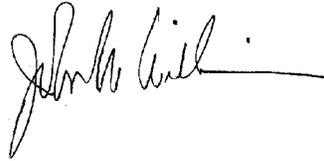


For: FSA Employees

FY 2004 Instructions for De-Obligating Travel Obligations

Approved by: Deputy Administrator, Management



1 Overview

A Background

Many FSA offices currently have travel obligations in excess of their FY 2004 office travel allotment. This is a result of amounts being approved at levels that exceed available funds. In addition, some office over-obligations are also because of all relocation obligations being charged against budget object class 2100 (2199 06).

Although many offices project that actual expenditures will be within their allotted funding level, funds not reconciled and de-obligated before the end of FY 2004 will not be available as part of FSA's carryover funding into FY 2005. In addition, funds that are obligated are unavailable to cover shortfalls in other areas this FY.

It is, therefore, imperative that all offices:

- reconcile travel obligations
- de-obligate excess travel obligations using the TRVL system for FY 2004.

B Purpose

This notice:

- instructs all FSA Federal offices, State Offices, and Field Offices who receive the DW1200ST report to use it when reconciling travel obligations as of June 30, 2004
- instructs all County Offices to use the DW1704CT report when reconciling travel obligations as of June 30, 2004
- informs all offices that de-obligation of travel funds must be made in the TRVL system.

Disposal Date January 1, 2005	Distribution All FSA employees; State Offices relay to County Offices
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2 De-Obligating Travel Authorizations

A Types of Travel Authorizations

The following are 5 different types of AD-202 authorizations and who use them.

- **Type A - Unlimited Open Authorization (Administrator only).** An unlimited open authorization permits travel for any official purpose for the entire year. Type A authorizations are issued annually and are approved by the Secretary or Under Secretary only.

Type A travel is used by the Administrator only.

- **Type B - Limited Open Authorization.** A limited open authorization is issued annually for employees required to perform frequent, routine, repetitive travel within a work-related geographic area (foreign or domestic).

Type B travel is used by STC, SED, DD, compliance specialist, Farm Loan Program employee, warehouse examiners, and similar positions requiring frequent, routine, nonlocal travel within a specified work-related geographic area, such as a State, county, region, or district. For nonroutine travel, a Type C authorization is required.

- **Type C - Trip-by-Trip Authorization.** A trip-by-trip authorization is issued for a specific trip that identifies purpose, itinerary, and estimated costs. This is the most commonly used type of travel authorization.

Type C travel is used by all other travelers for trips with specific nonlocal itineraries, including permanent change of station.

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2 De-Obligating Travel Authorizations (Continued)

A Types of Travel Authorizations (Continued)

- **Type L - Local Travel Authorization.** A local travel authorization permits employees of offices to be reimbursed for local travel and related expenses (mileage, tolls, parking, etc.). Local travel is official travel conducted within the boundaries of the official duty station. Type L authorizations are issued annually, to be renewed at the beginning of each FY.

Type L travel is used by employees traveling within the area of their official duty station.

A manual AD-202 is prepared at the beginning of each FY for COC to establish mileage that is paid through the T&A process. This manual AD-202 is for traveling purposes only and is not entered into the travel system.

- **Type N - Nationwide Travel Authorization.** A nationwide travel authorization can be issued to an official who would qualify as a Type B traveler, except whose responsibilities require regular, nationwide travel. Type N authorizations are also issued annually and are approved by the traveler's approving official.

Type N travel is used by Deputy Administrators, Special Approving Officials, and those positions designated by Deputy Administrators in writing.

B Reconciling Travel Obligations

Brio reports should be used to reconcile travel obligations and expenditures to actual travel documents on a monthly basis.

Headquarter's offices shall receive a copy of their DW1200-P1 Travel Reconciliation Report each month from BUD for reconciling purposes.

Kansas City and APFO offices shall refer to their office's DW1200-P1 report when reconciling travel obligations.

State Offices shall refer to their State DW1200ST report when reconciling travel obligations.

County Offices shall refer to their County DW1704CT report when reconciling travel obligations.

Note: The DW1200ST report can be found in Data Warehouse under State Reports. The DW1704CT can be found in the Data Warehouse County Reports.

2 De-Obligating Travel Authorizations (Continued)

C Types B and C-TDY Authorizations

Type B authorization: The type B authorization is issued for an extended period, often quarterly or annually for frequent, routine, repetitive travel. Funds are obligated at the time the authorization is established in the On-Line Travel System. When a travel voucher is processed against the authorization, the total amount of expenditures paid is recorded. Type B authorizations should have “N” entered in the “Final Voucher” field until the end of the travel period authorized; or until the employee will no longer travel under that authorization number. The remaining balance on the authorization is de-obligated when “Y” is entered in the “Final Voucher” field. “Y” should be entered in the “Final Voucher” field only at the end of the travel period and when the employee will no longer travel under that authorization number.

Note: If the type B voucher has “Y” in the “Final Voucher” field, the funds will automatically be de-obligated, which means no other voucher may be processed for that authorization number. If “Y” is entered into the “Final Voucher” field by mistake, a new type B authorization will be required.

Type C-TDY authorization: The type C-TDY authorization is the most commonly used type of travel authorization; they are issued for individual trips. Funds are obligated at the time the authorization is established in the OnLine Travel System. When a travel voucher is processed against the authorization, the total amount of expenditures paid is recorded. The remaining balance on the authorization is de-obligated when “Y” is entered in the “Final Voucher” field. In many cases throughout the FY, this field is left blank or has an “N”.

D Implications

When vouchers for types B and C-TDY authorizations are processed and “N” is entered in the “Final Voucher” field, the amount remaining on the authorization will not be de-obligated making the funds un-usable for other travel. For type C-TDY authorizations, this can occur throughout the FY; and for type B authorizations, this tends to occur towards the end of the FY. More importantly, all offices that do not timely de-obligate types B and C-TDY travel not only run the risk of being over obligated but also severely limit the agency’s ability to carryover all agency remaining funds for use in the following FY.

Note: NFC’s de-obligation program is run approximately 30 calendar days after the FY closes. In an annual year appropriation, this means that all travel funding must be returned to Treasury versus being used for carryover to the following FY. Offices that de-obligate their excess travel funds on internal office logs or records do not accomplish the desired results; de-obligation **must** be reflected in the OnLine Travel System and ultimately in the agency’s accounting system.

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2 De-Obligating Travel Authorizations (Continued)

E De-Obligating Travel Funds

For FY 2004, under the FFIS accounting system, if final travel vouchers are submitted using “Y” in the “Final Voucher” field, the system will automatically de-obligate outstanding balances. Therefore, if offices are preparing final vouchers for processing, “Y” should be placed in the “Final Voucher” field. This will result in an automatic de-obligation of remaining funds on the travel authorization.

Throughout the FY, it is important to monitor travel and ensure that unneeded funds are de-obligated. Offices who use Type B or Type L travel generally estimate their need at the beginning of the FY. With over half of the FY complete, it is suggested that the estimate be updated, and if it is determined that the need should be reduced, AD-202’s can be amended thereby de-obligating unused funds.

3 Action

A Instructions for De-Obligation Types B and C-TDY Authorizations

De-obligation of travel funds for types B and C-TDY authorizations may be achieved by 1 of the following 2 methods.

Method 1

IF...	THEN...
travel is complete and all expenses have been claimed on the travel voucher	ENTER “Y” in the “Final Voucher” field (block 54 of the travel voucher). This will de-obligate the unused funds from the authorization.
voucher has already been submitted and should have been marked final , but was not	<ul style="list-style-type: none">review the authorization in the OnLine Travel System. Note the dollar amount in Section D, Un-liquidated Obligationamend type B authorizations if additional travel will be charged against the authorization, changing the final dollar amount of the authorization to reflect the remaining amount, otherwise the authorization should be canceled to de-obligate any unused travel funds <p>Note: Type C authorizations should be canceled to de-obligate unused travel funds.</p> <ul style="list-style-type: none">amend the type B or C-TDY authorization, changing the final dollar amount of the authorization to reflect the remaining amount <p>Example: If the remaining funds are \$245, reduce the total of the authorization by that amount.</p> <ul style="list-style-type: none">when the amended authorization has been signed, release the document in the OnLine Travel System. This will de-obligate the \$245.

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3 Action (Continued)

A Instructions for De-Obligation Types B and C-TDY Authorizations (Continued)

Method 2

IF...	THEN...
attempting to de-obligate funds without expiring the type B or C-TDY authorization	<ul style="list-style-type: none"> • review the authorization in the OnLine Travel System. Note the dollar amount in Section D, Un-liquidated Obligation • amend the type B or C-TDY authorization for that dollar amount. When the amended authorization has been signed, release the document in the OnLine Travel System. Travel funds are then de-obligated and the travel authorization is still in an active status.

Note: Method 1 is the preferred method to de-obligate funds. It is **recommended** that “Y” be entered in the “Final Voucher” field to de-obligate travel funds.

B Office Action

All offices shall:

- de-obligate all travel obligations that will not be needed in FY 2004
- make corrections directly into the TRVL system by amending Type B, C, and L travel authorizations.

C County Office Action

Because of a high level of obligated travel funds, County Offices are requested to review all travel type authorizations to ensure that there are no remaining balances. If there is a balance, take appropriate steps to de-obligate these funds. Also, do the following:

- project the travel requirements for the remainder of the FY
- ensure that the amount of travel obligated is in line with the projected need
- de-obligate any funds in excess of the anticipated needs.

D Contacts

If there are any questions about this notice, contact 1 of the following:

- Vernell Jones, BUD, Federal travel at 202-720-5149
- Christine Claussen, KCFO, FAD at 816-926-1949
- Scott Redman, BUD, non-Federal travel at 202-720-8926.