

For: FSA State Offices, KC Complex, St. Louis Complex, APFO, and
National Office HRD

**July 1 Due Date for Travel Charge Card Data Reporting
to the Office of the Chief Financial Officer (OCFO)**

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Notice FI-2578 was issued to FSA State Offices, KC Complex, St. Louis Complex, and APFO requesting travel card program information be provided to the Director, Financial Management Division (FMD) by the first of January, April, July, and October of each year. Go to: ftp://ftp.fsa.usda.gov/public/notices/FI_2578.pdf to view the Notice.

B Purpose

This notice requests data be provided to the Director, FMD, **no later than July 1, 2003**, for submission to OCFO.

C Information Disposal Date

The information in this notice will:

- be included on FMD Travel website at <http://dc.ffasintranet.usda.gov/fmd/default.htm>
- remain effective until removed from FMD Travel website.

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| <p>Disposal Date</p> <p>July 1, 2004</p> | <p>Distribution</p> <p>FSA State Offices, KC Complex, St. Louis Complex, APFO, and National Office HRD</p> |
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Notice FI-2589

2 Action

A Response Timeframe

Provide the information requested in Notice FI-2578 to the Director, FMD, **no later than July 1, 2004**, as required in the notice.

B Information to Report

The quarterly information to be reported to FMD are:

- FTE's dedicated to the travel program
- number of employees found to be abusing travel charge cards.

Note: HRD should provide the number of disciplinary actions taken in FSA agencywide.

C Labor-Management

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.

D Contact

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

| Office | Contact |
|----------------------------------|---|
| APFO and National Office HRD | FMD, ATPS at 703-305-1408 |
| State Offices | DAFO |
| KC Complex and St. Louis Complex | Wendy Collins, KCFO, ASPS at 816-926-3266 |

E FMD Address and FAX Number

Financial Management Division
Financial Accounting & Reporting Branch
Accounting and Travel Policy Section
STOP 0581
1400 Independence Ave, SW
Washington, DC 20250-0581 or FAX 703-305-1147