

**For:** State and County Offices

**County Office OnLine Travel System  
Implementation Pilot Program**

**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A**

**Background**

Use of the OnLine Travel System (OnLine) to prepare CO County Office employees' travel documents will be implemented in the County Offices on a pilot program basis in 24 States beginning October 1, 2002.

The remaining States will implement use of OnLine **on October 1, 2003.**

A list of the States that will be implementing OnLine now is in Exhibit 1.

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**B**

**Purpose**

This notice provides pilot program participants guidance on preparing CO County Office employees' travel documents beginning October 1, 2002, using the OnLine Travel System.

<b>Disposal Date</b>  October 1, 2003	<b>Distribution</b>  State and County Offices; State Offices relay to County Offices
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## Notice FI-2543

### 2 Travel Authorizations

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#### A

#### FSA's FY 2003 Budget and Travel Authorization

**FSA's FY 2003 appropriation has not been signed by the President at this time. If the FY 2003 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 continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period until final appropriations are passed.

**Special Note:** County Offices may issue blanket travel authorizations and "Type L" authorizations for **any continuing resolution period in effect** until final appropriations are passed.

BUD will notify the Agency on the FY 2003 appropriation status under separate notice, as necessary.

A separate travel allotment will be issued for County Office travel. The funds will be issued to the State Offices who in turn will issue the funds to County Offices.

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#### B

#### Policy

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 2003 begins** Tuesday, October 1, 2002.

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#### C

#### 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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#### D

#### 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-2543**

**2 Travel Authorizations (Continued)**

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**E**

**FSA Travel Authorization Number**

When preparing AD-202 for travel **on or after Tuesday, October 1, 2002, FY 2003**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is "3CSCESSCCXXX" for a single trip.

<b>Digits</b>	<b>Description</b>	<b>What to Use</b>
1st	Last digit of FY.	Use "3" for FY 2003.
2nd	Type of travel authorization code.	Use "B" for Limited Open travel. Use "C" for Individual Trip Travel. Use "L" for Local Travel.
3rd	Number of travelers.	Use "S" for single traveler. Use "M" for multiple traveler.
4th and 5th	Agency code for all County Offices.	Use "CE".
6th through 10th	Numeric State and county code.	Use "SSCCC", i.e., the 2-digit State code/3-digit county code assigned to each office.
11th through 13th	Sequential number.	Begin with "001" and continue issuing numbers sequentially for the remainder of FY.

**Example:**

Knox County, Maine would use 23013; Noble County, Ohio would use 39121; and Hart County, Georgia would use 13147.

The first AD-202 issued by Payne County, Oklahoma would be "3CSCE40119001".

For a listing of specific county and State codes for each office, see 1-CM (Rev. 3), Exhibit 101.

These State and county codes are also listed in 98-FI (Rev. 6), Exhibit 13.

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**Notice FI-2543**

**2 Travel Authorizations (Continued)**

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**F**

**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
Type B - Limited Open	<p>CED's and field employees or similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, such as Maine, the Midwest Area, Jefferson County.</p> <p><b>Note:</b> "Type C" AD-202 is needed for travel that is any of the following:</p> <ul style="list-style-type: none"> <li>• is outside the geographic area</li> <li>• includes annual leave</li> <li>• for training and conferences.</li> </ul>
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.

Blanket travel authorizations (Types B and L) can be completed on an annual basis. However, during **any continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period until final appropriations are passed.

**Special Budget Division Notes:**

County Offices may issue blanket travel authorizations for **any continuing resolution period in effect** until final appropriations are passed. Once a final appropriation has been passed, blanket authorizations for the period October 1 through September 30 will be allowed in County Offices.

Multiple local only (ML) authorizations would be allowed in the County Offices. This would allow multiple employees to be put on 1 travel authorization for the period October 1 through September 30.

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**2 Travel Authorizations (Continued)**

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**F  
Clarifying Types  
of Travel  
Authorizations  
(Continued)**

ML travel authorizations would not be obligated. The travel voucher would be recorded as an obligation, accrual, and payment document when the payment is processed for reimbursement to the traveler.

Examples of AD-202's are in the NFC Travel System (TRVL) Guide, dated April 2002.

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**3 Action**

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**A  
NFC Travel  
System (TRVL)  
Guide**

Each County Office needs a copy of the NFC Travel System (TRVL) Guide. NFC has a website that provides access to all NFC manuals and guides that agencies need. Each CO may print a copy of the guide from the NFC website. The guide is used by all agencies that process travel documents at NFC. The guide provides instructions on how to enter and release travel documents in the NFC OnLine Travel System.

To print a copy of the guide, the computer that the print job will be requested from must have Adobe Reader installed.

Once it is established that the computer has Adobe Reader, click on the following website:

<http://dab.nfc.usda.gov/pubs/docs/trvl/trvl.pdf>

Then print the NFC Travel System (TRVL) Guide, and **use it as the reference guide** on how to input and release travel documents in the OnLine Travel System.

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## Notice FI-2543

### 3 Action (Continued)

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#### B

#### Accounting Classification Code Structure

Effective October 1, 2002, FSA will change its Accounting Classification Code Structure (ACCS) from 12-digits to 14-digits for County Office Payroll, TDY Travel, and Relocation Travel processed at NFC.

The most significant difference is that the project code field will increase from a 2-digit to a 4-digit field. Currently, there is only 1 valid 4-digit project code for County Offices, Agency CE, and that code is "0000". At a later date, if other project codes become available, 98-FI will be updated.

The accounting code in County Office documents held and processed at NFC that contain stored accounting data as of September 30, 2002, that have not completed processing will be converted from a 12-digit to a 14-digit accounting code by NFC. These documents include T&A's, relocation documents, and GBL's.

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

<b>Digit</b>	<b>Description</b>
1st	Last digit of "BFY".
2nd and 3rd	Fund Code "87" 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 21, 23, or 24, according to 98-FI.
11th through 14th	4-digit project code number.

**Example:** Site visit for Payne County, Oklahoma 38740119010000. For listings of specific codes issued for each office, see 98-FI.

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

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**Notice FI-2543**

**3 Action (Continued)**

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**C**

**Preparing  
AD-202 for  
FY 2003 Travel**

The following table describes AD-202 actions.

<b>Step</b>	<b>Action</b>
1	Prepare AD-202 for FY 2003 travel, including all costs associated with the travel on or after October 1, 2002.
2	Ensure that proper FY travel authorization numbers, OON's, and accounting classification codes are used on each AD-202.

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**D**

**Preparing  
AD-616 for  
FY 2003 Travel**

The following table describes AD-616 actions.

<b>Step</b>	<b>Action</b>
1	Prepare AD-616's for FY 2003 travel on or after October 1, 2002.
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

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**E**

**Repaying  
Personnel/  
Payroll  
Application  
Travel Advances**

Travel advances issued through the Personnel/Payroll Application before implementation of the OnLine Travel System shall be repaid to the issuing County Office within 30 calendar days of the implementation date.

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## Notice FI-2543

### 3 Action (Continued)

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#### F

#### Travel Advances and 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 their AD-616's.

On every AD-616, employees **must** show the total amount of the travel advance outstanding received outside of the ATM program 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.

See the following for additional Agency travel advance policy:

- NFC Travel System (TRVL) Guide, Travel Advances for input instructions
- FSA/FAS Travel Policy and Procedures Manual, Part 5-6, Travel Advances.

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**Notice FI-2543**

**3 Action (Continued)**

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**G**

**Release of Travel Documents to NFC for Processing**

The authorization and approval of travel will **not** change with the implementation of the OnLine Travel System. However, each State Office must determine whether they want to retain the computer process of releasing signed (approved) travel documents to NFC for processing, or delegate release authority for travel documents to the County Offices. Each State Office should make their determination and notify the Computer Security Staff using FSA-13-D so that the County Offices may be set up to operate accordingly.

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**H**

**Originating Office Numbers (OON's)**

Seven States will use one OON for the County Offices' travel processing, and the remaining 17 States of the pilot program will use one NFC OON per County Office.

OON's will be addressed in a separate forthcoming FI Notice.

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**I**

**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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**J**

**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	Field Offices	Rosanne Bales at 816-926-5603
Travel	EDSO	FMD, ATPS at 703-305-1408
	State Offices	EDSO
	County Offices	State Office

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## Pilot Program States

<b>Pilot Program States (Begin Using OnLine on October 1, 2002)</b>		
<b>State</b>	<b>One OON</b>	<b>One OON Per County Office</b>
Florida - FL	1	
Mississippi - MS	1	
Nevada - NV	1	
North Dakota - ND	1	
Oklahoma - OK	1	
Virgin Island	1	
Wyoming - WY	1	
Arizona - AZ		1
Hawaii - HI		1
Idaho - ID		1
Iowa - IA		1
Kansas - KS		1
Kentucky - KY		1
Montana - MT		1
North Carolina - NC		1
Oregon - OR		1
Pennsylvania - PA		1
Puerto Rico - PR		1
Rhode Island - RI		1
Tennessee - TN		1
Utah - UT		1
Washington - WA		1
West Virginia - WV		1
Wisconsin - WI		1
<b>TOTAL</b>	<b>7.00</b>	<b>17.00</b>