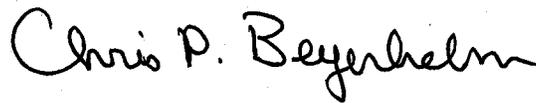


**For:** All FSA Federal Employees

**FY 2017 Accounting Codes for Fund 84 Travel  
for Compliance, Inspection, and Investigative Activities**

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



**1 Overview**

**A Background**

In an effort to ensure transparency, accurately report travel cost and fully account for excluded compliance travel, special accounting codes have been established that are specific to travel for compliance, inspection, and investigative activities. These activities include:

- Farm Loan Programs risk assessments (FLPRA)
- all lender reviews, including the Preferred Lender Program (PLP)
- loan security inspections and appraisals of chattel, equipment, real estate and other collateral for loan approval, loan restructuring, and to ensure loan security is maintained on existing borrowers
- loan assessments, development of farm operating plans, and completion of a year-end analysis
- credit quality reviews
- District Director (DD) Farm Loan Program (FLP) oversight activities
- training in compliance programs and operations related to any of the above listed items
- warehouse examinations
- County Operations Reviewer’s (COR’s) activities.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2017	All FSA Federal Employees; State Offices relay to County Office

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### 1 Overview (Continued)

#### B Purpose

This notice provides instructions for:

- using updated accounting codes to capture costs for travel expenses for compliance, inspection, and investigative activities using federal fund 84 direct salary and expense (S&E) funds
- tracking costs associated with federal fund 84 Agricultural Credit Insurance Fund (ACIF) S&E funds for travel expenses incurred because of compliance, inspection, and investigative activities.

### 2 Accounting Codes for Direct S&E Funds

#### A Concur Travel Codes

National and State Federal Fund 84 travel have new accounting codes created with “-CMPLINVESTIG” appended to the end of the existing accounting codes.

State employees, including COR’s reviewing records as directed by SED, traveling for the activities listed in subparagraph 1 A will use 171717-XX-STO-CMPLINVESTIG (where XX = alpha State abbreviation) for TDY (Concur) travel for activities listed in subparagraph 1 A.

**Example:** State - Texas State Office shall use 171717-TX-STO-CMPLINVESTIG.

**Note:** For FLP employees, see subparagraph 3 A.

COR’s traveling to review records at the direction of the national Operations Review and Analysis Staff (ORAS) will use 171717-ORAS-CMPLINVESTIG for TDY (Concur).

Warehouse operations employees traveling to conduct warehouse inspection and compliance activities will use 171717-WLED-CMPLINVESTIG for TDY (Concur).

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### 2 Accounting Codes for Direct S&E Funds (Continued)

#### B Local Travel in WebTA

National and State federal Fund 84 travel have new accounting codes for local travel associated with compliance, inspection, and investigative activities. The new accounting codes end with “CMPL00”.

**Note:** Do **not** code payroll expenses with these codes, only local travel.

State employees, including COR’s reviewing records as directed by SED, using local travel in WebTA for the activities listed in subparagraph 1 A will use 7840SS84CMPL00 (where SS = numeric State code).

**Example:** State - Texas State Office shall use 78404884CMPL00.

**Note:** For FLP employees, see subparagraph 3 B.

COR’s traveling to review records at the direction of ORAS will use 78417284CMPL00 for local travel in WebTA to conduct COR activities.

Warehouse operations employees will use 78491484CMPL00 for local travel in WebTA to conduct warehouse inspection and compliance activities.

**Note:** Do **not** code payroll expenses with these codes, only local travel.

### 3 Accounting Codes for ACIF S&E Funds

#### A Concur Travel Codes

FLP State employees, including FLOT’s, will use 171717-XX-FLP-CMPLINVESTIG (where XX = alpha State abbreviation) for TDY (Concur) travel for activities listed in subparagraph 1 A.

**Example:** State - Texas State Office shall use 171717-TX-FLP-CMPLINVESTIG.

FLP HQ employees will use the code ending in “CMPLINVESTIG” that pertains to their division as follows:

- DAFLP: 171717-FLPDIR-FLP-CMPLINVESTIG
- PDEED: 171717-PDEED-CMPLINVESTIG
- LMD: 171717-LMD-CMPLINVESTIG
- LSPMD: 171717-LSPMD-CMPLINVESTIG.

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### 3 Accounting Codes for ACIF S&E Funds (Continued)

#### B Local Travel Through WebTA

FLP State employees, including FLOT's, will use 784**XX**000CMPL00 (where **XX** = alpha State abbreviation) for local travel in WebTA for the activities listed in subparagraph 1 A.

**Note:** Do **not** code payroll expenses with these codes, only local travel.

**Example:** State - Texas State Office shall use 784TX000CMPL00.

### 4 Contacts

#### A Budget Contacts

For questions concerning this notice, contact the appropriate BUD analyst as follows.

State and National Office	BUD Analyst Contact Information
Arizona, California, Colorado, Guam, Hawaii, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah, DALFP, and DAFP	Lillie McComb, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:lillie.mccomb@wdc.usda.gov">lillie.mccomb@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-2201</li> <li>• FAX at 202-690-1503.</li> </ul>
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and DAFO	TC Chappelle, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:tarnya.chappelle@wdc.usda.gov">tarnya.chappelle@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-5149</li> <li>• FAX at 202-690-1503.</li> </ul>
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia, and Office of the Administrator	LaTosha Fleming, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:latosha.fleming@wdc.usda.gov">latosha.fleming@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-8861</li> <li>• FAX at 202-690-1503.</li> </ul>
Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming, Undistributed, and DACO	Ricky Williams Jr, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:ricky.williams@wdc.usda.gov">ricky.williams@wdc.usda.gov</a></b></li> <li>• telephone at 202-772-9017</li> <li>• FAX at 202-690-1503.</li> </ul>
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin, and DAM	Elizabeth Hill, BUD by 1 of the following: <ul style="list-style-type: none"> <li>• e-mail to <b><a href="mailto:elizabeth.hill@wdc.usda.gov">elizabeth.hill@wdc.usda.gov</a></b></li> <li>• telephone at 202-720-9862</li> <li>• FAX at 202-690-1503.</li> </ul>