For: FSA Employees

FY 2017 Hurricane Irma Relief Effort Accounting Codes

Approved by: Associate Administrator for Operations and Management

1 Overview

A Background

Because of the nature, size, and scope of Hurricane Irma, FSA is tracking expenses incurred by the storm. Congress, OMB, and other interested parties may request reports identifying expenditures incurred for Hurricane Irma. Therefore, FSA has established new accounting codes to appropriately capture costs related to disaster relief efforts.

B Purpose

This notice provides instructions and guidance for using Hurricane Irma Relief Effort accounting codes to track expenses incurred by FSA related to the storm.

2 Accounting Codes

A Concur Travel Codes

State and County Offices will use the Concur travel codes for travel associated with the Hurricane Irma Relief Effort.

For travelers who are supporting the Relief Effort in Florida, Georgia, Puerto Rico and Virgin Islands, use the following accounting codes:

Example: State Office shall use 171717-YY-STO-HURRIRMA.
County Offices shall use 17XX17-YY-COF-HURRIRMA.

YY = Insert State abbreviation code. Each traveler should use the State’s two digit abbreviation in the above accounting codes for the State they are supporting.

Note: Concur Shorthand codes are only set-up for FL, GA, PR and VI.

Disposal Date

January 1, 2018

Distribution

All FSA Employees; State Office relay to County Offices
2 Accounting Codes (Continued)

B Local Travel

For local travel paid through WebTA for Hurricane Irma expenses, a 14-digit accounting code has been created. The last 6 zeroes should be replaced with “HUIRMA”.

Example: Support Florida State Office shall use 78401284HUIRMA. Support Florida County Office shall use 78712000HUIRMA.

C Supply and Other Miscellaneous Expenses

The following codes are the only valid FY 2017 codes to use for IAS/AXOL/Local travel for supporting efforts for Hurricane Irma. Use State code for the State that you are providing support.

Example: Support Florida State Office shall use 78401284HUIRMA. Support Florida County Office shall use 78712000HUIRMA.

<table>
<thead>
<tr>
<th>State Office</th>
<th>County Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>78401284HUIRMA</td>
</tr>
<tr>
<td>Georgia</td>
<td>78401384HUIRMA</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>78407284HUIRMA</td>
</tr>
<tr>
<td>Virgin Islands</td>
<td>78407884HUIRMA</td>
</tr>
</tbody>
</table>

Note: See Notice AS-2313 for purchase card yearend requirements for cutoff dates, reporting yearend accruals, and requesting emergency purchases after September 15, 2017.

D Accounting Adjustments for Hurricane Irma Obligations Incurred

The following are accounting adjustments for Hurricane Irma obligations incurred.

- Any obligations related to the storm that were initiated or incurred before this notice was issued must be adjusted to the new accounting code linked to Hurricane Irma.

- Offices must provide a comprehensive list of accounting adjustments to move obligations to new accounting code for Hurricane Irma.

- Offices shall coordinate these adjustments with John Tomlin by e-mail at john.tomlin@kcc.usda.gov.