

For: FSA Offices

**Preparing FSA Employees' Travel Documents for End of FY 2005 and Beginning of FY 2006**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FSA policy **mandates** that AD-202's and AD-616's be restricted in travel dates to 1 FY.

**This notice does not address FAS travel.** FAS employees will refer to the FAS "FY 2006 Financial Accounting System Coding Manual" and year-end procedures provided in a separate notice for FAS offices.

**B Purpose**

This notice provides guidance on charging travel expenses to the correct travel period, by FY, as follows:

- FY 2005, ending September 30, 2005
- FY 2006, beginning October 1, 2005.

**2 Travel Authorizations**

**A Preparing Travel Documents**

If an employee is traveling from September through October 2005, 2 AD-202's and AD-616's must be prepared. The 1st AD-202 and AD-616 must be prepared for FY 2005 travel through September 30, 2005, and the 2nd AD-202 and AD-616 must be prepared for FY 2006 travel from October 1 through the date the travel ends in October 2005. See Exhibit 1.

**Note:** Employees **cannot** be in travel status on October 1, 2005, unless a continuing resolution or full budget has been signed by the President. If/when a continuing resolution is in effect, travel may **only** be authorized for the period of the continuing resolution.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	FSA Offices; FSA State Offices relay to County Offices

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### 2 Travel Authorizations (Continued)

#### B FSA's FY 2006 Budget and Travel Authorization

**FSA's FY 2006 appropriation has not been signed by the President at this time. If the FY 2006 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.

**Note:** Field Offices may issue blanket travel authorizations for **any continuing resolution period in effect** until final appropriations are passed.

BUD will notify FSA employees on FY 2006 appropriation status under separate notice, as necessary.

#### 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 authorization number.

#### D NFC Travel System (TRVL) Guide

Each office needs a copy of the latest NFC TRVL Guide, updated June 2004. NFC has a website that provides access to all NFC manuals and guides that agencies need. Each office 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 completion instructions for various travel forms when travel-related expenditures are to be processed by NFC.

To print a copy of the guide, the computer that the print job will be requested from must have Adobe Reader installed on the computer. Once it is established that the computer has Adobe Reader:

- access **<http://dab.nfc.usda.gov/pubs/docs/trvl/trvl.pdf>**
- print the NFC TRVL Guide
- use the guide as a reference when processing travel documents in the OnLine Travel System.

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**2 Travel Authorizations (Continued)**

**E FSA Federal Travel Authorization Number**

When preparing AD-202 for travel **on or after October 1, 2005, for FY 2006**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “6CSFAXXXXXXXXX” for a single trip, and “6BSFAXXXXXXXXX” for “Type B” travel.

**Example:** 6CSFA11784001.

<b>Digits</b>	<b>Description</b>	<b>What to Use</b>
1st	Last digit of FY	Use “6” for FY 2006.
2nd	Type of travel authorization code.	Use “A”, “B”, “C”, “L”, or “N”.  Only those positions designated by the FSA Administrator in writing in the DACO-KCCO-Warehouse License and Examination Division may travel on Type N, AD-202.
3rd	Number of travelers.	Use “S” for single traveler.
4th and 5th	FSA code.	Use “FA”.
6th through 10th	Budget organization code.	All offices use the 5-digit budget organization code.
11th through 13th	Sequential number.	Begin with “0001” and continue issuing numbers sequentially for the remainder of FY.  <b>Example:</b> The first AD-202 issued by FLP in Hartford County Office, Connecticut, would be “6CSFACT003001”.

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**2 Travel Authorizations (Continued)**

**F FSA Non-Federal Travel Authorization Number**

When preparing AD-202 for travel **on or after October 1, 2005, for FY 2006**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “6CSCESSCCCXXX” for a single trip.

<b>Digits</b>	<b>Description</b>	<b>What to Use</b>
1 <sup>st</sup>	Last digit of FY.	Use “6” for FY 2006.
2 <sup>nd</sup>	Type of travel authorization code.	Use “B” for limited open travel. Use “C” for individual trip travel. Use “L” for local travel.
3 <sup>rd</sup>	Number of travelers.	Use “S” for single traveler. Use “M” for multiple travelers.  <b>Note:</b> “LM” can only be used for local travel (6LMCEXXXXXXXXXX).
4th and 5th	Agency code for all County Offices.	Use “CE”.
6th through 10th	Numeric State and county code.	Use “SSCCC”; that is, the 2-digit State code and 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 the State and county code of 23013. Noble County, Ohio, would use the State and county code of 39121. Hart County, Georgia, would use the State and county code of 13147.

The first AD-202 issued by Hart County, Georgia, would be “6CSCE13147001”.

For a list of specific State and county codes for each office, see both of the following:

- 1-CM, Exhibit 101
- 98-FI, Exhibit 13.

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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.

<b>Type of Travel Authorization</b>	<b>Used By</b>
Type A - Unlimited Open	The FSA Administrator <b>only</b> .
Type B - Limited Open	<p>STC, SED, DD's, compliance specialists, FLP employees, warehouse examiners, and similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, like Maine, the Midwest Area, or Jefferson County.</p> <p><b>Note:</b> Type C, AD-202 is needed for travel that is outside the geographic area, including leave, or for training and conferences.</p>
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocations (Permanent Change of Station).
Type L - Local	<p>Employees traveling:</p> <ul style="list-style-type: none"> <li>• within the area of their official duty station</li> <li>• who do not have access to imprest funds for reimbursement.</li> </ul>
Type N - Nationwide	<p>Only those positions designated by the FSA Administrator in writing in the DACO-KCCO-Warehouse License and Examination Division may travel on Type N, AD-202.</p> <p><b>Note:</b> Type C, AD-202 is needed for travel that is outside the geographic area, including leave, or for training and conferences.</p>

Blanket travel authorizations (types A, B, N, 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.

**Note:** Field Offices may issue blanket travel authorizations for **any continuing resolution period in effect**, until final appropriations are passed.

Examples of AD-202's are in the latest NFC TRVL Guide, dated June 2004.

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### 3 Action

#### A FSA Federal 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 organization code.
9th and 10th	2-digit sub-object code.  <b>Note:</b> Use sub-object codes 01 through 15, and 17 through 24, under BOC 2100 in 98-FI, Exhibit 27.
11th through 14th	4-digit project code number.  <b>Note:</b> Always "0000" unless tied to a specific project.

**Example:** Wyoming's 14-digit code would be "68405684010000".

For lists of specific organization codes issued for each office, see 98-FI, Exhibits 8, 9, and 11.

**Note:** Ensure that 98-FI is used. 98-FI is in the process of being updated to reflect new accounting codes/organization codes for county FLP employees. The 5-digit organization code is changing to the following format:

AACCC, AA=2 letter alpha State code, CCC=3-digit FLP county code.

**Example:** Platte County, Wyoming, would be: 684WY031010000.

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**3 Action (Continued)**

**B FSA County Office Accounting Classification Code Structure**

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 from 98-FI, Exhibit 13.
9th and 10th	2-digit sub-object code.  <b>Note:</b> Use sub-object codes 01 through 15, 17 through 21, 23, or 24 under BOC 2100, according to 98-FI, Exhibit 27.
11th through 14th	4-digit project code number from 98-FI, Exhibit 23.

**Example:** Site visit for Payne County, Oklahoma, is 68740119010000. For lists of specific codes issued for each office, see 98-FI.

**Notes:** The sub-object code should be numeric for travel, **not alpha that is used for T&A's**.

The State and county codes are listed in 98-FI. See appropriate exhibit as stated in this subparagraph.

**C 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 2005 travel, including all costs associated with the travel <b>ending September 30, 2005</b></li> <li>• FY 2006 travel, including all costs associated with the travel <b>beginning October 1, 2005</b>.</li> </ul>
2	Ensure that proper FY travel authorization numbers, OON's, and accounting classification codes are used.

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### 3 Action (Continued)

#### D Preparing AD-616 for FY Travel

The following table describes AD-616 actions.

Step	Action
1	Prepare separate AD-616's for: <ul style="list-style-type: none"><li>• FY 2005, travel ending September 30, 2005</li><li>• FY 2006, travel beginning October 1, 2005.</li></ul>
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616. The final voucher indicator should be marked "Y" to ensure liquidation of the remaining funds on the authorization.

#### 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.

#### F Contact

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

Issues	Office	Contact
Accounting	Field Offices	Christine Claussen at 816-926-1949
	National Office	Alan Levine, FMD, at 703-305-1298
Travel	County Offices	State Office
	State Offices	Star Bryant, DAFO, at 202-720-0183
	Kansas City and St. Louis complexes	Larry Hayob at 816-926-3266
	National Office	FMD, DMTPS at 703-305-1408

**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, 2005	FY 2005.
		on or after October 1, 2005	FY 2006.
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, 2005	FY 2005.
		on or after October 1, 2005	FY 2006.
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, 2005, for travel beginning September 22, 2005, and ending October 2, 2005, would be claimed on the travel voucher submitted for <b>FY 2005</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, 2005, for travel from Washington, DC, to Kansas City, on September 30, 2005, and returning October 2, 2005. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 2005, and return that same day. The October 1, 2005, ticket would be claimed on the travel voucher submitted for FY 2006.	
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, 2005	FY 2005.
		on or after October 1, 2005	FY 2006.