

For: State Offices

FY 2001 State Office Administrative Travel Allotments

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FY 2001 State Office administrative travel allotments are being issued for the full FY. State Offices shall follow instructions in this notice and use the proper object class and subobject class codes, according to 98-FI, when processing FY 2001 travel obligations. Follow instructions in Notice FI-2454 for using the new 14-digit accounting classification code structure format effective October 1, 2000, for all offices in FY 2001.

SED's have discretion in the appropriate use of the total travel allotments issued in this notice and equipment allotments to be issued in a future AS notice. These funds may be used interchangeably. Any change between travel and equipment allotments shall be submitted to BUD within 10 calendar days of the funds transfer. This notification is necessary to:

- maintain monthly reporting
- enter changes to travel and equipment allotments in the FFIS accounting system.

State-certified general appraisers' travel and per diem cost have been included in each applicable State Office FY 2001 travel allotment for persons in the 3-year appraisal program.

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Disposal Date	Distribution
April 1, 2001	State Offices

Notice BU-590

1 Overview (Continued)

A

Background (Continued)

For FY 2000, State Offices had access per Data Warehouse to their individual travel reconciliation report (DW1200 report). For FY 2001, however, because of the change in FSA's accounting platform to FFIS, the DW1200 report is currently not accessible for FY 2001 travel information. A notice will be issued to address travel reconciliation procedures once the DW1200 report is updated.

B

Purpose

This notice:

- issues full-year FY 2001 State-controlled travel allotments for travel performed by State Offices, including State and County Office Federal Farm Loan personnel (Exhibit 1)
 - notifies SED's of the continued flexibility in the use of State Office travel and equipment allotments
 - provides criteria for charging certain travel to Washington-controlled State travel funds
 - emphasizes timely State Office travel document processing and monitoring actions.
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Notice BU-590

2 Issuing Travel Allotments

A

State Office

State Offices shall follow this table when issuing travel allotments.

Action

Step	Action
1	Use the allotments in Exhibit 1 for all State-controlled travel , including County Office Federal Farm Loan personnel. Follow 98-FI and Notice FI-2454 for correct use of accounting and object class codes.
2	Submit written notification to BUD within 10 calendar days, through EDSO, if funds are transferred between travel and equipment allotments.
3	Remain within the amount of approved travel allotments except as provided in step 2.
4	<p>Follow strict criteria for approving the use of Washington-controlled State travel. Washington-controlled State travel funds shall only be used by State and County Office Federal Farm Loan personnel for travel associated with any of the following:</p> <ul style="list-style-type: none">• travel to National meetings initiated by the National Office• special requests, such as details, task force teams, jump teams, and assisting other offices, including the National Office and Kansas City Field Offices• consent decree travel performed outside of the State. <p>Note: Special project code “DN” shall be used by State or County Office Federal Farm Loan personnel assigned to assist another office with consent decree activities, regardless of the length of the detail. Using special project code “DN” will assist State Offices and the National Office to identify the cost associated with consent decree travel for both State-controlled and Washington-controlled State travel.</p>
5	Until a monthly reconciliation report is available, each office shall monitor their State travel obligation against travel allotment levels. Any questions or discrepancies can be directed to Rosanne Bales, Chief, Administrative Accounting Operations Branch, Financial Accounting Division, KCFO. State Offices will be notified once FY 2001 reconciliation procedures are established.

FY 2001 State Office Travel Allotments

FY 2001 State Office Travel Allotments			
State	Allotments	State	Allotments
Connecticut	23,000	Alaska	47,000
Delaware	34,000	Idaho	238,000
Maine	39,000	Montana	288,000
Maryland	60,000	North Dakota	358,000
Massachusetts	90,000	Nebraska	270,000
New Hampshire	35,000	Oregon	180,000
New Jersey	60,000	South Dakota	419,000
New York	184,000	Washington	225,000
Pennsylvania	243,000	Wyoming	113,000
Rhode Island	24,000		
Vermont	88,000		
West Virginia	152,000		
NORTHEAST AREA	1,032,000	NORTHWEST AREA	2,138,000
Alabama	232,000	Arizona	150,000
Arkansas	335,000	California	180,000
Florida	270,000	Colorado	165,000
Georgia	270,000	Hawaii	250,000
Kentucky	430,000	Kansas	300,000
Louisiana	200,000	New Mexico	139,000
Mississippi	300,000	Nevada	85,000
North Carolina	342,000	Oklahoma	346,000
Puerto Rico	194,000	Texas	794,000
South Carolina	131,000	Utah	121,000
Tennessee	335,000		
Virginia	310,000	SOUTHWEST AREA	2,530,000
SOUTHEAST AREA	3,349,000	TOTAL	\$11,467,000
Illinois	390,000		
Indiana	320,000		
Iowa	200,000		
Michigan	267,000		
Minnesota	400,000		
Missouri	320,000		
Ohio	235,000		
Wisconsin	286,000		
MIDWEST AREA	2,418,000		

Ruth Payroll
 Acting Director, Budget Division

11/16/00
 Date