

For: State and County Offices

Processing Local Travel Expense Reimbursements in WebTA

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Overview

A Background

The recent upgrade of WebTA 4.2 provided a new method for processing local travel expense reimbursements.

B Purpose

This notice:

- defines what constitutes local travel
- provides instructions for preparing and processing a local travel expense reimbursement
- removes the requirement for timekeepers to enter local travel for employees into WebTA
- announces a different form for recording expenses.

Note: Offices should follow guidance in this notice for processing local travel expense reimbursements in WebTA until 118-FI is updated in a future amendment.

C Contact Information

For questions concerning:

- travel policy, contact the Debt Management and Travel Policy Office by e-mail at **FSATravelHelp@wdc.usda.gov**
- WebTA, contact the County Budget and Work Measurement Section by e-mail at **BPMSUPDATE@wdc.usda.gov**.

Disposal Date	Distribution
September 1, 2018	State Offices; State Offices relay to County Offices

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2 Local Travel

A Definition

Temporary Duty Travel (TDY) is considered travel lasting more than 12 hours and more than 50 miles from an employee's duty station or residence and includes expenses such as lodging, per diem and/or M&IE.

Local travel is defined as any travel:

- less than 50 miles regardless of time or
- more than 50 miles and less than 12 hours.

The following table provides references for specific scenarios associated with travel.

	Less than 12 hours	More than 12 hours
Less than 50 miles	Local Travel	Local Travel
More than 50 miles	Local Travel	TDY Travel

B Reimbursement

FSA policy **requires** that employees be reimbursed for expenses incurred for local travel that are in excess of the employee's normal daily commute. Local travel expenses include transportation expenses (subway, bus, taxi, tolls, parking, etc.) incurred as a result of official business.

3 Preparing and Processing Local Travel Reimbursement

A Using OF-1164 for Local Travel Reimbursement Requests

Prior to the implementation of WebTA 4.2, local travel reimbursements were requested using AD-616 or the SF-1164. Once the AD-616 or SF-1164 was approved by the supervisor, the timekeeper would enter it into WebTA. The AD-616 and SF-1164 are being phased out and replaced with the OF-1164. The updated version of WebTA allows the traveler to enter the amount that will be reimbursed into WebTA after the OF-1164 has been approved. Timekeepers are no longer required to enter these transactions in WebTA. These transactions can now be entered by employees per procedures listed in subparagraph C.

B Mileage Rate

The current mileage reimbursement rate to be used on the OF-1164 is determined by GSA and can be found at <https://www.gsa.gov/portal/content/100715>.

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3 Preparing and Processing Local Travel Reimbursement (Continued)

C Required Actions for Processing a Local Travel Expense Reimbursement

Process a local travel expense reimbursement according to this table.

Step	Action
1	The employee who has incurred a reimbursable local travel expense completes OF-1164 (see Exhibit 1). COC members are required to complete the OF-1164 annually. Mileage is established in the COC Minutes for each specific meeting. If the mileage rate changes, a new OF-1164 will be required.
2	The employee submits the completed OF-1164 to their supervisor for review and approval.
3	The supervisor or delegated official will review the completed OF-1164 to verify the calculation of the local travel costs and that the mileage meets operational needs while ensuring that appropriate supporting documentation has been attached (e.g. COC minutes, transportation receipts, parking, etc.)
4	The supervisor or delegated official will approve and sign the OF-1164 for entry into WebTA for local travel expense reimbursement, or return the OF-1164 to the traveler to address any noted deficiencies. Note: Once OF-1164 is approved and signed, the supervisor or delegated official will retain a copy for his or her own records, and return the signed paper or electronic OF-1164 to the employee . Additional paper or electronic copies may be made and stored in a central file at the discretion of each office.
5	When completing their T&A, the employee or timekeeper enters the total dollar amount reflected on the OF-1164, into WebTA via the “Dollar Value Transaction” window. WebTA will automatically forward the request to the supervisor and it will not appear on the employee’s timecard until it has been approved.

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3 Preparing and Processing Local Travel Reimbursement (Continued)

C Required Actions for Processing a Local Travel Expense Reimbursement

Step	Action
6	<p>The supervisor, will compare the amounts, programs and activities, and accounting codes entered in the “Dollar Transaction” request with the amount and purpose (type) of travel reflected on the retained copy of OF-1164.</p> <p>If data recorded in WebTA:</p> <ul style="list-style-type: none"> • agrees with that reflected on OF-1164, then the supervisor can proceed with approving the transaction • • does not agree with that reflected on the OF-1164, then alert the employee or timekeeper to make the changes. <p>Notes: Before validating T&A in WebTA, the employee or timekeeper must review, in addition to time worked, leave taken, and program and activity codes designated, the local travel amounts and travel purpose accounting codes reflected in the “Dollar Transaction” box to ensure accurate entry.</p> <p>Local travel reimbursements will appear on the timecard based on the pay period associated with the approval date. They will be paid out with the timecard for the approval period regardless of the travel date.</p> <p>Example: If travel occurred on 7/11/17 (PP14), was entered on 7/20/17 (PP14) and approved on 7/24/17 (PP15). This travel will be on the timecard for PP15 and paid with PP15’s paycheck.</p> <p>See subparagraph E for instructions for using the “Dollar Value Transaction” functionality in WebTA.</p>

D Timeliness, Accounting Codes, and Record Retention

The OF-1164 should be completed and submitted for processing as soon as possible, but no later than 1 pay period after the travel expense occurred. For those employees whose time and travel is approved by the COC, the COC can delegate their approval to the District Director. If approval has not been delegated, the OF-1164 should be approved during the next meeting and processed within the same pay period as the approval. If the approval occurs outside of the fiscal year, a corrected timecard must be made to reflect the travel during the pay period in which the travel occurred. The employee filing for local travel expense reimbursement should use the accounting code in effect at the time the expense was incurred.

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3 Preparing and Processing Local Travel Reimbursement (Continued)

D Timeliness, Accounting Codes, and Record Retention (Continued)

All documentation pertaining to the local travel expense reimbursement shall be retained by the originating office for 6 years. It is left to the discretion of each office as to whether the paper and/or electronic documentation is retained/maintained within the Travel or T&A records.

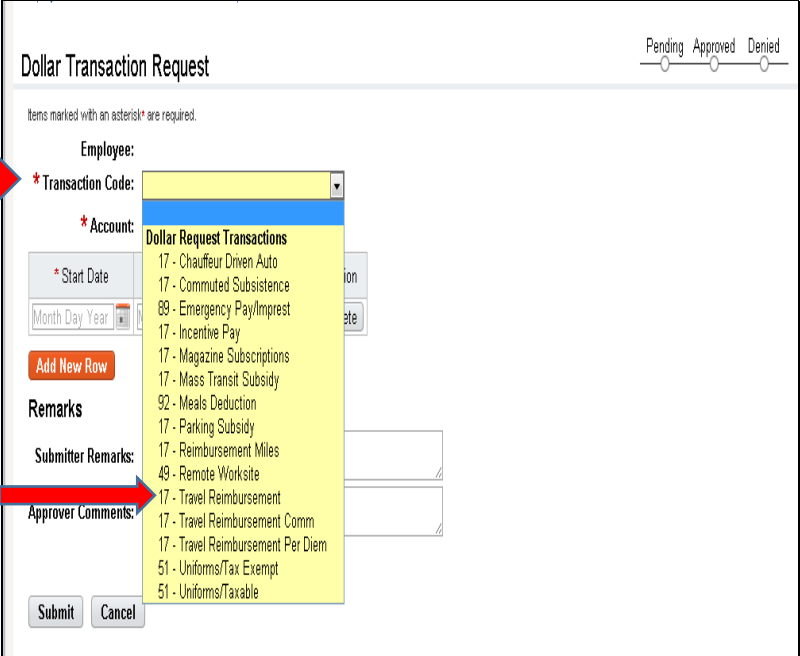
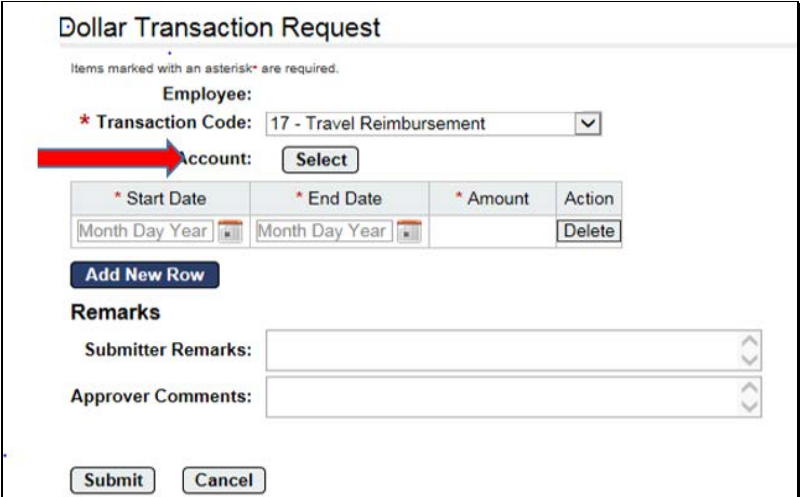
E Entering Local Travel in WebTA

Enter local travel in WebTA according to the following table.

Step	Action
1	<p data-bbox="326 709 1328 779">Open WebTA from the main screen menu and SELECT “Dollar Transaction Requests”.</p>  <p>The screenshot shows the 'Employee Main Menu' in WebTA. The menu items are listed under a 'Time' header. A red arrow points to the 'Dollar Transaction Requests' option.</p>
2	<p data-bbox="326 1281 912 1314">CLICK “Add Dollar Transaction Request”.</p>  <p>The screenshot shows the 'Dollar Transaction Requests - Current' page in WebTA. It features a search bar with fields for Status, Start Date, and End Date. Below the search bar, it says 'No results'. A red arrow points to the 'Add Dollar Transaction Request' button.</p>

3 Preparing and Processing Local Travel Reimbursement (Continued)

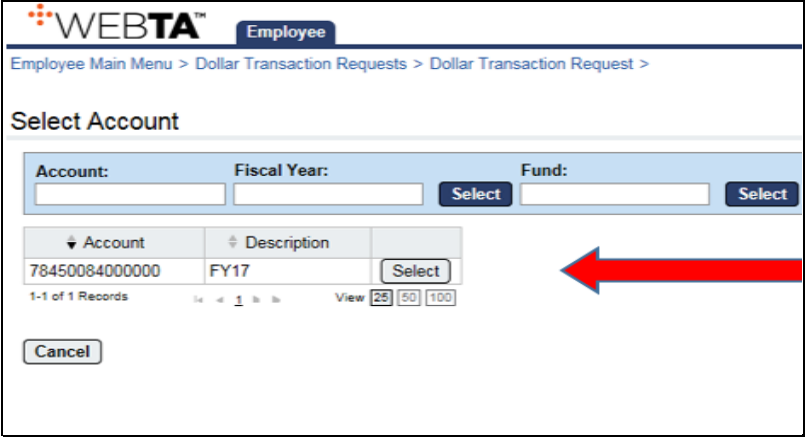

E Entering Local Travel in WebTA (Continued)

Step	Action
3	<p>For the Transaction Code SELECT “17-Travel Reimbursement”.</p> 
4	<p>Add the accounting code with the “Select” button.</p> 

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3 Preparing and Processing Local Travel Reimbursement (Continued)

E Entering Local Travel in WebTA (Continued)

Step	Action
5	<p>Select the correct FY accounting code.</p>  <p>The screenshot shows the 'Select Account' form in the WebTA system. At the top, there is a breadcrumb trail: 'Employee Main Menu > Dollar Transaction Requests > Dollar Transaction Request >'. Below this, the form has three input fields: 'Account:', 'Fiscal Year:', and 'Fund:'. Each field has a 'Select' button next to it. Below the input fields is a table with two columns: 'Account' and 'Description'. The table contains one row with the account number '78450084000000' and the description 'FY17'. A 'Select' button is located to the right of this row. A red arrow points to this 'Select' button. At the bottom of the table, there is a 'Cancel' button.</p>
6	<p>Select the Program and Activity.</p>  <p>The screenshot shows the 'Select Account Fields' form in the WebTA system. At the top, there is a breadcrumb trail: 'Employee Main Menu > Dollar Transaction Requests > Dollar Transaction Request >'. Below this, the form has three fields: 'Account:', 'Program:', and 'Activity:'. The 'Account:' field is populated with '78450084000000 (FY17)'. The 'Program:' and 'Activity:' fields are dropdown menus, both currently showing 'No Program Selected' and 'No Activity Selected' respectively. Red arrows point to these two dropdown menus. At the bottom of the form, there are 'Select' and 'Cancel' buttons.</p>

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3 Preparing and Processing Local Travel Reimbursement (Continued)

E Entering Local Travel in WebTA (Continued)

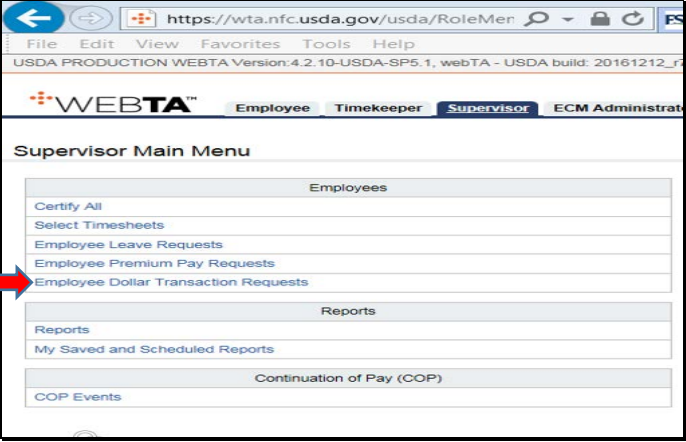
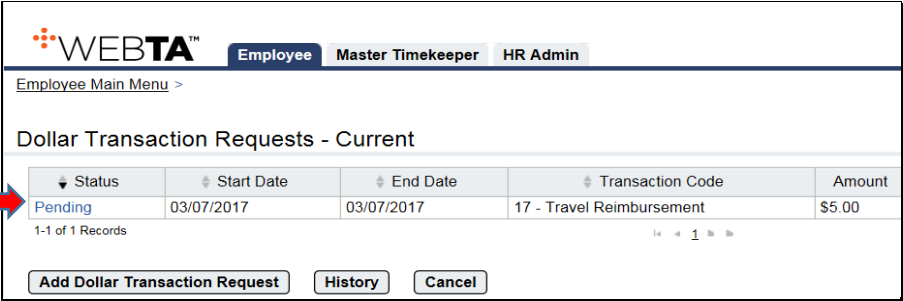
Step	Action																												
7	<p>Add the Start Date, End Date, and the Amount. Each individual day of travel should have its own row. For each day, CLICK “Add New Row.” Then CLICK “Submit”.</p> <p>Note: When entering a range of dates, the amount will be multiplied by each date within the range.</p> <p>Example: If the start date was 3/7/17 and the end date was 3/16/17 with an expense of \$5 per day, the total amount would be \$35 instead of the correct amount \$25.</p> <div data-bbox="446 730 1237 1470" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>WEBTA™ Employee Master Timekeeper HR Admin</p> <p>Employee Main Menu > Dollar Transaction Requests ></p> <p>Dollar Transaction Request</p> <p>Items marked with an asterisk* are required.</p> <p>Employee:</p> <p>* Transaction Code: 17 - Travel Reimbursement</p> <p>* Account: Select</p> <table border="1"> <thead> <tr> <th>* Start Date</th> <th>* End Date</th> <th>* Amount</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mar 07, 2017</td> <td>Mar 07, 2017</td> <td>5.00</td> <td>Delete</td> </tr> <tr> <td>Mar 08, 2017</td> <td>Mar 08, 2017</td> <td>5.00</td> <td>Delete</td> </tr> <tr> <td>Mar 09, 2017</td> <td>Mar 09, 2017</td> <td>5.00</td> <td>Delete</td> </tr> <tr> <td>Mar 10, 2017</td> <td>Mar 10, 2017</td> <td>5.00</td> <td>Delete</td> </tr> <tr> <td>Mar 13, 2017</td> <td>Mar 13, 2017</td> <td>5.00</td> <td>Delete</td> </tr> <tr> <td>Month Day Year</td> <td>Month Day Year</td> <td></td> <td>Delete</td> </tr> </tbody> </table> <p>Add New Row</p> <p>Remarks</p> <p>Submitter Remarks: <input type="text"/></p> <p>Approver Comments: <input type="text"/></p> <p>Submit Cancel</p> </div>	* Start Date	* End Date	* Amount	Action	Mar 07, 2017	Mar 07, 2017	5.00	Delete	Mar 08, 2017	Mar 08, 2017	5.00	Delete	Mar 09, 2017	Mar 09, 2017	5.00	Delete	Mar 10, 2017	Mar 10, 2017	5.00	Delete	Mar 13, 2017	Mar 13, 2017	5.00	Delete	Month Day Year	Month Day Year		Delete
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3 Preparing and Processing Local Travel Reimbursement (Continued)

F Approving Local Travel Reimbursement Requests in WebTA

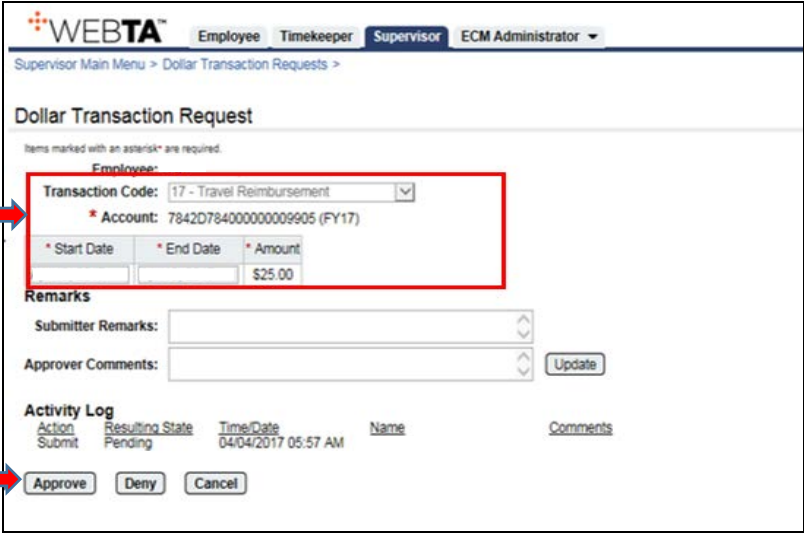
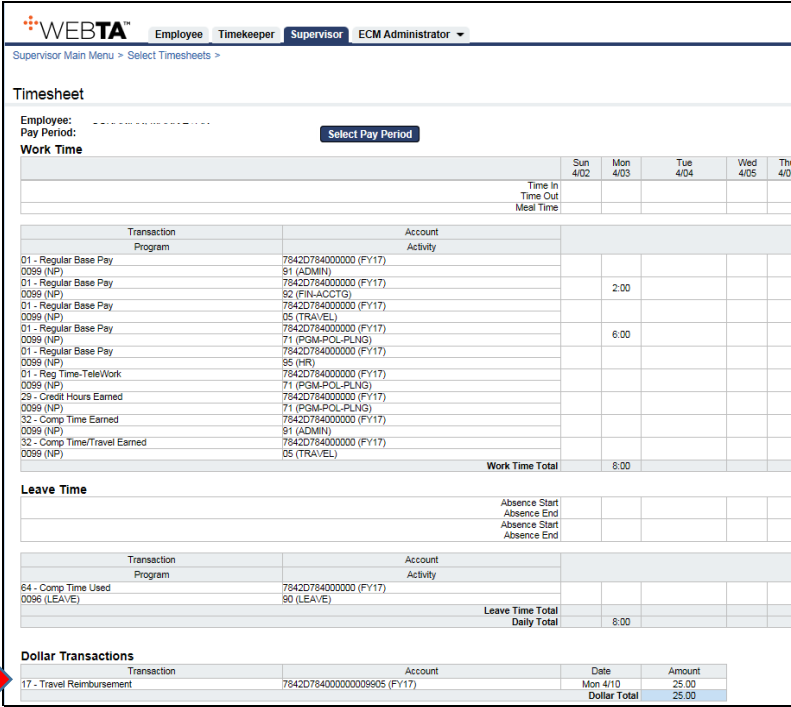
Approve local travel reimbursement requests in WebTA according to the following table.

Step	Action										
1	<p>Login to WebTA and select the supervisor role. CLICK “Employee Dollar Transaction Requests”.</p> 										
2	<p>Select the Pending transaction to open the request.</p>  <table border="1" data-bbox="493 1234 1356 1297"> <thead> <tr> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Transaction Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>03/07/2017</td> <td>03/07/2017</td> <td>17 - Travel Reimbursement</td> <td>\$5.00</td> </tr> </tbody> </table>	Status	Start Date	End Date	Transaction Code	Amount	Pending	03/07/2017	03/07/2017	17 - Travel Reimbursement	\$5.00
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Pending	03/07/2017	03/07/2017	17 - Travel Reimbursement	\$5.00							

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3 Preparing and Processing Local Travel Reimbursement (Continued)

F Approving Local Travel Reimbursement Requests in WebTA

Step	Action
3	<p>Verify that the Transaction Code, Accounting Code, and the Amount are correct. CLICK “Approve” or “Deny”.</p> 
4	<p>Open the employee’s timesheet. Once approved the reimbursement will be recorded under Dollar Transactions.</p> 

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3 Preparing and Processing Local Travel Reimbursement (Continued)

F Approving Local Travel Reimbursement Requests in WebTA

Step	Action
5	<p>The Dollar Transaction Request menu now show the status “Approved”.</p> <div data-bbox="462 436 1404 695"> <p>The screenshot shows the WEBTA interface with the 'Supervisor' role selected. The page title is 'Dollar Transaction Requests - Current'. A table lists one record with the status 'Approved', transaction code '17 - Travel Reimbursement', amount '\$25.00', and submission date '04/04/2017 06:11 AM'. A red arrow points to the 'Approved' status in the table.</p> </div> <p>Note: Clicking on the “Approved” status will display the following window where the history of the request and the option to revert to pending is available.</p> <div data-bbox="462 882 1312 1297"> <p>The screenshot shows the 'Dollar Transaction Request' details page. It includes fields for Employee, Transaction Code (17 - Travel Reimbursement), Account (7842D78400000009905 (FY17)), Start Date, End Date, and Amount (\$25.00). There are sections for Submitter Remarks and Approver Comments. An 'Activity Log' table shows the request's history: 'Approve' resulting in 'Approved' on 04/04/2017 06:08 AM, and 'Submit' resulting in 'Pending' on 04/04/2017 05:57 AM. A red arrow points to the 'Revert to Pending' button at the bottom of the page.</p> </div>

