UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

For: FSA Employees

Processing Local Travel Expense Reimbursements in WebTA

Approved by: Acting Administrator

Eltre J. Peleren

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

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 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.

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	An Employee or Employees who incur reimbursable local travel expenses shall
	complete OF-1164 (Exhibit 1).
	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
	web1A and the meeting notes must be attached to the annual OF-1164.
2	The completed OF-1164 must be submitted to employee's supervisor for review
	and approval.
3	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
4	(such as COC minutes, transportation receipts, parking, etc.)
4	Supervisor or designated official will approve and sign OF-1164 for entry into WebTA for least travel expanse reimburgement, or return OF 1164 to the traveler
	to address any noted deficiencies
	to address any noted denciencies.
	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.
5	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.

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

Step		Action
6	The superv accounting purpose (typ	isor , will compare the amounts, programs and activities, and codes entered in the "Dollar Transaction" request with the amount and pe) of travel reflected on the retained copy of OF-1164.
	If data recor	rded in WebTA:
	 agrees v approvi 	with that reflected on OF-1164, then the supervisor can proceed with ng the transaction
	• does not timekee	t agree with that reflected on the OF-1164, then alert the employee or eper to make the necessary changes.
	Notes: Befo revie code code	bre validating T&A in WebTA, the employee or timekeeper must ew, in addition to time worked, leave taken, and program and activity as designated, the local travel amounts and travel purpose accounting as reflected in the "Dollar Transaction" box to ensure accurate entry.
	Loca perio time	I travel reimbursements will appear on the timecard based on the pay of associated with the approval date. They will be paid out with the card for the approval period regardless of the travel date.
	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.
	See subpara functionalit	graph E for instructions on using the "Dollar Value Transaction" y in WebTA.

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.

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	Open WebTA from the main screen menu and CLICK " Dollar Transaction Requests ".
	Employee Main Menu
	Time
ĺ	Timesheet
	Timesheet Summary
	Processed Timesheets
	Leave Requests
	Premium Pay Requests
	Dollar Transaction Requests
	Leave Balances
2	CLICK "Add Dollar Transaction Request".
	Employee Main Menu >
	Dollar Transaction Requests - Current
	No results
	Add Dollar Transaction Request History Cancel

F Entering Local Travel in WebTA (Continued)



F Entering Local Travel in WebTA (Continued)

Step	Action
5	Select the correct FY accounting code.
	Employee Main Menu > Dollar Transaction Requests > Dollar Transaction Request >
	Select Account
	Account: Fiscal Year: Fund:
	1-1 of 1 Records is a <u>1</u> is in View [25] [50] [100]
6	Select the Program and Activity related to the purpose of travel
	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.
	Employee Main Menu > Dollar Transaction Requests > Dollar Transaction Request >
	Account: 78450084000000 (FY17) Program: No Program Selected Activity: No Activity Selected Select Cancel

F Entering Local Travel in WebTA (Continued)

Step		Action		
7	Add the Start Date, End	Date, and the Amount.	Each individua	al day of travel
	should have its own row.	. For each day, CLICK	K "Add New Ro	w". Then CLICK
	"Submit".			
	Note: When entering a	range of dates, the amo	ount will be mul	tiplied by each date
	within the range.			
	Evample: If the start da	te was 3_7_17 and the	and date was 3-1	6-17 with an
	expense of \$4	5 per day the total amo	ount would be \$	35 instead of the
	correct amou	nt \$25. This calculation	on covers the day	vs actually worked.
	If weekends a	are worked, then week	ends are include	d.
		,		
	••••			
	*WEB TA	Employee	Aaster Timekee	per HR Admin
	Employee Main Menu >	Dollar Transaction Re	quests >	
	Dollar Transaction	on Request		
	Items marked with an asterisl	k* are required.		
	Employee	.		
	* Transaction Code	: 17 - Travel Reimbur	sement V	1
	* Account	: Select		
	* Start Date	* End Date	* Amount	Action
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	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
	Add New Row			
	Remarks			
	Submitter Remarks	:		
	Approver Comments	:		
		_		
	Submit Cance	1		

G Approving Local Travel Reimbursement Requests in WebTA

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

*WEBTA Employee Timekeeper Supervisor E	CM Administrator 🔻		
upervisor Main Menu			
Employees	Sc	hedule	
Certify All	Employee Schedules List View		
Select Timesheets	Employee Schedules Grid View		
Employee Leave Requests	Schedule Requests		
Employee Premium Pay Requests	Shifts		
mployee Dollar Transaction Requests	Delegates/Reassignment		
Reports	My Delegates		
Reports		and the second	
My Saved and Scheduled Reports	Emerger	icy contacts	
Continuation of Pay (COP)	Employee Contacts		
COP Events			
elect the Pending transaction to o	pen the request.		
•••WEB TA [™] Employee Master Timeke	eper HR Admin		
mployee Main Menu >			

G Approving Local Travel Reimbursement Requests in WebTA

tep	Action								
3	Verify that the Transaction Code, Accounting Code, and the Amount are								
	correct. CLICK Ap	prove or Deny .							
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	Dollar Transaction Request			Pend	ng Approved Denied				
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	* Account: 7042D7040000000000505 (P'17) *Start Date *End Date * Amount Apr 10, 2017 Apr 10, 2017 \$25.00								
	Remarks Submitter Remarks:	0							
	Approver Comments:	Update							
	Activity Log <u>Action</u> Resulting State Submit Pending D404/2017 05:57 AM	Comments							
	Approve Deny Cancel								
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4	Open the employee's recorded under Dollar	timesheet. Once approved, the rei	imburse	ment w	ill be				
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G Approving Local Travel Reimbursement Requests in WebTA

	Action									
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Appro	oved		04/10/2017	04/10/2017	17 - Travel Reimbursement	\$25.00	04/04/2017 06:11 AM			
1-1 of 1	1 Records				4 × 1 * *	1				
Hist	Cancel									
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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.

Example of OF-1164

This form is available in a fillable format at **https://inside.fsa.usda.gov**/. CLICK "**Employee Forms**" at the top of the page and CLICK "**Find Current Forms Using Our Form Number Search**". For "Form Number", Enter "1164".

		Read the Privacy Act Statement	on the back of this	form.	<i>,</i>	5. PAID BY			
a. NAME (l	.ast, first	t, middle initial)		b. SOCIAL SECURIT	YNUMBER				
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c. MAILING	ADDRE	SS (Include ZIP Code)		d. OFFICE TELEPHC	ONE NUMBER	1			
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EXPENDI	TURE	S (If fare or toll claimed in column (g) e accompanied the claimant.)	exceeds charge for or	ne person, show in colu	umn (h) the r	number of add	itional pere	sons which	'n
DATE	C	Show appropriate code in column (b): A - Local Travel D.	Funeral Honors Detai	đ	MILEAGE RATE	^	MOUNT	CLAIMED	
	D	B - Telephone or Telegraph E. S	Specialty Care		Numbers Only)	[]	1		
	E	(Explain expenses (iternized)	litures in specific detail.)		NUMBER OF	-	FARE OR	ADD	TIPS AND
(8)	(b)	(c) FROM	1	(d) TO	MILES (e)	MILEAGE (1)	TOLL (g)	PERSONS (h)	MISCELLANEU
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This claim is	approv	ved. Long distance telephone calls, if showr	h, are certified as	10. I certify that this	claim is true ar	d correct to the	best of my l	knowledge :	and belief
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Example of OF-1164 (Continued)

			AULTROP .	AMOUNT CLAIMED				
	0	B - Telephone or Telegraph E. Spe	cialty Care	RATE				
	D	C - Other expenses (itemized)		d		FARE		
	-	(Explain expenditure	s in specific detail.)	NUMBER OF MILES	MILEAGE	OR	ADD	TIPS AND MISCELLANE
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mpliance with 962, Executiv nation will be , or Foreign a nce of a secu .S.C. 6011(b	n the P ve Ord used agenci urity clo) and (itvacy Act of 1974, the following information is provided: ar 9397 of November 22, 1943, and 26 U.S.C. 8011(b) a y Foderal agency officers and employees who have a n s, when relevant to civil, criminal, or regulatory investiga arrance, or investigations of the performance of official d 109) and Executive Order 9397. November 22, 1943, fo	Solicitation of the information on this form is authorize of 8109. The primary purpose of the requested inform eed for the information in the performance of their offic tions or prosecutions, or when pursuant to a requirem uty while in Government service. Your Social Security ruse as a taxpaver and/or employee identification nur ruse as a taxpaver and/or employee identification nur	d by Executive O nation is to determ ial duties. The in ent by this agency Number (SSN) is nber. Disclosure i	rder 11609 of July ine payment of re formation may be / in connection wi / solicited under th s MANDATORY (22, 1971, Exe imbursements disclosed to ap th the hiring or the authority of to on vouchers cla	cutive Order from the Gov propriate Feo firing of an er he Internal Re aiming payme	11012 of March ernment. The leral, State, aployee, the evenue Code nt or