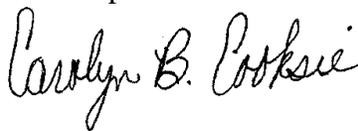


**For:** FSA Employees

**USDA-Wide Travel Payments Update**

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



**1 Announcing Latest Travel Payments Update**

**A Background**

**Travel System (TRVL) Payments in Financial Management Modernization Initiative (FMMI)**

TRVL processes relocation and local travel payments to employees for both travel advances and vouchers. Upon implementation into FMMI, all TRVL payments issued to employees are being remitted to the individual's bank account associated with their salary address in the vendor table in FMMI, regardless of the payment address option selected in TRVL. The special address options will be disabled in TRVL when FMMI is fully implemented USDA-wide.

**B Purpose**

This notice informs employees of the USDA-wide change in travel payments processing since USDA-wide implementation of FMMI.

**C GovTrip Payments in FMMI**

All TDY travel payments generated from GovTrip are being remitted to the individual's bank account associated with their salary address in the vendor table in FMMI.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2012	All FSA employees; State Offices relay to County Offices

## Notice FI-3040

### 1 Announcing Latest Travel Payments Update (Continued)

#### D Travelers/Employee Actions

There is nothing for the traveler/employee to do unless the traveler/employee wants to change the present bank account associated with their salary address at FSA.

If a traveler/employee wants to change the present bank account associated with their salary address at FSA, the traveler/employee shall change the bank account (salary address) through EPP or EmpowHR.

If a traveler/employee is having problems making the bank account change, the traveler/employee shall:

- contact the HR personnel in the State or headquarters office
- complete SF-1199A and submit to the State HR personnel specialist to change bank accounts.

**Notes:** Employees are **required** to have direct deposit for their net salary to receive their travel payments.

If the State HR personnel specialist cannot resolve the issue, the State HR personnel specialist will forward the issue to the EmpowHR Help Desk contact in Kansas City.

#### E Contact

If there are questions about this notice, contact the appropriate office according to the following.

Office	Contact
County Offices	State Office Federal Agency Travel Administrator (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 at <a href="mailto:lois.dick@kcc.usda.gov">lois.dick@kcc.usda.gov</a></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 at <a href="mailto:poc_travel@wdc.usda.gov">poc_travel@wdc.usda.gov</a></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>• Linda Smythe at 703-305-1407</li><li>• Rhonda Robinson at 703-305-1401.</li></ul></li></ul>