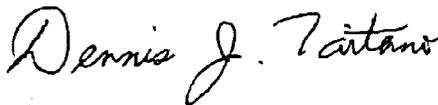


For: State Offices

FY 2002 State Office Administrative Travel Allotments

Approved by: Acting Deputy Administrator, Management



1 Overview

A
Background

FY 2002 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 2002 travel obligations.

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 2002 travel allotment for persons in the 3-year appraisal program.

For FY 2002, relocation cost will not be issued to the individual State Offices. Relocation cost will be monitored and an allotment maintained by BUD.

Continued on the next page

Disposal Date	Distribution
June 1, 2002	State Offices

Notice BU-615

1 Overview (Continued)

B

Purpose

This notice:

- issues full-year FY 2002 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-615

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 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 Federal employees in State and County Offices 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 “AO11” 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 "AO11” 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	Each State Office shall use the DW1200 reconciliation report to 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.
6	Direct questions concerning the allotments to Vernell Jones, BUD at 202-720-5149.

FY 2002 State Office Travel Allotments

<u>State</u>	<u>Allotments</u>	<u>State</u>	<u>Allotments</u>
Connecticut	25,000	Alabama	250,000
Delaware	40,000	Arkansas	345,000
Maine	98,000	Florida	251,000
Maryland	61,000	Georgia	270,000
Massachusetts	43,000	Kentucky	436,000
New Hampshire	35,000	Louisiana	205,000
New Jersey	66,000	Mississippi	266,000
New York	235,000	North Carolina	355,000
Pennsylvania	238,000	Puerto Rico	194,000
Rhode Island	24,000	South Carolina	142,000
Vermont	88,000	Tennessee	350,000
West Virginia	160,000	Virginia	310,000
NORTHEAST AREA	1,113,000	SOUTHEAST AREA	3,374,000
Alaska	70,000	Arizona	177,000
Idaho	245,000	California	200,000
Montana	295,000	Colorado	150,000
Nebraska	275,000	Hawaii	250,000
North Dakota	373,000	Kansas	320,000
Oregon	185,000	Nevada	75,000
South Dakota	419,000	New Mexico	145,000
Washington	225,000	Oklahoma	380,000
Wyoming	121,000	Texas	900,000
		Utah	131,000
NORTHWEST AREA	2,208,000	SOUTHWEST AREA	2,728,000
Illinois	320,000		
Indiana	220,000		
Iowa	450,000		
Michigan	256,000		
Minnesota	519,000		
Missouri	360,000		
Ohio	214,000		
Wisconsin	289,000		
MIDWEST AREA	2,628,000	TOTAL	\$12,051,000
 Director, Budget Division		1-18-02 Date	