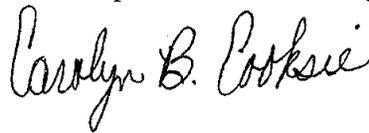


For: FSA Employees

**Announcing GovTrip Split Pay Reactivation Scheduled for March 12, 2011**

Approved by: Associate Administrator for Operations and Management



**1 Announcing Latest GovTrip Update/Change**

**A Background**

GovTrip Split Pay disbursement is the process where travel reimbursement payments are made directly to the traveler’s Government-provided travel charge card provider (US Bank) on behalf of the traveler for airfare, hotel, and car rental charges.

On November 24, 2008, the GovTrip Split Pay disbursement functionality was disabled USDA-wide to facilitate many changes at USDA that included the change of the travel charge card provider to US Bank, enhanced security initiatives, and the Financial Management Modernization Initiative implementation.

During this time period, it became the traveler’s personal responsibility to settle **all** charges made with their Government-provided travel charge card (individually billed account) with US Bank directly.

**B Purpose**

This notice informs employees of GovTrip Split Pay reactivation scheduled for **March 12, 2011**.

**C Travelers Actions**

After the GovTrip Split Pay function is reactivated, scheduled for March 12, 2011, TDY travel reimbursements generated in connection with travel authorizations created on/after March 12, 2011 will have the airfare, hotel, and car rental charges **automatically** reimbursed to US Bank after successful vouchering for payment within GovTrip. **Concerning Split Pay**, travelers do **not** need to do anything to change any GovTrip TDY documents currently processing in GovTrip that were created before the reactivation date, scheduled for March 12, 2011. If issues arise, travelers shall contact their local Federal Agency Travel Administrator (FATA) for assistance.

| Disposal Date  | Distribution   |
|----------------|--|
| August 1, 2011 | All FSA Employees; State Offices relay to County Offices |

**Notice FI-3034**

**1 Announcing Latest GovTrip Update/Change (Continued)**

**D Contact**

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

| <b>Office</b>                                 | <b>Contact</b>  |
|---|---|
| County Offices                                | State Office FATA.  |
| State Offices                                 |   |
| Kansas City and St. Louis complexes.          | Lois Dick by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>lois.dick@kcc.usda.gov</b></li><li>• telephone at 816-926-6232.</li></ul>  |
| State Office FATA, National Office, and APFO. | FMD, Travel Policy Staff by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>poc_travel@wdc.usda.gov</b></li><li>• telephone at 1 of the following:<ul style="list-style-type: none"><li>• Arthur Holmes at 703-305-1240</li><li>• Cynthia Chesley at 703-605-0747</li><li>• Rhonda Robinson at 703-305-1401</li><li>• Linda Smythe at 703-305-1407.</li></ul></li></ul> |