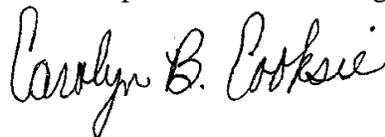


For: FSA Employees

**Preparing FSA Employee TDY Travel Documents for
End of FY 2010 and Beginning of FY 2011 in GovTrip**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

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

B Purpose

This notice:

- provides guidance on preparing GovTrip travel documents that includes charging travel expenses to the correct FY
- obsoletes Notice FI-2923.

2 Purchasing Commercial Transportation at USDA

A Instructions

At USDA, all commercial transportation (air and train) should be purchased through GovTrip through a traveler's individual Government travel charge card or the FSA centrally billed account (CBA). If assistance is needed purchasing commercial transportation, travelers should contact their State and/or County Office Federal Agency Travel Administrator (FATA), Kansas City, St Louis, or the Headquarters (HQ) FATA, as appropriate.

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

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3 Preparing Travel Documents

A Using Proper Accounting Codes in GovTrip

GovTrip travel documents for travel:

- ending in FY 2010 (**September 30, 2010**) shall show accounting code (10XXX)
- beginning in FY 2011 (**October 1, 2010**) shall show accounting code (11XXX).

B TDY Booked on or After October 1, 2010, for FY 2011

No extra steps are required for reimbursements for travel approved in GovTrip **on or after October 1, 2010**, which is FY 2011.

C TDY Booked in FY 2010 That Occurs in FY 2011

Travel that will occur in FY 2011 can be processed in GovTrip during FY 2010. Travelers will be prompted to use FY 2010 accounting when creating an authorization for FY 2011 travel that is authorized in FY 2010. **GovTrip will allow the trip to be authorized, approved, tickets issued, and travel taken.** However, GovTrip will **not** allow a financial record (obligation) to be created and sent to FFIS at the time of approval. GovTrip will reject the obligation record because of an edit in GovTrip. GovTrip will **not** allow FY 2010 accounting to be used for FY 2011 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 2011, the traveler will be required to **amend** and **sign** the authorization in GovTrip **before** vouchering for reimbursement of the trip taken in FY 2011. After the accounting is changed to FY 2011, the voucher will process normally in GovTrip.

D TDY Beginning in September FY 2010 and Ending in October FY 2011

For travel that crosses two FY's (FY 2010 and FY 2011), GovTrip **requires** that the traveler select the current FY (FY 2010) accounting when creating the authorization in FY 2010. 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 2010 and FY 2011. The authorization will be routed again through the approval process. When vouchering for the trip that crosses from FY 2010 into FY 2011, the traveler can prorate the accounting based on the number of days in travel status in FY 2010 and the number of days in travel status in FY 2011.

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4 Additional Information

A Continuing Resolutions (CR's)

Employees cannot be in travel status on October 1, 2010, unless 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 Travel Authorization

The following statement should be included on **all** travel authorizations for the duration of any CR during FY 2011. The traveler, or travel arranger, shall type this statement in the "Comment" box **before** they stamp the authorization "Signed" or "T-entered".

"It is understood and agreed that funding of this travel authorization is contingent upon the passage of an appropriation by Congress for FY 2011 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."

C FSA's FY 2011 Budget and Travel Authorization

FSA's FY 2011 appropriation has **not** been signed by the President at this time. If FY 2011 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 CR period until final appropriation is passed.

As necessary, BUD will notify FSA employees of FY 2011 appropriation status in BU notices.

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4 Additional Information (Continued)

D Clarifying Types of Travel Authorizations in GovTrip

The following lists the types of travel authorizations in GovTrip.

Type of Travel Authorization	Description
“TT” - Trip-by-Trip	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.
“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 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 travel allowances 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>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>
“LO” - Limited Open	<p>Note: Trip-by-trip authorizations are the Departmental preference because of their improved accountability and ability to provide detailed reporting.</p> <p>This type of travel must be approved by OCFO before initial authorization is given to the traveler and the trip occurs.</p> <p>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. The Federal Travel Regulation requires several types of travel expenses to be specifically approved in the open authorization.</p>

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4 Additional Information (Continued)

E GovTrip Document Processing Instructions

GovTrip document processing instructions can be found on GovTrip. At the Welcome Screen, CLICK “**Help and Documentation**”, “**Training**”, “**Training Manuals**”, and “**Document Processing Manual**”.

This information:

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

F Contacts

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

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

Example of Reject Letter Sent by E-Mail

The following e-mailed reject letter will be automatically sent if incorrect FY accounting is used in GovTrip. GovTrip will reject the obligation record because of an edit in GovTrip. GovTrip will **not** allow FY 2010 accounting to be used for FY 2011 trip when vouchering.

REJECT.LTR	Date
Name Organization Street Address City, State, Zip Code Traveler E-mail Address	
This e-mail 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 ; 10//84//11984/////0000/2111]: The trip is currently scheduled to begin in FY-11 (10/05/2010).	
You may access GovTrip @ http://www.govtrip.com/govtrip/site/index.jsp	