

For: State Offices

Increasing State FY 2013 Federal Administrative Allotments for FLP Travel

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

DAFLP has authorized transferring \$816,237 from the Program Loan Cost Expense/Type A account to the FSA Salaries and Expenses account for FY 2013. These funds will be:

- issued to State Offices for travel and other costs associated with FLP activities
- added to the State’s Fund 84 and Fund 87 (Fund 87 funding only applies to Hawaii and Guam), 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 allotments, contact 1 of the following.

IF the question is about...	THEN contact...
Alaska, Arizona, California, Idaho, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Montana, Nebraska, Ohio, Oregon, South Dakota, Washington, Wisconsin, and Wyoming	Lillie McComb, BUD, by any of the following: <ul style="list-style-type: none"> • e-mail at lillie.mccomb@wdc.usda.gov • telephone at 202-720-2201 • FAX at 202-690-0591.

Disposal Date	Distribution
October 1, 2013	State Offices

Notice BU-745

1 Overview (Continued)

C Contact (Continued)

IF the question is about...	THEN contact...
Alabama, Arkansas, Colorado, Florida, Georgia, Guam, Hawaii, Kansas, Kentucky, Louisiana, Mississippi, Nevada, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands, and Virginia	TC Chappelle, BUD, by any of the following: <ul style="list-style-type: none">• e-mail at tarnya.chappelle@wdc.usda.gov• telephone at 202-720-5149• FAX at 202-690-0591.
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Oklahoma, Pennsylvania, Rhode Island, Texas, Utah, Vermont, and West Virginia	LaTosha Fleming, BUD, by any of the following: <ul style="list-style-type: none">• e-mail at latosha.fleming@wdc.usda.gov• telephone at 202-720-8861• FAX at 202-690-0591.

If additional assistance is required, contact Marlene Thompson, BUD, Administrative Expenses Branch, Federal Operations Section Chief, by either of the following:

- e-mail at **marlene.thompson@wdc.usda.gov**
- telephone at 202-690-2902.

2 Allotment Increases

A General

Only 1 increase amount was issued to each State Office. The increase was added to the State's existing ACIF Travel allotment and will be reflected in the BPMS models in Fund 84 and Fund 87, Credit Reform on the "Travel" line. The National Office budget analyst for the State Offices has entered the increases in the Allotment Change Request model in BPMS. When the Budget Status and Forecast model becomes available in July, the current Credit Reform Travel allotment will reflect the increase. There will be no reprogramming of funds from Fund 84 to Fund 87 or from Fund 87 to Fund 84. The funds must be used for FLP travel or other FLP purposes **only** as provided in survey responses to DAFLP. These funds are to be used to enable FLP activities above those covered by State allotments authorized in Notice BU-744, dated May 29, 2013.

Note: See Exhibits 1 and 2 for the amount that each State will receive.

Notice BU-745

2 Allotment Increases (Continued)

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**. Exhibits 1 and 2 provide 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**
 - telephone at 816-926-6245
- Marsha Stevens, FMD, OBF, by either of the following:
 - e-mail at **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.

Note: State Office GovTrip codes were established based on GovTrip organization codes that were used last FY. If the GovTrip organization was not used last year, a new GovTrip accounting code must be requested.

D Accounting Codes for Other FLP Purposes

If a State Office wants to use these funds for FLP purposes other than FLP travel, the State Office must coordinate their needs with Claire Lindsey or Marsha Stevens so that appropriate steps may be taken to accomplish this task. See Notice FI-3137 for guidance for requesting relocation funding.

Notice BU-745

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 the Budget Analyst from subparagraph 1 C 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.

FY 2013 Fund 84 Funding and Accounting Information

The following table provides funding information and codes by State. GovTrip code formatting includes spaces between the 5 different components that make up the accounting code. Failure to include spacing may cause some States problems in retrieving the proper information in GovTrip.

Example: For Alabama, the proper coding format is “13 AL SPEC TYPE60 TR”.

State Name	Additional FLP Travel (Type 60) Administrative Allotment	Local Travel (TRVL) and Purchase Cards (AXOL) Codes	GovTrip Codes
Illinois	\$29,500	384ILSPEC60TPA	13 IL SPEC TYPE60 TR
Indiana	22,826	384INSPEC60TPA	13 IN SPEC TYPE60 TR
Iowa	21,204	384IASPEC60TPA	13 IA SPEC TYPE60 TR
Michigan	14,920	384MISPEC60TPA	13 MI SPEC TYPE60 TR
Minnesota	44,000	384MNSPEC60TPA	13 MN SPEC TYPE60 TR
Missouri	10,400	384MOSPEC60TPA	
Ohio	20,000	384OHSPEC60TPA	
Wisconsin	16,520	384WISPEC60TPA	13 WI SPEC TYPE60 TR
Total MWA	\$179,370		
Connecticut	\$600	384CTSPEC60TPA	
Delaware	0	384DESPEC60TPA	13 DE SPEC TYPE60 TR
Maine	3,930	384MESPEC60TPA	13 ME SPEC TYPE60 TR
Maryland	4,000	384MDSPEC60TPA	
Massachusetts	3,000	384MASPEC60TPA	
New Hampshire	0		
New Jersey	2,000	384NJSPEC60TPA	
New York	12,972	384NYSPEC60TPA	13 NY SPEC TYPE60 TR
Pennsylvania	12,700	384PASPEC60TPA	13 PA SPEC TYPE60 TR
Rhode Island	700	384RISPEC60TPA	
Vermont	0		
West Virginia	15,200	384WVSPEC60TPA	13 WV SPEC TYPE60 TR
Total NEA	\$55,102		
Alaska	\$3,500	384AKSPEC60TPA	13 AK SPEC TYPE60 TR
Idaho	26,500	384IDSPEC60TPA	13 ID SPEC TYPE60 TR
Montana	19,654	384MTSPEC60TPA	13 MT SPEC TYPE60 TR
Nebraska	33,000	384NESPEC60TPA	
North Dakota	60,039	384NDSPEC60TPA	13 ND SPEC TYPE60 TR
Oregon	7,500	384ORSPEC60TPA	13 OR SPEC TYPE60 TR
South Dakota	75,000	384SDSPEC60TPA	13 SD SPEC TYPE60 TR
Washington	23,281	384WASPEC60TPA	13 WA SPEC TYPE60 TR
Wyoming	7,150	384WYSPEC60TPA	13 WY SPEC TYPE60 TR
Total NWA	\$255,624		
Alabama	\$8,640	384ALSPEC60TPA	13 AL SPEC TYPE60 TR
Arkansas	11,200	384ARSPEC60TPA	13 AR SPEC TYPE60 TR
Florida	16,000	384FLSPEC60TPA	13 FL SPEC TYPE60 TR
Georgia	13,000	384GASPEC60TPA	13 GA SPEC TYPE60 TR
Kentucky	29,238	384KYSPEC60TPA	13 KY SPEC TYPE60 TR
Louisiana	7,500	384LASPEC60TPA	13 LA SPEC TYPE60 TR
Mississippi	6,000	384MSSPEC60TPA	13 MS SPEC TYPE60 TR
North Carolina	0		
South Carolina	10,300	384SCSPEC60TPA	
Tennessee	30,000	384TNSPEC60TPA	13 TN SPEC TYPE60 TR
Virginia	36,576	384VASPEC60TPA	13 VA SPEC TYPE60 TR
Puerto Rico	0		
Virgin Islands	0		
Total SEA	\$168,454		
Arizona	\$4,750	384AZSPEC60TPA	13 AZ SPEC TYPE60 TR
California	11,850	384CASPEC60TPA	13 CA SPEC TYPE60 TR
Colorado	6,000	384COSPEC60TPA	13 CO SPEC TYPE60 TR
Hawaii	10,564	384GUSPEC60TPA	13 HI SPEC TYPE60 TR
Guam	0		
Kansas	29,735	384KSSPEC60TPA	13 KS SPEC TYPE60 TR
Nevada	0		
New Mexico	12,900	384NMSPEC60TPA	
Oklahoma	56,338	384OKSPEC60TPA	13 OK SPEC TYPE60 TR
Texas	0		
Utah	20,000	384UTSPEC60TPA	13 UT SPEC TYPE60 TR
Total SWA	\$152,137		
GRAND TOTAL	\$810,687		

FY 2013 Fund 87 Funding and Accounting Information

The following table provides funding information and codes by State. GovTrip code formatting includes spaces between the 5 different components that make up the accounting code. Failure to include spacing may cause some States problems in retrieving the proper information in GovTrip.

Example: For Hawaii, the proper coding format is “13 HI COF SPECTYPE60 TR”.

State Name	Additional FLP Travel (Type 60) Administrative Allotment	Local Travel (TRVL) and Purchase Cards (AXOL) Codes	GovTrip Codes
Illinois	\$0		
Indiana	0		
Iowa	0		
Michigan	0		
Minnesota	0		
Missouri	0		
Ohio	0		
Wisconsin	0		
Total MWA	\$0		
Connecticut	\$0		
Delaware	0		
Maine	0		
Maryland	0		
Massachusetts	0		
New Hampshire	0		
New Jersey	0		
New York	0		
Pennsylvania	0		
Rhode Island	0		
Vermont	0		
West Virginia	0		
Total NEA	\$0		
Alaska	\$0		
Idaho	0		
Montana	0		
Nebraska	0		
North Dakota	0		
Oregon	0		
South Dakota	0		
Washington	0		
Wyoming	0		
Total NWA	\$0		
Alabama	\$0		
Arkansas	0		
Florida	0		
Georgia	0		
Kentucky	0		
Louisiana	0		
Mississippi	0		
North Carolina	0		
South Carolina	0		
Tennessee	0		
Virginia	0		
Puerto Rico	0		
Virgin Islands	0		
Total SEA	\$0		
Arizona	\$0		
California	0		
Colorado	0		
Hawaii	1,510	387HISPEC60TPA	13 HI COF SPECTYPE60 TR
Guam	4,040	387GUSPEC60TPA	13 GU COF SPECTYPE60 TR
Kansas	0		
Nevada	0		
New Mexico	0		
Oklahoma	0		
Texas	0		
Utah	0		
Total SWA	\$5,550		
GRAND TOTAL	\$5,550		