

For: FSA Offices

**Preparing Travel Documents for End of FY 2001 and Beginning of FY 2002**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 2001 ends** COB Sunday, September 30, 2001, and **FY 2002 begins** Monday, October 1, 2001.

**This notice does not address FAS travel.** FAS employees will refer to the FAS "FY 2001 Financial Accounting System Coding Manual" and year-end procedures provided in a separate notice for FAS Offices.

**B**

**Purpose**

This notice:

- provides instructions on preparing travel documents for travel:
  - FY 2001, ending September 30, 2001
  - FY 2002, beginning October 1, 2001
- provides guidance on charging travel expenses to the correct travel period. See Exhibit 1.

<p><b>Disposal Date</b></p> <p>October 1, 2002</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices with Farm Loan Program employees</p>
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## Notice FI-2503

### 2 Travel Authorizations

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#### A

#### **FSA's FY 2002 Budget and Travel Authorization**

**FSA's FY 2002 appropriation has not been signed by the President at this time. If the FY 2002 appropriation is NOT signed by the President and a Continuing Resolution occurs, travel may only be authorized for the period of the Continuing Resolution.**

During any resolution period in effect, all official travel must be authorized on a "Type C" basis until FY 2002 appropriations are passed.

Budget Division will notify the Agency on the FY 2002 appropriation status under separate notice, as necessary.

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#### B

#### **Format**

On **travel documents** submitted to NFC for processing, **do not** use dashes or spaces in the:

- travel authorization number
  - originating office number (OON)
  - accounting code.
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#### C

#### **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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**Notice FI-2503**

**2 Travel Authorizations (Continued)**

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**D**

**FSA Travel Authorization Number**

When preparing an AD-202 for travel **after Sunday, September 30, 2001, FY 2002**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is "2CSFAXXXXXXXXX", for a single trip and "2BSFAXXXXXXXXX", for "Type B" travel.

**Example:** 2CSFA01170001.

Digits	Description	What to Use
1st	Last digit of FY.	Use "2" for FY 2002.
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 Farm Loan Program employees located in County Offices use "0" plus the first 3 digits of the budget organization code.  Farm Loan Program employees located in County Offices 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 Farm Loan Program would be "2CSFAA8090001".

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**Notice FI-2503**

**2 Travel Authorizations (Continued)**

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**E**

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

<b>Type of Travel Authorization</b>	<b>Used By</b>
Type A - Unlimited Open	The Administrator <b>only</b> .
Type B - Limited Open	STC, SED, DD's, compliance specialist, Farm Loan Program employees, 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.  <b>Note:</b> Type C, AD-202 is needed for travel that is outside the geographic area, includes annual leave, or for training and conferences.
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Type L - Local	Employees traveling within the area of their official duty station and who do not have access to imprest funds for reimbursement.
Type N - Nationwide	Deputy Administrators, Special Approving Officials, and those positions designated by Deputy Administrators in writing.  <b>Note:</b> Type C, AD-202 is needed for travel that is outside the 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 that a continuing resolution is in effect, all official travel must be authorized on a "Type C" basis until final appropriations are passed.

Examples of AD-202's are in the NFC Procedures Manual, Title II, Chapter 2, Section 1, Travel System, dated September 1997.

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**Notice FI-2503**

**3 Action**

**A  
Accounting  
Classification  
Code**

The 14-digit accounting classification code format is described in the following table.

<b>Digit</b>	<b>Description</b>
1st	Last digit of FY.”
2nd and 3rd	Fund Code “84” only.
4th through 8th	5-digit budget organization code.
9th and 10th	2-digit subobject code.  <b>Note:</b> Use codes 01 through 15, and 17 through 24, according to 98-FI.
11th through 14th	4-digit project code number.

**Example:** (Wyoming) 28405684010000

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

**Note:** Ensure that 98-FI (Rev. 6) is used.

**B  
Preparing  
AD-202 for FY  
Travel**

The following table describes AD-202 actions.

<b>Step</b>	<b>Action</b>
1	Prepare AD-202 for: <ul style="list-style-type: none"><li>• FY 2001 travel, include all costs associated with the travel <b>ending September 30, 2001</b></li><li>• FY 2002 travel, include all costs associated with the travel <b>beginning October 1, 2001.</b></li></ul>
2	Ensure that proper FY travel authorization numbers, OON’s, and accounting classification codes are used.

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Notice FI-2503

3 Action (Continued)

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**C**  
**Preparing**  
**AD-616 for FY**  
**Travel**

The following table describes AD-616 actions.

<b>Step</b>	<b>Action</b>
1	Prepare separate AD-616's for: <ul style="list-style-type: none"><li>• FY 2001 travel ending September 30, 2001</li><li>• FY 2002 travel beginning October 1, 2001.</li></ul>
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

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**D**  
**Repaying Travel**  
**Advances**

In April 1999, FSA began using the Automated Teller Machine (ATM) to acquire cash advances for travel expenses. At that time, ATM became FSA employees' primary method of obtaining cash for travel expenses.

Therefore, all employees **must** account for all travel advances received by them **outside** of the ATM program.

On AD-616, employees **must** show the total amount of the travel advance outstanding and apply that total amount for travel advance repayment. Any travel advance balance remaining not completely liquidated by AD-616 should be repaid by direct remittance (check or money order) to the NFC lockbox address:

USDA FSA  
ADMINISTRATIVE COLLECTIONS  
PO BOX 70792  
CHICAGO IL 60673.

Submit AD-616's for payment **within 5 workdays** after completing a trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.

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**Notice FI-2503**

**3 Action (Continued)**

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**E**

**Labor  
Management  
Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

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**F**

**Contact**

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

<b>Issues</b>	<b>Office</b>	<b>Contact</b>
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Rosanne Bales at 816-926-5603
Travel	National Office	FMD, ATPS at 703-305-1408
	Kansas City and St. Louis complexes	Wendy Collins at 816-926-3266
	State Offices	EDSO
	Farm Loan Program employees located in County Offices	State Office

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**Charging Travel Expenses to Correct Travel Period**

Travel Allowance	Travel Period Chargeable	Examples	
Rental Vehicle, Lodging, and Miscellaneous	Expense is chargeable to the travel period in which the expenses were incurred.	<b>IF expense is incurred...</b>	<b>THEN charge to...</b>
		on or before September 30, 2001	FY 2001.
		on or after October 1, 2001	FY 2002.
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.	on or before September 30, 2001	FY 2001.
		on or after October 1, 2001	FY 2002.
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, 2001, for travel beginning September 22, 2001, and ending October 2, 2001, would be claimed on the travel voucher submitted for <b>FY 2001</b> .	
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.	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.	Traveler purchased tickets on September 22, 2001, for travel from Washington, DC to Kansas City, Missouri, on September 30, 2001, and returning October 2, 2001. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 2001, and return that same day. The October 1, 2001, ticket would be claimed on the travel voucher submitted for FY 2002.	
Mileage by POV when the: <ul style="list-style-type: none"> <li>• reimbursement is limited to constructive costs by common carrier</li> <li>• trip starts in 1 travel period and extends into another travel period</li> <li>• trip would be completed in the first travel period if common carrier had been used.</li> </ul>	Mileage is charged to the travel period in which the travel starts.	<b>IF travel starts...</b>	<b>THEN charge the mileage to...</b>
		on or before September 30, 2001	FY 2001.
		on or after October 1, 2001	FY 2002.