

For: FSA Employees

GovTrip Changes During FSA Move to Financial Management Modernization Initiative (FMMI)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FSA will begin using FMMI as its accounting system beginning December 1, 2010. As a result GovTrip is scheduled to be unavailable from 5 p.m. November 19, 2010, until December 1, 2010, to load the FMMI default profile accounting.

This means that TDY travel vouchers for travel ending on or before November 19, 2010, must be created, signed, approved and processed in GovTrip by 5 p.m. e.t. on Friday, November 19, 2010. This will allow the TDY travel documents to be processed for payment in FSIS. If not, the TDY travel documents will not begin to be processed for payment in FMMI before December 10, 2010.

Though there will be a delay, the disabling of GovTrip will not drastically affect a traveler's ability to pay their government provided US Bank card account in a timely manner. Since the US Bank billing cycle closes on the 7th of the month (December 7, 2010) and GovTrip is scheduled to be active and operable on December 10, 2010, travelers that have vouchered in a timely manner for TDY travel completed before November 19, 2010, should have no problems with paying their government provided US Bank card account in a timely manner while this transition takes place.

B Purpose

This notice

- informs FSA travelers and Approving Officials that GovTrip is scheduled to be unavailable from 5 p.m. November 19, 2010, until December 1, 2010, to load the FMMI default profile accounting, and
- instructs FSA travelers and Approving Officials to ensure that TDY travel documents have been created, signed, and approved in GovTrip by Wednesday, November 17, 2010. This will allow the TDY travel documents to be processed before GovTrip and FFIS are disabled.

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

Notice FI-3008

2 Action

A Required Action by November 17, 2010

FSA travelers and Approving Officials shall ensure that TDY travel documents have been created, signed, and approved in GovTrip by Wednesday, November 17, 2010. This will allow the TDY travel documents to be processed in GovTrip before GovTrip and FFIS are disabled.

Travelers shall ensure that their TDY travel authorizations for travel from November 19, 2010, through December 10, 2010, have been created, signed, and approved in GovTrip by Wednesday, November 17, 2010, to ensure that their transportation tickets have been ticketed before GovTrip and FFIS are disabled.

B Travel From November 19, 2010, Through December 1, 2010

If emergency TDY travel, which had not been anticipated and/or scheduled, has to be taken during November 19 through December 1, 2010, and a travel authorization has not been approved for the travel in GovTrip, the traveler shall receive approval from their travel Approving Official before TDY travel begins by a manual hardcopy TDY travel authorization signed by the travel Approving Official.

GSA Form 87, Official TDY Travel Authorization, is the only form to be used to approve TDY travel at FSA while GovTrip is inoperable. This is the same form used in GovTrip.

The form may be found at

[http://contacts.gsa.gov/webforms.nsf/0/2269EA133A672437852569B40005E06A/\\$file/GSA%2087.pdf](http://contacts.gsa.gov/webforms.nsf/0/2269EA133A672437852569B40005E06A/$file/GSA%2087.pdf)

Note: GSA Form 87 has a section for the traveler's Social Security number. Do not complete this section, based on PII policy.

If transportation tickets are needed, the traveler shall call the Travel Management Center at 1-866-569-5334 (PRESS "5" for FSA) to procure transportation tickets. Once GovTrip is operable, the traveler and Approving Official shall ensure that a travel authorization is created, signed, and approved in GovTrip for the emergency travel that occurred between November 19, 2010, and December 1, 2010.

C Continuing Resolutions (CR's)

The Federal Government is presently operating on CR that last through December 3, 2010. Employees cannot be in travel status 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.

Notice FI-3008

2 Action (Continued)

D December 1 Through 10, 2010

GovTrip is scheduled to be available for processing TDY travel documents on Wednesday, December 1, 2010. At that time, TDY travel documents may be created, signed, and approved. Travelers will be able to travel from December 1 through 10, 2010; however TDY travel documents will not begin processing for payment in FMMI before Friday, December 10, 2010.

E Contacts

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

Issues	Office	Contact
Travel	County Offices	State Office Federal Agency Travel Administrator (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 .