

For: FSA Offices Except County Offices

Preparing Travel Documents for End of FY 1998 and Beginning of FY 1999

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Department and agency policy **mandate** that AD-202's and AD-616's be restricted in travel dates to one FY. FY 1998 ends on Wednesday, September 30, 1998, and **FY 1999 begins on Thursday, October 1, 1998.**

This notice does not address FAS travel. FAS employees will refer to the FAS "FY 1998 Financial Accounting System Coding Manual" and yearend procedures provided to FAS staff by FMD, International Accounting Branch.

B

Purpose

This notice provides:

- instructions to employees and offices on preparing travel documents for travel **through Wednesday, September 30, 1998, FY 1998, and travel on or after Thursday, October 1, 1998, FY 1999**
- provides guidance on charging travel expenses to the correct travel period in Exhibit 1.

<p>Disposal Date</p> <p>October 1, 1999</p>	<p>Distribution</p> <p>FSA Offices except County Offices; State Offices relay to Ag Credit Teams</p>
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2 Travel Authorizations

A

NFC Travel Document Processing Dates

Electronic transmission or hardcopy travel documents received by NFC after 5 p.m. on October 2, 1998, will not be processed until October 7, 1998. NFC will setup FY 1999 accounting codes from October 3, 1997, through October 6, 1998. On October 7, 1998, NFC will begin processing travel documents again.

B

OnLine Travel System

Travel documents may be created electronically in the OnLine Travel System for FY 1999 before October 7, 1998. According to NFC, FY 1999 AD-202's may be created in OnLine, placed in "Hold" status by pressing "F9", printed, and the hardcopy travel document may be signed by the approving official, **if the agency has a budget signed by the President**. On October 7, 1998, the documents may be selected and placed on "Pending" status by pressing "Enter" on every page of the document. Once the document is in the "Pending" status the document may be released for NFC processing.

C

October 1-9, 1998 Official Travel During a Continuing Resolution Period

Congress has passed a continuing resolution for the period October 1-9, 1998. This resolution will become affective when signed by the President. During this period, or any other resolution period in effect, all official travel must be authorized on a "Type C" (trip-by-trip) basis until Congress passes a final budget for USDA.

D

Format

Do not use dashes or spaces in the travel authorization number, originating office number (OON), or accounting code on **travel documents** submitted to NFC for processing.

E

Reusing Travel Authorization Numbers

If a travel authorization number is assigned and the trip is canceled, **do not reuse the authorization number**. Assign the next AD-202 number.

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2 Travel Authorizations (Continued)

F

FSA Travel Authorization Number

When preparing AD-202 for travel **on or after Thursday, October 1, 1998, FY 1999**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is "9CSFAXXXXXXXXX", for a single trip and "9BSFAXXXXXXXXX", for type B travel.

Example: 9CSFA01170001.

Digits	Description	What to Use
1st	Last digit of FY.	Use "8" for FY 1998 or "9" for FY 1999.
2nd	Type of travel authorization code.	Use "A", "B", "C", "L", or "N".
3rd	Number of travelers.	Use "S" for single traveler.
4th and 5th	FSA code.	Use "FA".
6th through 9th	Budget organization code.	All offices except Ag Credit Teams use "0" plus the first 3 digits of the budget organization code. Ag Credit Teams use "A" plus the first 3 digits of the budget organization code.
10th through 13th	Sequential number.	Begin with "0001" and continue issuing numbers sequentially for the remainder of FY.

Example: The first AD-202 issued by the Connecticut Ag Credit Team would be "9CSFAA8090001".

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2 Travel Authorizations (Continued)

G

Clarifying Types of Travel Authorizations Only certain employees may use certain types of travel authorizations, as shown in the following table.

Type of Travel Authorization	Used By
Unlimited Open (Type A)	The Administrator only .
Limited Open (Type B)	STC, SED, DD's, Area Office Directors, compliance specialist, Ag Credit Teams, warehouse examiners, and similar positions requiring frequent, routine nonlocal travel within a specific work related geographic area, such as Maine, the Midwest Area, Jefferson County. Note: Type C, AD-202 is needed for travel that is outside geographic area, includes annual leave, or for training and conferences.
Trip-by-Trip (Type C)	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Local (Type L)	Employees traveling within the area of their official duty station and who do not have access to imprest funds for reimbursement.
Nationwide (Type N)	Deputy Administrators, Special Approving Officials, and those positions designated by Deputy Administrators in writing. Note: Type C, AD-202 needed for travel that is outside geographic area, includes annual leave, or for training and conferences.

Blanket travel authorizations (Types A, B, N, and L) can be completed on an annual basis. However, during a period in which a continuing resolution is in effect, all official travel must be authorized on a "Type C" (trip-by-trip) basis until final appropriations are passed.

Examples of AD-202's can be found in:

- the FSA/FAS Desk Reference Guide, dated July 1997, Exhibits 1-2 through 1-7
- the NFC Procedures Manual, Title II, Chapter 2, Section 1, Travel System, dated September 1997
- 115-FI (Rev. 3).

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3 Action

A
**Accounting
Classification
Code**

The 11-digit accounting classification code format is described in the following table.

Digit	Description
1st and 2nd	Last 2 digits of FY.
3rd through 7th	5-digit budget organization code.
8th and 9th	2-digit sub-sub object code. Note: Use codes 01 through 15, 17 through 24, and 50 through 99 according to 98-FI.
10th and 11th	2-digit project code number.

Example: (Illinois) 99017845100.

For listings of specific codes issued for each office, see 98-FI.

Note: Ensure that **98-FI (Rev. 4), Amendment 2** is used.

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3 Action (Continued)

B

AD-202

The following table describes AD-202 actions.

Step	Action
1	Prepare one AD-202 for FY 1998 travel. Include all costs associated with the travel through September 30, 1998. Ensure that proper FY 1998 travel authorization numbers, OON's, and accounting classification codes are used.
2	Prepare one AD-202 for FY 1999 travel. Include all costs associated with the travel on or after October 1, 1998. Ensure that proper FY 1999 travel authorization numbers, OON's, and accounting classification codes are used.

C

AD-616

The following table describes AD-616 actions.

Step	Action
1	Prepare separate AD-616's for: <ul style="list-style-type: none">• FY 1998 travel through September 30, 1998• FY 1999 travel on or after October 1, 1998.
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

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3 Action (Continued)

D

Documentation Requirement

FSA travelers are **still** required to provide to the appropriate office in the following table:

- a copy of the **signed AD-202** and **signed AD-616** for all travel completed
- a copy of the **canceled AD-202**, if travel is canceled after AD-202 has been signed.

IF the traveler is in...	THEN documentation should be sent to...
the National Office	FMD, FARB, NCRS ATTN: Shirley Glenn STOP 0581.
Field Offices: State Offices Kansas City & St. Louis Complexes, except APFO	USDA, FSA, FAD ATTN: Marsha Stevens P.O. Box 419205 Kansas City, MO 64141.

E

Repaying Travel Advances

All employees **must** account for all travel advances received by them. **Submit travel vouchers within 5 workdays after completing the trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.**

On the travel voucher, the employee **must** show the total amount of the travel advance outstanding and apply that amount to the travel voucher for travel advance repayment. Any travel advance balance remaining not completely liquidated by the travel voucher should be repaid by direct remittance to NFC. Refer to the NFC Procedures Manual for instructions on liquidating outstanding travel advances.

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3 Action (Continued)

F

Using Foreign Location Codes

Effective October 1, 1997, all foreign TDY travel documents received at NFC for processing **must** include the NFC **standard foreign location codes**. Refer to NFC Bulletin 95-3 for further instructions.

A copy of NFC Bulletin 95-3 has been provided to each Deputy Administrator's Office for reproduction as needed.

G

Contact

If there are questions about this notice, contact the offices in the following table.

Issues	Office	Contact
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Marsha Stevens at 816-926-6288
Travel	National Office	FMD, ATPS at 703-305-1408
	Kansas City, St. Louis Complexes	Wendy Collins at 816-926-3266
	State Offices	Area Office
	Ag Credit Teams	State Office

Charging Travel Expenses to Correct Travel Period

Travel Allowance	Travel Period Chargeable	Examples	
Rental Vehicle	Expense is chargeable to the travel period in which the expenses were incurred.	IF expense is incurred...	THEN charge to...
Lodging		before or on September 30, 1998	FY 1998.
Miscellaneous		on or after October 1, 1998	FY 1999.
Local Transportation	Local transportation to and from the common carrier terminal and the local transportation expenses at the temporary duty station are chargeable to the travel period in which the expenses were incurred.	before or on September 30, 1998	FY 1998.
		on or after October 1, 1998	FY 1999.
Transportation by common carrier	In a continuous journey involving more than 1 segment of the trip, such as a round trip, the funds are obligated against the travel period in which the ticket was purchased, if the trip starts in the same travel period that the ticket was purchased.	Tickets purchased on September 18, 1998, for travel beginning September 22, 1998, and ending October 2, 1998, would be claimed on the travel voucher submitted for FY 1998.	

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Charging Travel Expenses to Correct Travel Period (Continued)

Travel Allowance	Travel Period Chargeable	Examples	
<p>Transportation by common carrier when a segment of the trip is added or the return ticket cannot be used, and a new ticket must be purchased in the second travel period.</p>	<p>If, during an official trip that extends over 2 travel periods, a new ticket must be purchased during the second travel period the expenses are chargeable to the travel period in which the ticket was purchased.</p>	<p>Traveler purchased tickets on September 22, 1998, for travel from Washington, DC to Kansas City, Missouri, on September 30, 1998, and returning October 2, 1998. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 1998, and return that same day. The October 1, 1998, ticket would be claimed on the travel voucher submitted for FY 1999.</p>	
<p>Mileage by POV when the:</p> <ul style="list-style-type: none"> • reimbursement is limited to constructive costs by common carrier • trip starts in 1 travel period and extends into another travel period • trip would be completed in the first travel period if common carrier had been used. 	<p>Mileage is charged to the travel period in which the travel starts.</p>	<p>IF travel starts...</p>	<p>THEN charge the mileage to...</p>
		<p>before or on September 30, 1998</p>	<p>FY 1998.</p>
		<p>on or after October 1, 1998</p>	<p>FY 1999.</p>