

For: State Offices

FY 2001 Instructions for De-obligating Travel and Relocation Authorizations

Approved by: Acting Deputy Administrator, Management

Dennis J. Tartano

1 Overview

**A
Background**

Several State Offices currently have travel obligations in excess of their FY 2001 State travel allotment. This is primarily a result of Type B travel authorization amounts being approved at levels that exceed available funds. In addition, some office over-obligations are also because of the NFC change this year that resulted in all relocation obligations being charged against object class 2100 (2199 06).

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 2001 will not be available as part of Agency carryover funding into FY 2002.

It is, therefore, imperative that State Offices:

- reconcile travel obligations
- de-obligate excess travel obligations using the TRVL system for FY 2001.

**B
Purpose**

This notice:

- instructs State Offices on using the DW1200 report when reconciling travel and relocation obligations
- informs State Offices that de-obligation of travel funds must be made by the State Office in the TRVL system **no later than September 26, 2001** to be included in the September 2001 activity
- inform State Offices that KCFO can no longer make manual corrections and de-obligations for States.

Disposal Date	Distribution
January 1, 2002	State Offices

Notice BU-605

2 De-obligating Type B Travel Authorizations

A

Reconciling Travel Obligations

State Offices shall refer to their State DW1200 report when reconciling travel and relocation obligations.

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

B

State Office Action

State Offices shall:

- de-obligate all travel and relocation obligations that will not be needed in FY 2001, no later than September 26, 2001
- make corrections directly into the TRVL system by amending Type B and C travel authorizations.

For FY 2001, under the new FFIS accounting system, if final travel and relocation vouchers are submitted using a “Y” in the final voucher field, the system will automatically de-obligate outstanding balances. Therefore, if final vouchers have already been, or will be processed by **September 26, 2001**, States should go into the TRVL system and indicate a “Y” in the final voucher field. This will result in an automatic de-obligation of remaining funds on the travel authorization.

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.
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