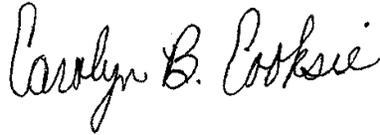


For: State Offices

Increasing State FY 2012 Federal Administrative Allotments for Additional Type 60 FLP Travel

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

DAFLP has authorized transferring an additional \$100,000 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 identified 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
- in addition to initial Type 60 FLP Travel funds issued in Notice BU-733.

B Purpose

This notice provides:

- additional FY 2012 Type 60 FLP Travel funds to some States
- 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 to evelyn.clarke@wdc.usda.gov
- telephone at 202-471-2349
- FAX at 202-690-0591.

Disposal Date	Distribution
October 1, 2012	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 nonpersonnel budget analyst, for the State Offices, will enter the increases in the Allotment Change Request model in BPMS. The funds may be used for FLP travel or other FLP purposes **only**, and are available through September 30, 2012.

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 to **claire.lindsey@kcc.usda.gov**
 - telephone at 816-926-6245
- Marsha Stevens, FMD, OBF, by either of the following:
 - e-mail to **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**.

STATE ALLOTMENT INCREASES FOR ADDITIONAL TYPE 60 FLP TRAVEL (FUND 84, Credit Reform)				
States	TRVL Accounting Code	Initial Type 60 FLP amount	Increase	Revised Amount
Midwest				
Illinois	284ILSPEC60TPA	\$21,000	3,900	\$24,900
Indiana	284INSPEC60TPA	13,200	0	13,200
Iowa	284IASPEC60TPA	34,800	8,500	43,300
Michigan	284MISPEC60TPA	15,000	0	15,000
Minnesota	284MNSPEC60TPA	34,200	12,000	46,200
Missouri	284MOSPEC60TPA	25,800	7,600	33,400
Ohio	284OHSPEC60TPA	15,600	0	15,600
Wisconsin	284WISPEC60TPA	24,600	0	24,600
Midwest Total		\$184,200	\$32,000	\$216,200
Northeast				
Connecticut	284CTSPEC60TPA	\$2,400	0	\$2,400
Delaware	284DESPEC60TPA	1,000	0	1,000
Maine	284MESPEC60TPA	6,600	1,000	7,600
Maryland	284MDSPEC60TPA	3,000	0	3,000
Massachusetts	284MASPEC60TPA	4,800	0	4,800
New Hampshire	284NHSPEC60TPA	1,800	0	1,800
New Jersey	284NJSPEC60TPA	3,000	1,000	4,000
New York	284NYSPEC60TPA	19,200	3,900	23,100
Pennsylvania	284PASPEC60TPA	19,800	8,500	28,300
Rhode Island	284RISPEC60TPA	1,000	0	1,000
Vermont	284VTSPEC60TPA	8,400	0	8,400
West Virginia	284WVSPEC60TPA	8,400	0	8,400
Northeast Total		\$79,400	\$14,400	\$93,800
Northwest				
Alaska	284AKSPEC60TPA	\$1,000	0	\$1,000
Idaho	284IDSPEC60TPA	13,800	2,000	15,800
Montana	284MTSPEC60TPA	12,600	0	12,600
Nebraska	284NESPEC60TPA	30,600	13,500	44,100
North Dakota	284NDSPEC60TPA	24,000	0	24,000
Oregon	284ORSPEC60TPA	10,200	0	10,200
South Dakota	284SDSPEC60TPA	30,600	0	30,600
Washington	284WASPEC60TPA	9,000	1,500	10,500
Wyoming	284WYSPEC60TPA	4,800	0	4,800
Northwest Total		\$136,600	\$17,000	\$153,600
Southeast				
Alabama	284ALSPEC60TPA	\$10,800	0	\$10,800
Arkansas	284ARSPEC60TPA	24,600	6,500	31,100
Florida	284FLSPEC60TPA	8,400	3,900	12,300
Georgia	284GASPEC60TPA	16,200	3,900	20,100
Kentucky	284KYSPEC60TPA	28,200	8,500	36,700
Louisiana	284LASPEC60TPA	20,400	0	20,400
Mississippi	284MSSPEC60TPA	23,400	0	23,400
North Carolina	284NCSPEC60TPA	17,400	0	17,400
South Carolina	284SCSPEC60TPA	10,800	0	10,800
Tennessee	284TNSPEC60TPA	19,200	0	19,200
Virginia	284VASPEC60TPA	13,200	0	13,200
Puerto Rico	284PRSPEC60TPA	13,800	0	13,800
Virgin Islands	284VISPEC60TPA	1,000	0	1,000
Southeast Total		\$207,400	\$22,900	\$230,200
Southwest				
Arizona	284AZSPEC60TPA	\$4,200	0	\$4,200
California	284CASPEC60TPA	16,200	3,900	20,100
Colorado	284COSPEC60TPA	6,000	0	6,000
Guam	284GUSPEC60TPA	1,000	0	1,000
Hawaii	284HISPEC60TPA	1,800	0	1,800
Kansas	284KSSPEC60TPA	24,600	0	24,600
Nevada	284NVSPEC60TPA	1,800	0	1,800
New Mexico	284NMSPEC60TPA	6,600	3,900	10,500
Oklahoma	284OKSPEC60TPA	27,000	6,000	33,000
Texas	284TXSPEC60TPA	40,200	0	40,200
Utah	284UTSPEC60TPA	10,800	0	10,800
Southwest Total		\$140,200	\$13,800	\$154,000
GRAND TOTAL		\$747,800	\$100,000	\$847,800