

For: State Offices

**Crop Disaster Program Training Travel Information**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Crop Disaster Training Notice DAP-87, subparagraph 3 B provided inaccurate travel authorization accounting code information.

**B**

**Purpose**

This notice provides:

- proper accounting code structure to follow when preparing travel authorizations
- notification to State Offices that, if a travel authorization has been issued with the inaccurate accounting structure, as provided in Notice DAP-87, an amended AD-202 must be completed to include the corrected line of accounting.

**2 Corrected Travel Authorization Information**

**A**

**Travel Authorization**

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for San Antonio, Texas, is \$133 a day (\$91, excluding tax, for lodging and \$42 for meals and incidental expenses).

State and Federal County Office personnel should use Washington-controlled travel funds. Use the following accounting code structure:

1843XX84030000 or 1847XX86030000, substituting the 3XX84 or 7XX86 respectively with your State Office organization code.

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<b>Disposal Date</b>  July 1, 2001  12-19-00	<b>Distribution</b>  State Offices
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**Notice DAP-88**

**2 Corrected Travel Authorization Information (Continued)**

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**A  
Travel  
Authorization  
(Continued)**

**Notes:** See 98-FI, Exhibit 11, for Federal Washington-controlled State organization codes.

The accounting codes reflect the new FY01 Accounting Classification Code Structure (ACCS) format. If there are any questions about this new ACCS format, contact Karen Bretthauer, FMD at 703-305-1304.

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

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