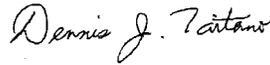


For: FSA Offices

De-obligation of Types B and C-Temporary Duty (TDY) Travel Authorizations

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Types B and C-TDY travel authorizations are not being de-obligated timely during the FY. As a result, travel funds are not being fully used. In some cases, especially towards the end of the FY, offices are over obligated.

B Definitions

Terms used in this notice are defined as follows.

- De-obligation is the cancellation or downward adjustment of a previously recorded obligation.
- Un-liquidated obligation is the amount of a financial obligation not yet expended.

C Purpose

This notice provides information and instructions on de-obligating types B and C-TDY travel authorizations.

D Information Disposal Date

The information in this notice will:

- be included on the FMD Travel website
- remain effective until removed from the FMD Travel website.

Disposal Date May 1, 2004	Distribution All FSA Offices; State Offices relay to County Offices
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2 Situations and Implications

A Current Situation

Type B authorization: The type B authorization is issued for an extended period, often quarterly or annually for frequent, routine, repetitive travel. Funds are obligated at the time the authorization is established in the On-Line Travel System. When a travel voucher is processed against the authorization, the total amount of expenditures paid is recorded. The remaining balance on the authorization is de-obligated when "Y" is entered in the "Final Voucher" field. Type B authorizations should have "N" entered in the "Final Voucher" field until the end of the travel period authorized; or until the employee will no longer travel under that authorization number. "Y" should be entered in the "Final Voucher" field at the end of the travel period. In many cases, the "Final Voucher" is not being processed timely and the "Final Voucher" field remains "N".

Note: If the type B voucher has "Y" in the "Final Voucher" field, the funds will automatically be de-obligated, which means no other voucher may be processed for that authorization number. If "Y" is entered into the "Final Voucher" field by mistake, a new type B authorization will be required.

Type C-TDY authorization: The type C-TDY authorization is the most commonly used type of travel authorization; they are issued for individual trips. Funds are obligated at the time the authorization is established in the OnLine Travel System. When a travel voucher is processed against the authorization, the total amount of expenditures paid is recorded. The remaining balance on the authorization is de-obligated when "Y" is entered in the "Final Voucher" field. In many cases throughout the FY, this field is left blank or has an "N".

B Implications

When vouchers for types B and C-TDY authorizations are processed and "N" is entered in the "Final Voucher" field, the amount remaining on the authorization will not be de-obligated making the funds un-usable for other travel. For type C-TDY authorizations, this can occur throughout the FY; and for type B authorizations, this tends to occur towards the end of the FY. More importantly, all offices that do not timely de-obligate types B and C-TDY travel not only run the risk of being over obligated but also severely limit the agency's ability to carryover all agency remaining funds for use in the following FY.

Note: NFC's de-obligation program is run approximately 30 calendar days after the FY closes. In an annual year appropriation, this means that all travel funding must be returned to Treasury versus being used for carryover to the following FY. Offices that de-obligate their excess travel funds on internal office logs or records do not accomplish the desired results; de-obligation **must** be reflected in the OnLine Travel System and ultimately in the agency's accounting system.

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3 Action

A Instructions

De-obligation of travel funds for types B and C-TDY authorizations may be achieved by 1 of the 2 methods.

Method 1

IF...	THEN...
travel is complete and all expenses have been claimed on the travel voucher	ENTER "Y" in the "Final Voucher" field (block 54 of the travel voucher). This will de-obligate the unused funds from the authorization.
voucher has already been submitted and should have been marked final , but wasn't	<ul style="list-style-type: none">review the authorization in the OnLine Travel System. Note the dollar amount in Section D, Un-liquidated Obligationamend the type B or C-TDY authorization, changing the final dollar amount of the authorization to reflect the remaining amount <p>Example: If the remaining funds are \$245, reduce the total of the authorization by that amount.</p> <ul style="list-style-type: none">when the amended authorization has been signed, release the document in the OnLine Travel System. This will de-obligate the \$245.

Method 2

IF...	THEN...
attempting to de-obligate funds without expiring the type B or C-TDY authorization	<ul style="list-style-type: none">review the authorization in the OnLine Travel System. Note the dollar amount in Section D, Un-liquidated Obligationamend the type B or C-TDY authorization for that dollar amount. When the amended authorization has been signed, release the document in the OnLine Travel System. Travel funds are then de-obligated and the travel authorization is still in an active status.

Note: Method 1 is the preferred method to de-obligate funds. It is **recommended** that "Y" be entered in the "Final Voucher" field to de-obligate travel funds.

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3 Action (Continued)

B 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.

C Contact

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

Issue	Office	Contact
De-obligation of Travel Funds - Budget	National Office, State Offices, and APFO	Nell Jones, BUD at 202-720-5149
	Kansas City, St. Louis complexes	Connie Albright, KCAO, BWMS at 816-926-6203
	County Offices (through the State Office)	Cassandra Wilkins, BUD at 202-720-3356
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Christine Claussen, KCFO, FAD at 816-926-1949
OnLine Travel System	National Office and APFO	FMD, ATPS at 703-305-1408
	Kansas City, St. Louis complexes	Wendy Collins, KCFO, ASPS at 816-926-3266
	State Offices	DAFO
	County Offices	State Office