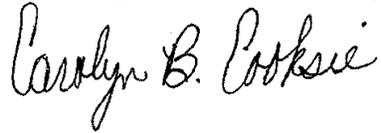


**For:** State Offices

**Increasing State FY 2012 Federal Administrative Allotments for FLP Travel**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

DAFLP has authorized transferring \$747,800 from the Program Loan Cost Expense/Type A account to the FSA Salaries and Expenses account for FY 2012. These funds will be:

- issued to State Offices for travel and other costs associated with FLP activities
- added to the State’s Fund 84, Credit Reform allotment in the Budget and Performance Management System (BPMS) models on the “Travel” line.

**B Purpose**

This notice provides:

- guidance to State Offices on how to correctly use these funds
- the funds distribution and required local travel TRVL accounting code, by area and State.

**C Contact**

If there are questions about Fund 84 nonpersonnel allotments or these allotment increases, contact Evelyn Clarke, BUD, by any of the following:

- e-mail at [evelyn.clarke@wdc.usda.gov](mailto:evelyn.clarke@wdc.usda.gov)
- telephone at 202-471-2349
- FAX at 202-690-0591.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2012 4-18-12	State Offices

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### 2 Allotment Increases

#### A General

Only 1 increase amount will be issued to each State Office. The increase will be added to the State's existing ACIF Travel allotment and will be reflected in the BPMS models in Fund 84, Credit Reform on the "Travel" line. The National Office Federal non-personnel budget analyst, for the State Offices, will enter the increases in the Allotment Change Request model in BPMS before the models open in May. The funds may be used for FLP travel or other FLP purposes **only**.

**Note:** See Exhibit 1 for the amount that each State will receive.

#### B TRVL Accounting Code

A unique accounting code for use in TRVL has been created for each State Office to use for FLP local travel **only**. Exhibit 1 provides the TRVL accounting code assigned to each State Office. All State Offices **must** use their assigned accounting code to use these funds for FLP local travel **only**.

#### C GovTrip Accounting Code

It is anticipated that most States will use these funds for local travel purposes. However, if a State needs to use these funds for overnight travel, a unique accounting code for use in GovTrip must be created. The State Office must request that a unique GovTrip accounting code be established by contacting either of the following:

- Claire Lindsey, FMD, OBF, by either of the following:
  - e-mail at [claire.lindsey@kcc.usda.gov](mailto:claire.lindsey@kcc.usda.gov)
  - telephone at 816-926-6245
- Marsha Stevens, FMD, OBF, by either of the following:
  - e-mail at [marsha.stevens@kcc.usda.gov](mailto:marsha.stevens@kcc.usda.gov)
  - telephone at 816-926-6288.

FMD requires 2 workdays notice to create and activate an accounting code to be used in GovTrip. State Offices must provide FMD their State/County FLP Organization code. New GovTrip accounting codes will be established on a State-by-State basis **only**, as requests are received. State Offices **must** use the new GovTrip accounting codes to use these funds for overnight travel.

#### D Accounting Codes for Other FLP Purposes

If a State wants to use these funds for FLP purposes other than FLP travel, the State must coordinate their needs with Claire Lindsey or Marsha Stevens so that appropriate steps may be taken to accomplish this task.

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### 3 Action

#### A State Office and BUD Contact Actions

State Offices and BUD contacts shall:

- ensure that the funds are used **only** for FLP activities
- use the designated code in TRVL for local travel or contact FMD, 2 workdays in advance, if a new code is needed for use in GovTrip for overnight travel
- contact FMD in advance if the funds are to be used for FLP purposes other than local travel
- ensure that no more than the allotted amount is vouchered in TRVL or GovTrip or otherwise used

**Note:** It may be necessary to submit 2 separate vouchers in TRVL if there are not enough of the allotted funds available to cover the entire cost of a local trip. If that happens, 1 voucher would use the unique accounting code designated for using these additional funds and the other voucher would use the traveler's standard accounting code. In this way, States may use all of the additional funds provided. It is possible to select multiple accounting codes in GovTrip if there are not enough of the allotted funds available to cover the entire cost of an overnight trip, but expenses would have to be allocated between the 2 accounting codes.

- notify Marsha Stevens, Claire Lindsey, and Evelyn Clarke when all of the State's additional funds have been used.

**Note:** FMD will disable the accounting codes so no further vouchers can be processed against them.

State Office Unique TRVL Accounting Codes

The following provides the TRVL accounting code assigned to each State Office that **must** be used to code the Fund 84, Credit Reform allotment increase funds for FLP local travel **only**.

STATES' ALLOTMENT INCREASES FOR FLP TRAVEL						
(FUND 84-CREDIT REFORM)						
April 2012						
STATES	TRVL ACCOUNTING CODE	INCREASE	STATES	TRVL ACCOUNTING CODE	INCREASE	
<b>Midwest</b>						
Illinois	284ILSPEC60TPA	\$21,000				
Indiana	284INSPEC60TPA	13,200				
Iowa	284IASPEC60TPA	34,800				
Michigan	284MISPEC60TPA	15,000				
Minnesota	284MNSPEC60TPA	34,200				
Missouri	284MOSPEC60TPA	25,800				
Ohio	284OHSPEC60TPA	15,600				
Wisconsin	284WISPEC60TPA	24,600				
<b>Midwest Total</b>		<b>\$184,200</b>				
<b>Northeast</b>						
Connecticut	284CTSPEC60TPA	\$2,400				
Delaware	284DESPEC60TPA	1,000				
Maine	284MESPEC60TPA	6,600				
Maryland	284MDSPEC60TPA	3,000				
Massachusetts	284MASPEC60TPA	4,800				
New Hampshire	284NHSPEC60TPA	1,800				
New Jersey	284NJSPEC60TPA	3,000				
New York	284NYSPEC60TPA	19,200				
Pennsylvania	284PASPEC60TPA	19,800				
Rhode Island	284RISPEC60TPA	1,000				
Vermont	284VTSPEC60TPA	8,400				
West Virginia	284WVSPEC60TPA	8,400				
<b>Northeast Total</b>		<b>\$79,400</b>				
<b>Northwest</b>						
Alaska	284AKSPEC60TPA	\$1,000				
Idaho	284IDSPEC60TPA	13,800				
Montana	284MTSPEC60TPA	12,600				
Nebraska	284NESPEC60TPA	30,600				
North Dakota	284NDSPEC60TPA	24,000				
Oregon	284ORSPEC60TPA	10,200				
South Dakota	284SDSPEC60TPA	30,600				
Washington	284WASPEC60TPA	9,000				
Wyoming	284WYSPEC60TPA	4,800				
<b>Northwest Total</b>		<b>\$136,600</b>				
<b>Southwest</b>						
Arizona	284AZSPEC60TPA	\$4,200				
California	284CASPEC60TPA	16,200				
Colorado	284COSPEC60TPA	6,000				
Guam	284GUSPEC60TPA	1,000				
Hawaii	284HISPEC60TPA	1,800				
Kansas	284KSPEC60TPA	24,600				
Nevada	284NVSPEC60TPA	1,800				
New Mexico	284NMSPEC60TPA	6,600				
Oklahoma	284OKSPEC60TPA	27,000				
Texas	284TXSPEC60TPA	40,200				
Utah	284UTSPEC60TPA	10,800				
<b>Southwest Total</b>		<b>\$140,200</b>				
<b>Grand Total</b>			<b>\$747,800</b>			