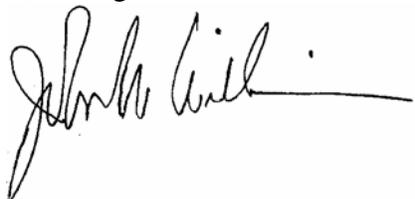


For: State and County Offices

**County Office Travel Payment Review**

Approved by: Deputy Administrator, Management



**1 Background**

**A Scope of Review**

A national target review of 2004 County Office travel payments was conducted by the Operations Review and Analysis Staff (ORAS). The purpose of the review was to determine whether the selected County Office travel payments were properly documented and approved. Items reviewed were selected from a statistically valid sample.

**B Findings**

The review identified violations in the travel approval and payment process. These violations included **not** having the following:

- signed travel authorizations on file before travel began
- valid claimant or approval signatures on travel claims.

Although the rates of these occurrences and nationwide dollar amounts do not appear extreme, both were significant enough to calculate a statistical estimate and recommend corrective action.

**C Purpose**

This notice reminds State and County Offices of the guidelines for the authorization of travel and requirements for reimbursement.

**D Contacts**

For questions about this notice, State and County Offices shall contact FMD.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2007 4-18-06	State Offices; State Offices relay to County Offices

## Notice FI-2749

### 2 Action

#### A State Office Action

State Office shall ensure that County Offices follow the provisions in this notice.

#### B County Office Action

Ensure that AD-202's and AD-616's are generated through the NFC online travel system. AD-202's shall be signed before travel and AD-616's shall be signed before reimbursement. These and other important travel requirements are published in the FSA Travel Policy and Procedures Manual and can be accessed at

<http://intranet.fsa.usda.gov/travel/travelmanual/trvlmanual.htm>.