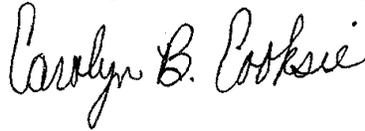


For: FSA Employees

**Required Travel Reimbursement Submission Through GovTrip**

**Approved by:** Associate Administrator for Operations and Management



**1 Travel Reimbursement**

**A Background**

FTR, section 301-52.7 states, “you must submit your travel claim as follows: (a) Within 5 working days after you complete your trip or period of travel; or (b) Every 30 days if you are on continuous travel status”.

118-FI, subparagraph 71 D states that it is the **cardholder’s** responsibility to pay their Government-provided travel charge card account, in full, by the due date of the statement of account.

OCFO has taken an interest in this issue USDA-wide and will be monitoring all USDA agencies’ efforts at complying with the FTR policy.

By complying with FTR and 118-FI policy, FSA travelers will be able to pay their Government-provided travel charge card in a timely manner without using their own personal funds. Agency travel funds will be able to be deobligated in FFIS in a timely manner.

**Note:** This issue is also important as FSA approaches implementation of the Financial Management Modernization Initiative (FMMI), scheduled for December 1, 2010, to ensure a smooth transition into FMMI.

**B Purpose**

This notice instructs FSA travelers to submit their travel claims within 5 workdays or 30 calendar days, according to FTR policy, after they complete their travel.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2011	All FSA employees; State Offices relay to County Offices

## Notice FI-2984

### 1 Travel Reimbursement (Continued)

#### C Action

All FSA travelers shall submit travel vouchers for reimbursement:

- within 5 workdays after they complete trip-by-trip travel
- every 30 calendar days if they are on continuous travel status.

#### D 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.

#### E Contact

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

Office	Contact
County Offices	State Office Federal Agency Travel Administrator (State Office 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>