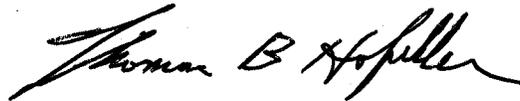


For: FSA Employees

**Preparing FSA Employee Travel Documents for
End of FY 2008 and Beginning of FY 2009 in GovTrip**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Processing travel documents at the beginning and end of FY has changed because of USDA's use of GovTrip.

B Purpose

This notice:

- provides guidance on charging travel expenses to the correct FY, as follows:
 - FY 2008, ending September 30, 2008
 - FY 2009, beginning October 1, 2008
- obsoletes Notice FI-2813.

2 Preparing Travel Documents

A Temporary Duty (TDY) Beginning in September FY 2008 and Ending in October FY 2009

For travel that crosses two FY's (FY 2008 and FY 2009), GovTrip requires that the traveler select the current FY (FY 2008) accounting when creating the authorization in FY 2008. GovTrip will process a financial obligation record in FFIS when the trip has been approved. At the end of the trip, the traveler shall **amend** and **sign** the travel authorization to split the obligation between FY 2008 and FY 2009. See the GovTrip Document Processing Manual, paragraph 2.8. The authorization will be routed again through the approval process. When vouchering for the trip that crosses from FY 2008 into FY 2009, the traveler can prorate the accounting based on the number of days in travel status in FY 2008 and the number of days in travel status in FY 2009.

Disposal Date	Distribution
November 1, 2009	All FSA employees; State Offices relay to County Offices

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2 Preparing Travel Documents (Continued)

A Temporary Duty (TDY) Beginning in September FY 2008 and Ending in October FY 2009 (Continued)

Note: Employees cannot be in travel status on October 1, 2008, unless a continuing resolution (CR) or full budget has been signed by the President. If or when CR is in effect, travel may only be authorized for the period of CR.

B TDY Booked in FY 2008 That Occurs in FY 2009

Travel that will occur in FY 2009 can be processed in GovTrip during FY 2008. Travelers will be prompted to use FY 2008 accounting when creating an authorization for FY 2009 travel that is authorized in FY 2008. GovTrip will allow the trip to be authorized, approved, and taken. However, GovTrip will **not** allow a financial record (obligation) to be created and sent to the Foundation Financial Information System (FFIS) at the time of approval. GovTrip will reject the obligation record because of an edit in GovTrip. GovTrip will **not** allow FY 2008 accounting to be used for an FY 2009 trip when vouchering.

Note: The traveler will receive a “GovTrip Reject Letter” e-mail (Exhibit 1). As stated in the letter, “These errors will not delay issuance of your ticket. Since your authorization has been approved, you may take your trip. However, these errors on your authorization must be corrected before you can submit your voucher...”

After the trip is taken in FY 2009, the traveler will be required to **amend** and **sign** the authorization in GovTrip before they can voucher for reimbursement of the trip taken in FY 2009. After the accounting is changed to FY 2009, the voucher will process normally in GovTrip.

C TDY Booked on or After October 1, 2008, for FY 2009

No extra steps are required for reimbursements for travel approved in GovTrip on or after October 1, 2008, which is FY 2009.

3 Additional Information

A Travel Authorization

The following statement should be included on **all** travel authorizations for the duration of any CR during FY 2009. The traveler shall type this statement in the “Comment” box when they stamp the authorization “Signed”.

“It is understood and agreed that funding of this travel authorization is contingent upon the passage of an appropriation by Congress for FY 2009 from which expenditures there under are authorized and can be legally used for the purpose of this travel authorization and shall not obligate FSA upon failure of the Congress to so appropriate.

This travel authorization may also be reduced or terminated if Congress only provides FSA funds for a finite period under a Continuing Resolution.”

3 Additional Information (Continued)

B FSA’s FY 2009 Budget and Travel Authorization

FSA’s FY 2009 appropriation has not been signed by the President at this time. If the FY 2009 appropriation is not signed by the President and CR occurs, travel may only be authorized for the period of CR.

During **any CR period in effect**, all official travel **must** be authorized on a “Type TT” (Trip-by-Trip) basis for the specific resolution period until final appropriation is passed.

Note: After approval by OCFO, Field Offices may issue “LO” (Limited Open) travel authorizations for **any CR period in effect** until final appropriation is passed, but limit amounts by CR guidance.

As necessary, BUD will notify FSA employees of FY 2009 appropriation status under separate notice.

C GovTrip Document Processing Manual

The GovTrip Document Processing Manual can be found at <http://govtrip.com/govtrip/GTdocs/USDADP.pdf>. This manual:

- should be used by all FSA offices that process TDY travel documents in GovTrip
- provides complete instructions for completing and processing TDY travel document forms that will be processed in GovTrip.

D Clarifying Types of Travel Authorizations in GovTrip

This table lists the types of travel authorizations in GovTrip.

Type of Travel Authorization	Description
“TT” - Trip-by-Trip	This is for all TDY travel. An authorization allowing an individual to take 1 or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.
“LO” - Limited Open	<p>Note: This type of travel must be approved by OCFO before initial authorization is given to the traveler and the trip occurs.</p> <p>A TDY authorization allowing an employee to travel on official business without further authorization under certain specific conditions; such as, travel to specific geographic areas for specific purposes, subject to trip cost ceilings, or for specific periods of time.</p>

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3 Additional Information (Continued)

D Clarifying Types of Travel Authorizations in GovTrip (Continued)

Type of Travel Authorization	Description
“IN” – Invitational Travel	<p>Authorized TDY travel for individuals:</p> <ul style="list-style-type: none"> • either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts, and paid on a daily when-actually-employed basis • serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. <p>Note: Travel allowances authorized for these individuals are the same as those normally authorized for employees in connection with TDY.</p>
“SL” - Sponsored Limited	<p>Note: This travel must be approved by the FSA Ethics Officer before final authorization is given to the traveler and the trip occurs.</p> <p>A TDY authorization where an outside source is paying for all or part of the travel. Sponsored Limited allows the user to add a sponsor to the travel document.</p>

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 Contacts

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

Issues	Office	Contact
Accounting	Field and National Offices	Terry Luehrs at 816-926-1142
Travel	County Offices	State Office
	Kansas City and St. Louis complexes	Terry Luehrs at 816-926-1142
	State Offices, National Offices, and APFO	FMD, Debt Management and Travel Policy Staff by e-mail at poc_travel@wdc.usda.gov

Example of Reject Letter

REJECT.LTR

date

Name
 Organization
 Street Address

City, State, Zip Code
 Traveler Email Address

This email alerts you that there are possible errors in your Authorization/Voucher that will not allow it to process in your agency financial system. Please contact your travel coordinator/administrator for assistance. These errors will not delay issuance of your ticket. Since your authorization has been approved, you may take your trip. However, these errors on your authorization must be corrected before you can submit your voucher, or if this is your voucher these errors must be corrected before payment can be processed.

Authorization XXXXX for XXX has just been marked ARCHIVE REJECTED because:
 Transaction ID: XXX
 EAI Translation Failure Message
 [Line 01 ; 08//84//11984/////0000/2111]: The trip is currently scheduled to begin in FY-09 (10/05/2008).

You may access GovTrip @ <http://www.govtrip.com/govtrip/site/index.jsp>