

For: State Offices

**Administrative Guidance for State Office FY 2004
Travel Allotments, Overtime Guidelines, and Outreach Funding**

Approved by: Deputy Administrator, Management



1 Overview

A Background

Since the beginning of FY 2004, FSA was operating under multiple continuing resolutions at the FY 2003 funding level until the Consolidated Appropriations Act, 2004 (P.L. 108-199) was signed by the President on January 23, 2004.

The Administrator issued a memorandum to all employees on January 12, 2004, which discussed the salaries and expenses (S&E) shortfall and the need for all employees to maintain a fiscally responsible mind set and ensure the most efficient use of funds. FY 2004 State Office administrative travel allotments and overtime guidelines for Federal employees are being issued for the full FY.

B Purpose

This notice:

- issues full-year FY 2004 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 and overtime guidelines
- provides criteria for charging certain travel to Washington-controlled State travel funds
- emphasizes timely State Office travel document processing and monitoring actions
- issues full-year overtime guidelines for State and County Office Federal farm loan personnel (Exhibit 2)
- provides information on funding State outreach activities.

Disposal Date	Distribution
October 1, 2004	State Offices

Notice BU-663

2 Issuing Travel Allotments

A Policy

The FY 2004 travel allotments are established at a level that is 15 percent below the final FY 2003 travel allotment levels. State Offices shall follow instructions in this notice and use the proper object class and sub-object class codes, according to 98-FI, when processing FY 2004 travel obligations.

SED's have discretion in the appropriate use of the total travel allotments and overtime guidelines 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 and overtime guidelines shall be submitted to BUD, through DAFO, 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 Foundation Financial Information System accounting system.

For FY 2004, relocation costs will not be issued to the individual State Offices. Relocation costs will be monitored and an allotment maintained by BUD.

Notice BU-663

2 Issuing Travel Allotments (Continued)

B State Office Action

State Offices shall follow the instructions in this table to issue travel allotments.

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 DAFO, if funds are transferred between travel and equipment allotments and overtime guidelines.
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 obligations against travel allotment levels. State Offices should review their DW1200 report to determine if there are any erroneous obligations, cancelled trips, over-obligating, or final vouchers still showing obligations against the travel authorization. In an effort to ensure that final C-type vouchers do not continue to show excess obligations against travel authorizations, Offices shall put a “Y” in block 54, “Final Voucher Indicator”, on the travel voucher. If a “Y” is put in block 54 when processing the travel voucher, the travel authorization will expire and the funds remaining on the travel authorization will be de-obligated. Any questions or discrepancies can be directed to Christine Claussen, Chief, Administrative Accounting Operations Branch, Financial Accounting Division, KCFO at 816-926-1949.
6	Direct questions about the allotments to Vernell Jones, BUD at 202-720-5149.

Notice BU-663

3 Funding Guidelines for State and County Office Federal Farm Loan Personnel Overtime

A Federal Employee Overtime

The limit for FY 2004 overtime for State Office and County Office Federal farm loan personnel was determined by reducing the average of the States' FY 2002 and FY 2003 overtime obligations by 50 percent. This reduction is necessary due to budget constraints in FY 2004. States are required to operate within their limit and should closely monitor their overtime usage.

Exhibit 2 provides the funding limitation for State Office and County Office Federal farm loan personnel overtime, which cannot be exceeded without an increase approved by DAM and DAFO or a transfer from travel or equipment allotments. A very small reserve is being held at the National level. The limitation is not an allotment, but Federal overtime expended will be charged to the State in the Agency accounting system and will be monitored by BUD and DAFO.

4 Information on Outreach Activities

A Outreach Funding

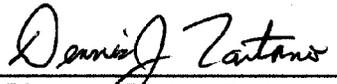
Outreach activities have become a significant component of the day-to-day work of FSA.

States are authorized to spend up to \$5,000 annually for outreach activities. Funds for outreach activities will be held at the National level.

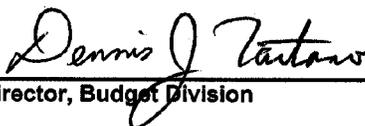
States should use their applicable State Office index code according to 98-FI, Exhibit 11, to code the appropriate documents. Funds for outreach activities are authorized for incidental costs related to rental space, external conferences, workshop registration, exhibits, and miscellaneous items like pencils or pens with the FSA logo and website address.

State Offices should contact BUD, through the Director, Outreach Staff, at 202-720-7619 for guidance and approval if funding needs exceed the \$5,000 limit.

FY 2004 State Office Travel Allotments

FY 2004 State Office Travel Allotments			
State	Travel Allotment	State	Travel Allotment
Connecticut	\$23,000	Alabama	\$212,500
Delaware	38,300	Arkansas	306,000
Maine	92,700	Florida	205,700
Maryland	72,300	Georgia	242,300
Massachusetts	40,800	Kentucky	319,600
New Hampshire	29,800	Louisiana	178,500
New Jersey	63,800	Mississippi	255,000
New York	250,800	North Carolina	297,500
Pennsylvania	218,500	Puerto Rico	164,900
Rhode Island	20,600	South Carolina	121,600
Vermont	76,500	Tennessee	280,500
West Virginia	<u>161,500</u>	Virginia	<u>263,500</u>
Northeast	\$1,088,600	Southeast	\$2,847,600
Alaska	\$96,100	Arizona	\$153,000
Idaho	208,300	California	170,000
Montana	251,600	Colorado	161,500
Nebraska	283,100	Hawaii	219,300
North Dakota	323,000	Kansas	327,300
Oregon	174,300	Nevada	80,800
South Dakota	360,400	New Mexico	148,800
Washington	225,500	Oklahoma	365,500
Wyoming	<u>110,500</u>	Texas	935,000
		Utah	<u>119,000</u>
Northwest	\$2,032,800	Southwest	\$2,680,200
Illinois	\$250,800		
Indiana	225,300	TOTAL	\$10,859,400
Iowa	378,300		
Michigan	212,500		
Minnesota	369,800		
Missouri	331,500		
Ohio	187,000		
Wisconsin	<u>255,000</u>		
Midwest	\$2,210,200		
 Director, Budget Division		3/3/04 Date	

FY 2004 State Office Overtime Guidelines

FY 2004 State Office Overtime Guidelines			
State	Overtime Guideline	State	Overtime Guideline
Connecticut	\$ 2,200	Alabama	\$ 14,400
Delaware	2,400	Arkansas	28,300
Maine	8,500	Florida	14,400
Maryland	5,400	Georgia	19,100
Massachusetts	4,600	Kentucky	33,500
New Hampshire	2,200	Louisiana	29,100
New Jersey	5,100	Mississippi	31,500
New York	22,000	North Carolina	25,200
Pennsylvania	16,400	Puerto Rico	16,100
Rhode Island	1,200	South Carolina	13,900
Vermont ^{1/}	8,100	Tennessee	24,400
West Virginia	10,300	Virginia	17,600
Northeast	\$ 88,400	Southeast	\$ 267,500
Alaska ^{1/}	\$ 5,800	Arizona	\$ 5,900
Idaho	15,900	California	17,800
Montana ^{1/}	21,000	Colorado	12,700
Nebraska	28,600	Hawaii	3,900
North Dakota	34,400	Kansas	34,400
Oregon	11,000	Nevada	2,900
South Dakota	38,100	New Mexico	8,800
Washington	11,500	Oklahoma	38,100
Wyoming ^{1/}	7,700	Texas	63,000
Northwest	\$ 174,000	Utah	9,000
Illinois	\$ 31,000	Southwest	\$ 196,500
Indiana	21,200	TOTAL	\$ 964,400
Iowa	46,700		
Michigan	20,800		
Minnesota	37,100		
Missouri	34,000		
Ohio	18,100		
Wisconsin	29,100		
Midwest	\$ 238,000		
 Director, Budget Division		3/3/04 Date	
^{1/} The overtime guidelines for Vermont, Alaska, Montana, and Wyoming have been increased in order to cover obligations already incurred as of February 2004.			