

For: All FSA Offices

**FSA Government Transportation System (GVTS) Account Update**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FSA policy **mandates** that if travelers need to procure transportation tickets without a government-provided travel charge card, then the FSA GVTS account will be used. The cost of the transportation ticket and the transaction fee will be paid through the FSA GVTS account.

The traveler will at **no time, and in no way**, be billed for the transportation, and should **not** be reimbursed for any of the transportation costs.

**This notice does not address FAS travel.** FAS employees will contact William Davis at 703-305-1424.

**B Purpose**

This notice provides guidance on using the FSA GVTS account.

**2 Instructions**

**A Procuring Commercial Transportation Using the FSA GVTS Account (FSA Only)**

FSA will procure transportation through the FSA GVTS account for:

- newly employed FSA employees who have **not** received their government-provided travel charge cards
- FSA employees whose travel charge cards have been canceled because of misuse and/or non-payment of their travel charge card bill
- travelers not employed by USDA.

<p><b>Disposal Date</b></p> <p>November 1, 2008</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices</p>
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### 2 Instructions (Continued)

#### B Procuring Commercial Transportation Using the FSA GVTS Account (FSA Only)

The FSA GVTS account held by FedTraveler - Electronic Data System is the only means by which the GVTS account can be used and the following procedures **must** be followed:

- AD-202, Travel Authorization and a memorandum requesting to use the FSA GVTS account **must** be prepared and signed by the traveler's approving official

**Note:** The approving officials are as follows:

- for **National Office employees**, the approving official must be at the Division or Director level or higher
- for **State or County Office employees**, the approving official must be SED.
- addressed to Ed Douglas, Chief, Debt Management and Travel Policy Office, stating the reason the traveler needs to use the FSA GVTS account (lost travel card for misuse and/or nonpayment, new employee who does not have their travel card yet, non-agency traveler, etc.)
- AD-202, Travel Authorization **must** be released into the NFC OnLine Travel System
- the released AD-202 and memorandum must be:
  - for **State or County Office employees**, FAXed to DAFO at 202-690-3309 for approval

**Note:** DAFO will forward the documents to FMD.

- for **all other employees**, FAXed to FMD at 703-305-1147.

**Note:** For **FSA GVTS travelers**, after FMD has received the signed NFC released AD-202, Travel Authorization and memorandum, FMD will approve the transportation tickets from FedTraveler. The traveler will be notified by e-mail that "Your request for use of the GVTS account for Official Travel has been approved. Please have your traveler make their reservations via FedTraveler.com. To get a FedTraveler ID and password email **POC\_Travel@wdc.usda.gov** your name, email address, and last 4 digits of Social Security number. If you have any questions, contact the Travel Staff at 703-305-1408, leaving your name, phone number, and your question. The next available staffer will call you back."

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**2 Instructions (Continued)**

**C 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.

**D Contact**

If there are questions about this notice, contact the appropriate office as follows.

<b>Office</b>	<b>Contact</b>
County Offices	State Office
State Offices	For: <ul style="list-style-type: none"><li>• interpretation of the policy, contact FMD, Debt Management and Travel Policy Office by e-mail at <b>poc_travel@wdc.usda.gov</b></li><li>• controversial issues related to this policy; contact Star Bryant, DAFO at 202-720-0183.</li></ul>
Other Offices	FMD, Debt Management and Travel Policy Office by e-mail at <b>poc_travel@wdc.usda.gov</b>