

For: FSA Employees

Processing Local Travel Expense Reimbursements in WebTA

Approved by: Acting Administrator



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
- obsoletes Notice BU-783.

Note: Offices should follow guidance in this notice for processing local travel expense reimbursements in WebTA until **118-FI is revised**.

C Contact Information

For questions about:

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

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

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2 Local Travel

A Definition

Local travel is defined as travel completed in 12 hours or less, not requiring reimbursement of per-diem (lodging and M&IE).

Note: Travel exceeding 12 hours:

- is considered TDY
- must be entered into Concur and includes $\frac{3}{4}$ M&IE or actual expenses allowance (such as meal allowance)
- is approved on a case-by-case-basis at the discretion of the supervisor.

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

As of October 2016, the Standard Form (SF-1164) was changed to Optional Form (OF-1164). OF-1164 is the current form used to reimburse employees for official local travel expenses.

The updated version of WebTA **allows the traveler** to enter the amount that will be reimbursed into WebTA, after OF-1164 has been approved. Timekeepers are no longer required to enter these transactions in WebTA because the transactions can now be entered by employees according procedure in subparagraph F.

The following forms are no longer available and/or used by FSA:

- AD-202
- AD-616
- SF-1164.

Each office will decide their method of authorization. Preauthorization can be verbal, E-mail, or other method as acceptable at the discretion of the office head.

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3 Preparing and Processing Local Travel Reimbursement (Continued)

B Mileage Rate

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

C Correcting Local Travel Reimbursement Requests in WebTA

Instructions for correcting local travel reimbursements can be found at <https://inside.fsa.usda.gov/operations/obf/bpms/about-bpms/index>.

D Required Actions for Processing a Local Travel Expense Reimbursement

Process a local travel expense reimbursement according to this table.

Step	Action
1	<p>An Employee or Employees who incur reimbursable local travel expenses shall complete OF-1164 (Exhibit 1).</p> <p>COC members are required to complete OF-1164 annually. Mileage is established in the COC Minutes for each member during the Organizational Meeting held every January. If the mileage or rate changes, a new OF-1164 will be required. After each meeting attended, the travel reimbursement should be submitted in webTA and the meeting notes must be attached to the annual OF-1164.</p>
2	<p>The completed OF-1164 must be submitted to employee's supervisor for review and approval.</p>
3	<p>The supervisor or designated official will review the completed OF-1164 to verify the calculation of the local travel costs, and the mileage meets operational needs while ensuring that appropriate supporting documentation has been attached (such as COC minutes, transportation receipts, parking, etc.)</p>
4	<p>Supervisor or designated official will approve and sign OF-1164 for entry into WebTA for local travel expense reimbursement, or return OF-1164 to the traveler to address any noted deficiencies.</p> <p>Note: Once OF-1164 is approved and signed, the supervisor or designated official will retain a copy for his or her 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.</p>
5	<p>When completing their T&A, the employee or timekeeper enters the total dollar amount reflected on OF-1164, into WebTA by 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.</p>

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3 Preparing and Processing Local Travel Reimbursement (Continued)

D Required Actions for Processing a Local Travel Expense Reimbursement in WebTA (Continued)

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 necessary 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 on using the “Dollar Value Transaction” functionality in WebTA.</p>

E 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 COC, the COC can delegate their approval to the District Director. If approval has not been delegated, OF-1164 should be approved during the next meeting and processed within the same pay period as the approval. If the local travel expense is recorded and approved for travel that occurred outside of the current FY, a corrected timecard **must** be created to reflect the travel during the appropriate FY in which travel occurred. The employee filing for local travel expense reimbursement must use the accounting code in effect at the time the expense is incurred.

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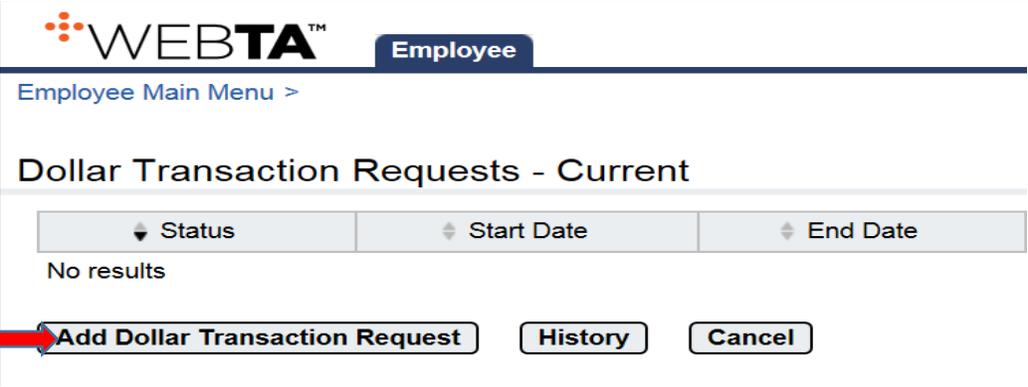
3 Preparing and Processing Local Travel Reimbursement (Continued)

E 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.

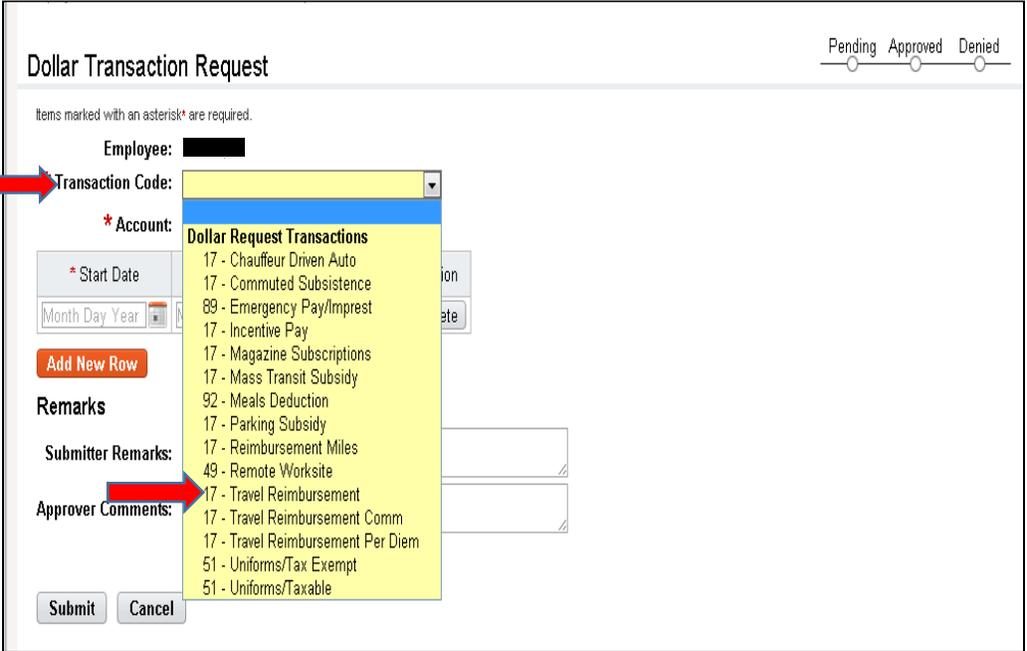
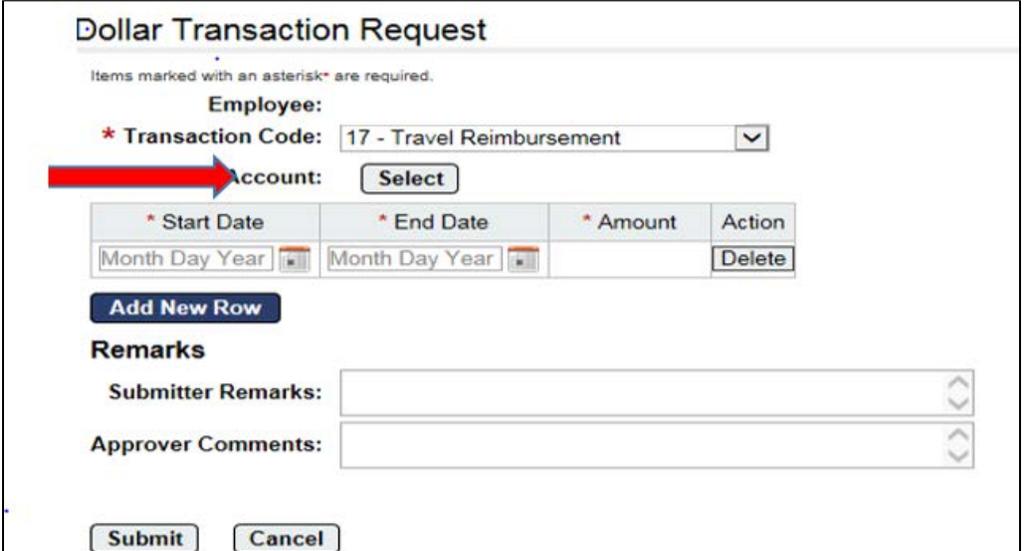
F Entering Local Travel in WebTA

Enter local travel in WebTA according to the following table.

Step	Action
1	<p data-bbox="386 695 1365 762">Open WebTA from the main screen menu and CLICK “Dollar Transaction Requests”.</p>  <p>The screenshot shows the WebTA Employee Main Menu. At the top, there is a logo for WEBTA™ and a tab labeled 'Employee'. Below the logo is the title 'Employee Main Menu'. A table-like structure lists various menu items: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, and Schedule. A red arrow points to the 'Dollar Transaction Requests' item.</p>
2	<p data-bbox="386 1262 971 1297">CLICK “Add Dollar Transaction Request”.</p>  <p>The screenshot shows the 'Dollar Transaction Requests - Current' page in WebTA. At the top, there is a logo for WEBTA™ and a tab labeled 'Employee'. Below the logo is the title 'Dollar Transaction Requests - Current'. There are three dropdown menus for 'Status', 'Start Date', and 'End Date'. Below these is the text 'No results'. At the bottom, there are three buttons: 'Add Dollar Transaction Request', 'History', and 'Cancel'. A red arrow points to the 'Add Dollar Transaction Request' button.</p>

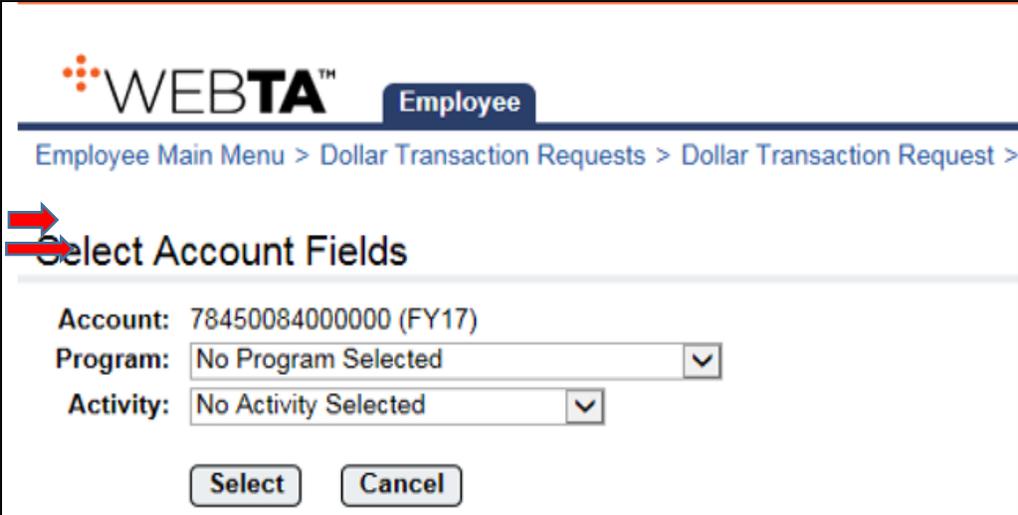
3 Preparing and Processing Local Travel Reimbursement (Continued)

F Entering Local Travel in WebTA (Continued)

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

3 Preparing and Processing Local Travel Reimbursement (Continued)

F Entering Local Travel in WebTA (Continued)

Step	Action
5	<p>Select the correct FY accounting code.</p> 
6	<p>Select the Program and Activity related to the purpose of travel.</p> <p>Example: If you are traveling to attend a meeting for Farm Loan Program training, you would choose the Program, Farm Loan Program and the Activity, Training as provided in 21-AO and the Activity Reporting System (ARS) Job Aids found on the MCA web site at https://inside.fsa.usda.gov/operations/obf/bpms/Activity-Reporting-System/index.</p> 

3 Preparing and Processing Local Travel Reimbursement (Continued)

F Entering Local Travel in WebTA (Continued)

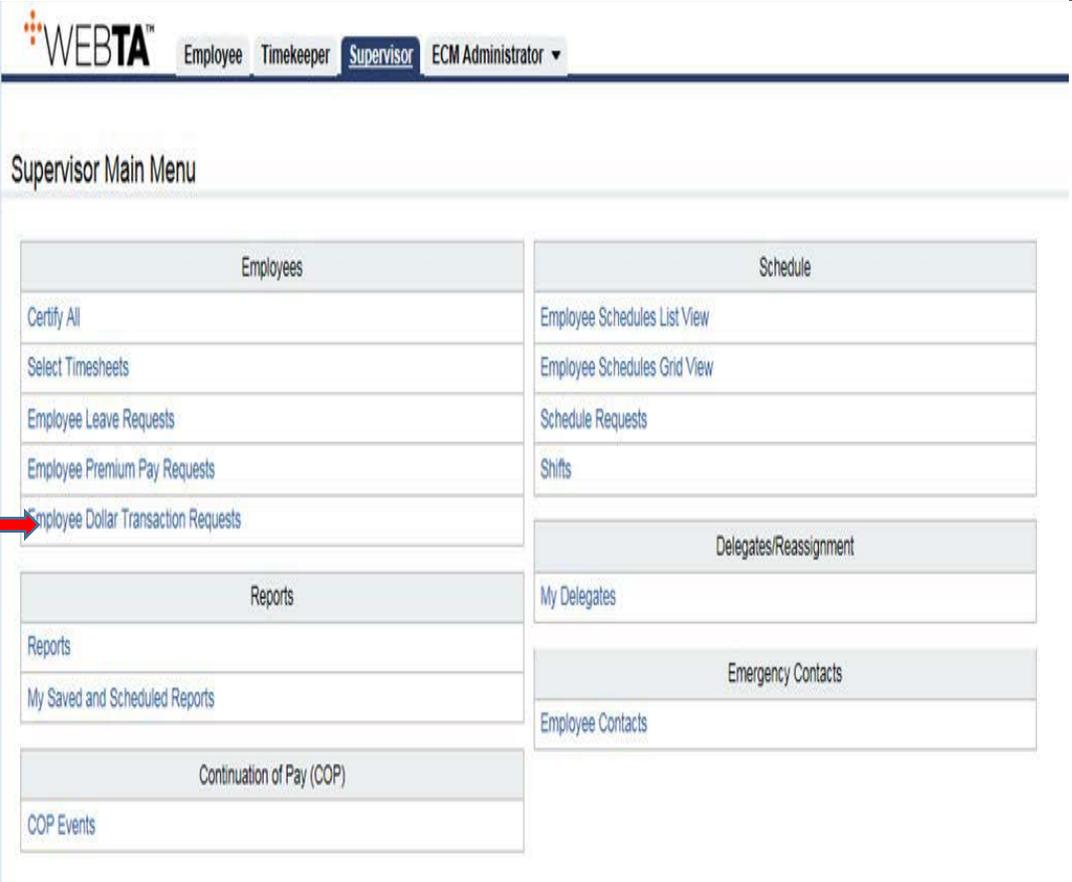
Step	Action																												
7	<p>Add the Start Date, End Date, and the Amount. Each individual day of travel should have its own row. For each day, CLICK “Add New Row”. Then CLICK “Submit”.</p> <p>Note: When entering a range of dates, the amount will be multiplied by each date within the 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. This calculation covers the days actually worked. If weekends are worked, then weekends are included.</p>																												
<p>The screenshot shows the 'Dollar Transaction Request' form in the WebTA system. At the top, there are navigation tabs for 'Employee', 'Master Timekeeper', and 'HR Admin'. Below the navigation is a breadcrumb trail: 'Employee Main Menu > Dollar Transaction Requests >'. The main heading is 'Dollar Transaction Request'. A note states: 'Items marked with an asterisk* are required.' The form includes the following fields:</p> <ul style="list-style-type: none"> Employee: (empty) * Transaction Code: 17 - Travel Reimbursement (dropdown menu) * Account: Select (button) <p>The table below contains the following data:</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>Below the table is an 'Add New Row' button. The 'Remarks' section includes 'Submitter Remarks' and 'Approver Comments' text areas. At the bottom, there are 'Submit' and 'Cancel' buttons.</p>		* 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)

G Approving Local Travel Reimbursement Requests in WebTA

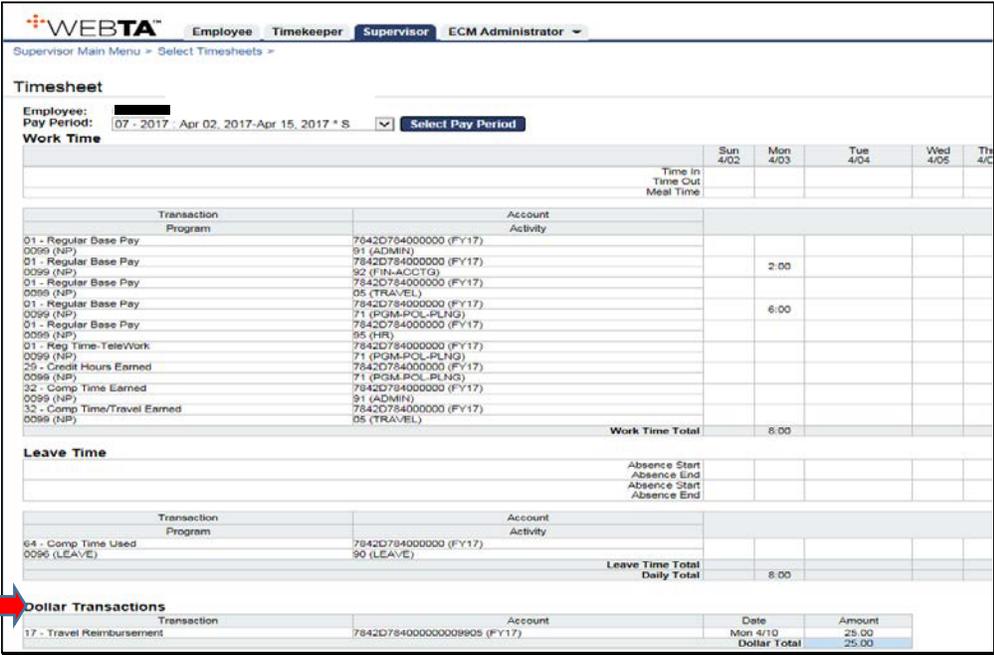
Approve local travel reimbursement requests in WebTA according to the following table.

Step	Action										
1	<p>Login to WebTA and select the supervisor role. CLICK “Employee Dollar Transaction Requests”.</p>  <p>The screenshot shows the WebTA interface for a Supervisor. At the top, there are navigation tabs for Employee, Timekeeper, Supervisor (selected), and ECM Administrator. Below this is the 'Supervisor Main Menu' with several categories of links: Employees (Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests), Reports (Reports, My Saved and Scheduled Reports), Continuation of Pay (COP) (COP Events), Schedule (Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts), Delegates/Reassignment (My Delegates), and Emergency Contacts (Employee Contacts). A red arrow points to the 'Employee Dollar Transaction Requests' link in the Employees category.</p>										
2	<p>Select the Pending transaction to open the request.</p>  <p>The screenshot shows the 'Dollar Transaction Requests - Current' page in WebTA. At the top, there are navigation tabs for Employee, Master Timekeeper, and HR Admin. Below this is the 'Employee Main Menu >' and the title 'Dollar Transaction Requests - Current'. A table displays the following data:</p> <table border="1"> <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> <p>Below the table, it shows '1-1 of 1 Records' and navigation buttons: 'Add Dollar Transaction Request', 'History', and 'Cancel'. A red arrow points to the 'Pending' status in the first row of the table.</p>	Status	Start Date	End Date	Transaction Code	Amount	Pending	03/07/2017	03/07/2017	17 - Travel Reimbursement	\$5.00
Status	Start Date	End Date	Transaction Code	Amount							
Pending	03/07/2017	03/07/2017	17 - Travel Reimbursement	\$5.00							

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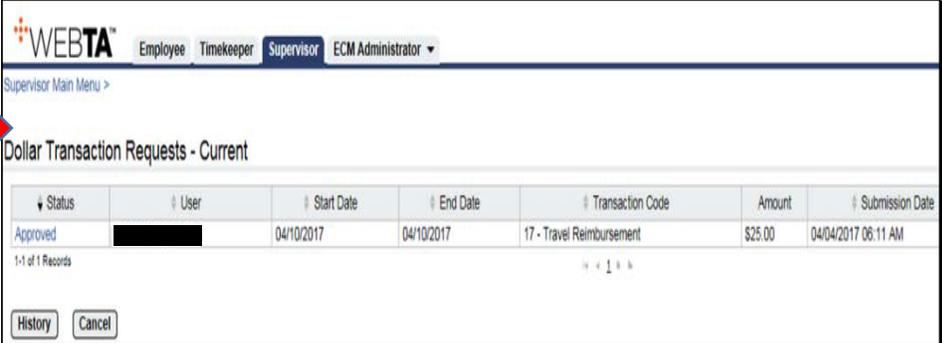
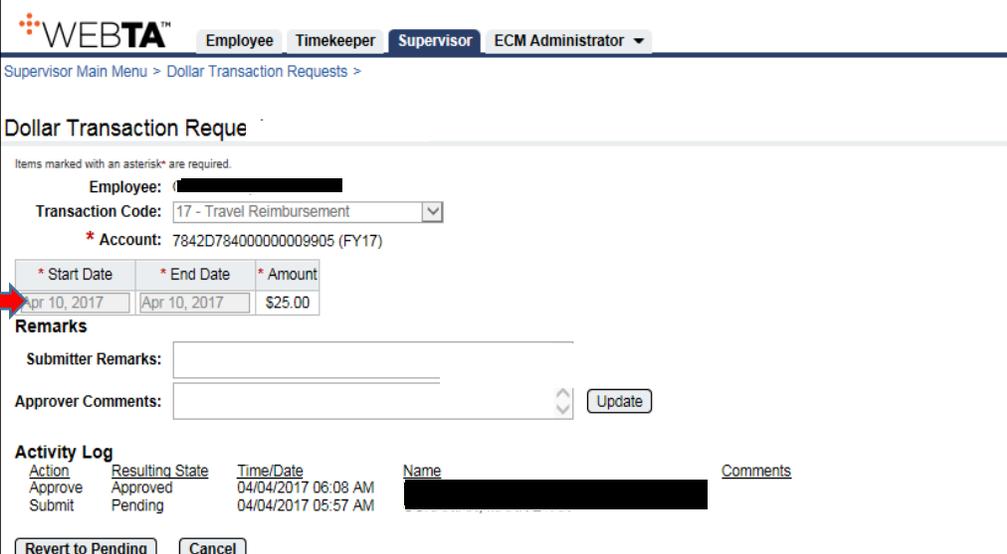
3 Preparing and Processing Local Travel Reimbursement (Continued)

G 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> 

3 Preparing and Processing Local Travel Reimbursement (Continued)

G Approving Local Travel Reimbursement Requests in WebTA

Step	Action															
5	The Dollar Transaction Request menu now shows the status “Approved”.															
	 <p>The screenshot shows the WebTA interface for a Supervisor. The 'Supervisor Main Menu' is visible, and the 'Dollar Transaction Requests - Current' menu item is highlighted with a red arrow. Below it is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>User</th> <th>Start Date</th> <th>End Date</th> <th>Transaction Code</th> <th>Amount</th> <th>Submission Date</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>[Redacted]</td> <td>04/10/2017</td> <td>04/10/2017</td> <td>17 - Travel Reimbursement</td> <td>\$25.00</td> <td>04/04/2017 06:11 AM</td> </tr> </tbody> </table> <p>Buttons for 'History' and 'Cancel' are located below the table.</p>	Status	User	Start Date	End Date	Transaction Code	Amount	Submission Date	Approved	[Redacted]	04/10/2017	04/10/2017	17 - Travel Reimbursement	\$25.00	04/04/2017 06:11 AM	
Status	User	Start Date	End Date	Transaction Code	Amount	Submission Date										
Approved	[Redacted]	04/10/2017	04/10/2017	17 - Travel Reimbursement	\$25.00	04/04/2017 06:11 AM										
	<p>Note: Click the “Approved” option and the following window will be displayed where the history of the request and the option to revert to pending is available.</p>															
	 <p>The screenshot shows the 'Dollar Transaction Request' detail window. The 'Supervisor Main Menu > Dollar Transaction Requests' breadcrumb is visible. The form contains the following fields:</p> <ul style="list-style-type: none"> Employee: [Redacted] Transaction Code: 17 - Travel Reimbursement * Account: 7842D78400000009905 (FY17) * Start Date: Apr 10, 2017 * End Date: Apr 10, 2017 * Amount: \$25.00 <p>There are text areas for 'Submitter Remarks' and 'Approver Comments', with an 'Update' button next to the latter. Below is an 'Activity Log' table:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Resulting State</th> <th>Time/Date</th> <th>Name</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Approve</td> <td>Approved</td> <td>04/04/2017 06:08 AM</td> <td>[Redacted]</td> <td></td> </tr> <tr> <td>Submit</td> <td>Pending</td> <td>04/04/2017 05:57 AM</td> <td>[Redacted]</td> <td></td> </tr> </tbody> </table> <p>Buttons for 'Revert to Pending' and 'Cancel' are at the bottom.</p>	Action	Resulting State	Time/Date	Name	Comments	Approve	Approved	04/04/2017 06:08 AM	[Redacted]		Submit	Pending	04/04/2017 05:57 AM	[Redacted]	
Action	Resulting State	Time/Date	Name	Comments												
Approve	Approved	04/04/2017 06:08 AM	[Redacted]													
Submit	Pending	04/04/2017 05:57 AM	[Redacted]													

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4 OF-1164 Instructions

A Claim for Reimbursements of Expenditures on Official Business

To avoid any processing delays, receipts for all items and services are required and should be attached to OF-1164. The following information **must** be completed to ensure timely reimbursements.

- Item 1 - Complete name and address of office processing OF-1164 for the employee (OF1164 contact).
- Item 4 - Provide your complete legal name (as it appears on your salary payment), complete home mailing address, and office phone number.
- Item 6 - Must contain dates of service, *detailed* description, and amount of expenditures in appropriate columns (services *cannot* be paid in advance).
 - Mileage rate and number of miles (column e) - enter as shown on sample.
 - Mileage (column f) calculated from column e.
 - In columns g, h and i, enter amounts manually.
- Item 7 - Amount claimed - Auto calculated subtotals per column f, g, and i.
- Item 8 - Approving official must provide signatures and dates in appropriate boxes.
- Item 9 - Optional – may be used by timekeeper to verify submission into webTA.
- Item 10 - Claimant must provide signatures and dates in appropriate boxes.
- Item 11 - not applicable.

