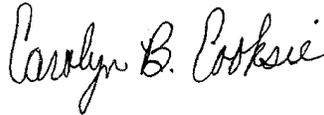


For: FSA Employees

**Requesting Approval to Use the FSA Centrally Billed Account (CBA)  
to Procure Commercial Transportation in GovTrip**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The CBA Account is used to procure commercial transportation (airplane, train, or bus) in GovTrip for FSA travelers that do not have a government provided travel charge card. The cost for the commercial transportation and the GovTrip fee are charged directly to the FSA CBA Account. Travelers will at no time and in no way be billed for the commercial transportation costs and GovTrip fees, and shall not be personally reimbursed for such charges. See Notice FI-2936.

Per OCFO, FSA travelers obtaining tickets for foreign travel **must** use the CBA Account to procure their commercial transportation.

The individually provided government travel charge card and the FSA CBA Account are the 2 forms of payment for commercial transportation. Using any other form of payment is **not** permitted and will **not** be reimbursed.

FSA employees that have a government provided travel charge card are to use it to procure commercial transportation.

There following 4 categories of travelers are eligible to use the CBA Account for commercial transportation:

- new FSA employees that do not have a government provided travel charge card **yet**
- FSA employees that are infrequent travelers, those that do not have a government provided travel charge card
- FSA employees that have had their travel charge card cancelled
- FSA travelers that are not employed with FSA.

Disposal Date	Distribution
January 1, 2011	All FSA employees; State Offices relay to County Offices

## Notice FI-2951

### 1 Overview (Continued)

#### B Purpose

This notice provides FSA travelers the following:

- FSA policy for using the FSA CBA Account to procure commercial transportation
- instructions on requesting use of the FSA CBA Account to procure commercial transportation in GovTrip
- examples of justification memorandums requesting approval to use the FSA CBA Account to procure commercial transportation for:
  - National Office, Kansas City, St. Louis, and APFO (Exhibit 1)
  - State and County Offices (Exhibit 2).

#### C FSA CBA Account Use Policy

**All** requests to use the FSA CBA Account to procure commercial transportation:

- must be submitted in writing using either Exhibit 1 or Exhibit 2
- that do not meet the FSA CBA Account policy will be returned to the traveler through their supervisor without action.

### 2 Requesting Approval to Use the FSA CBA Account

#### A Approval Request Process

Requests for approval to use the FSA CBA Account to procure commercial transportation shall be submitted according to the following guidance.

- **all** requests for approval to use the FSA CBA Account to procure commercial transportation **must** be submitted to the first line travel approving official in writing
- National Office travelers **must** obtain approval of written request from their first line travel approving official **and** their Deputy Administrator

**Note:** After the Deputy Administrator's approval, the approved written request shall be entered into GovTrip via FAX or scan and upload.

- State and County Office travelers **must** obtain approval of written request from their first line travel approving official, SED, **and** DAFO. If SED approves the request, then SED must sign by their name at the top of the memo, and the approved written request shall be entered into GovTrip via FAX or scan and upload for DAFO approval.

## Notice FI-2951

### 2 Requesting Approval to Use the FSA CBA Account (Continued)

#### A Approval Request Process (Continued)

- traveler's approved written requests will be reviewed for compliance with FSA's policy for using the FSA CBA Account
- requests to use the FSA CBA Account that conform to the established FSA CBA Account policy will be stamped "CBA AUTHORIZED" in GovTrip by the:
  - FSA travel staff for National Office travelers
  - DAFO staff for State and county travelers
- traveler's GovTrip electronic authorization will then be routed to the traveler's reviewer and/or approver to continue and complete the travel approval process
- requests to use the CBA Account that do not meet the FSA CBA Account policy will be stamped "RETURNED" and electronically returned to the traveler in GovTrip
- Exhibits 1 and 2 should be used to request written approval for using the FSA CBA Account to procure commercial transportation in GovTrip.

#### B 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.

#### C Contact

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

Office	Contact
County Offices	State Office Federal Agency Travel Administrator (FATA)
State Offices	
Kansas City and St. Louis complexes	Lois Dick by e-mail to <a href="mailto:lois.dick@kcc.usda.gov">lois.dick@kcc.usda.gov</a>
State Office FATA, National Office, and APFO	FMD, Debt Management and Travel Policy Office by e-mail to <a href="mailto:poc_travel@wdc.usda.gov">poc_travel@wdc.usda.gov</a>

**Justification Memorandum for Requesting Approval to Use the FSA CBA Account for the National Office, Kansas City, St. Louis, and APFO**

The following is an example of a justification memorandum for requesting approval to use the FSA CBA Account to procure commercial transportation for National Office, Kansas City, St. Louis, and APFO employees.

  <p>United States Department of Agriculture</p> <p>Farm and Foreign Agricultural Services</p> <p>Farm Service Agency</p> <p>1400 Independence Washington, DC</p>	<p>TO: Jonathan Coppess Administrator</p> <p>THRU: William Willer DMTPO</p> <p>FROM: Name Deputy Administrator of</p> <p>SUBJECT: Request for Approval to Use the CBA Account to Procure Commercial Transportation in GovTrip</p> <p style="text-align: right;">DATE:</p>
	<p>Please accept this request for the approval of use of the CBA Account in GovTrip for:</p>
	<p>Employee: Employee's name</p>
	<p>Purpose of Travel: Training</p>
	<p>Dates of Travel: Enter travel dates</p>
	<p>TDY Location: Somewhere, Ohio</p>
	<p>Type of Transportation Air Circle all that apply Train Bus</p>
	<p>Transportation Costs: \$385.00 plus GovTrip fee</p>
	<p>Reason for Request: Newly FSA Employee – does not have a government provided Circle all that apply travel charge card <b>YET</b></p> <p>FSA Employee Infrequent Traveler – does not have a government provided travel charge card</p> <p>FSA employee travel charge card cancelled</p> <p>FSA traveler not employed with FSA</p>
	<p>Contact Person: Telephone Number:</p> <p>Required Signatures:</p> <p>Date _____ First Line Travel Approver _____ Approved ___ Denied ___</p> <p>Date _____ Deputy Administrator _____ Approved ___ Denied ___</p> <p>Next Step - Fax into GovTrip for final actual subsistence approval</p>
<p>USDA is an Equal Opportunity Provider and Employer</p>	

**Example of Justification Memorandum Requesting Approval To Use the FSA CBA Account to Procure Commercial Transportation for State and County Offices**

The following is an example of a justification memorandum requesting approval to use the FSA CBA Account to procure commercial transportation for State or County Office employees.

  <p>United States Department of Agriculture</p> <p>Farm and Foreign Agricultural Services</p> <p>Farm Service Agency</p> <p>1400 Independence Washington, DC</p>	<p>TO: Jonathan Coppess Administrator</p> <p>THRU: Karis Gutter DAFO</p> <p>FROM: SED's Name (Name of State) SED</p> <p>SUBJECT: Request for Approval to Use the CBA Account to Procure Commercial Transportation in GovTrip</p> <p>DATE:</p>
	<p>Please accept this request for the approval of use of the CBA Account in GovTrip for:</p>
	<p>Employee: Employee's name</p>
	<p>Purpose of Travel: Training</p>
	<p>Dates of Travel: Enter travel dates</p>
	<p>TDY Location: Somewhere, Ohio</p>
	<p>Type of Transportation Air Circle all that apply Train Bus</p>
	<p>Transportation Costs: \$385.00 plus GovTrip fee</p>
	<p>Reason for Request: Newly FSA Employee – does not have a government provided travel charge card <b>YET</b> Circle all that apply</p> <p>FSA Employee Infrequent Traveler – does not have a government provided travel charge card</p> <p>FSA employee travel charge card cancelled</p> <p>FSA traveler not employed with FSA</p>
	<p>Contact Person: Telephone Number:</p> <p>Required Signatures:</p> <p>Date _____ First Line Travel Approver _____ Approved ___ Denied ___</p> <p>Next Step - Fax into GovTrip for final actual subsistence approval</p>
<p>USDA is an Equal Opportunity Provider and Employer</p>	