosanne Bales, KCFO, FAD at 816-926-5603.
-

