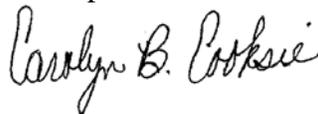


For: FSA Employees

Required Travel Reimbursement Submission Through GovTrip and Preparing FSA Employee TDY Travel Documents for End of FY 2011 and Beginning of FY 2012 in GovTrip

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Federal Travel Regulation (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”.

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

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, particularly as FSA gets closer to the end of FY 2011 and beginning of FY 2012
- provides guidance on preparing GovTrip travel documents that includes charging travel expenses to the correct FY
- obsoletes Notice FI-2998.

2 Travel Reimbursement and Purchasing Commercial Transportation

A Travel Reimbursement 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.

Disposal Date	Distribution
October 1, 2013	All FSA employees; State Offices relay to County Offices

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2 Travel Reimbursement and Purchasing Commercial Transportation (Continued)

B Instructions for Purchasing Commercial Transportation at USDA

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. If assistance is needed purchasing commercial transportation, travelers should contact their State, County, Kansas City, St Louis, or National Office Federal Agency Travel Administrator (FATA), as appropriate.

3 Preparing Travel Documents

A Using Proper Accounting Codes in GovTrip

GovTrip travel documents for travel:

- ending in FY 2011 (**September 30, 2011**) shall show accounting code (11-11-11 XXX)
- beginning in FY 2012 (**October 1, 2011**) shall show accounting code (12-12-12 XXX).

B TDY Booked on or After October 1, 2011, for FY 2012

No extra steps are required for reimbursements for travel approved in GovTrip **on or after October 1, 2011**, which is FY 2012.

C TDY Booked in FY 2011 That Occurs in FY 2012

Travel that will occur in FY 2012 can be processed in GovTrip during FY 2011. Travelers will be prompted to use FY 2011 accounting when creating an authorization for FY 2012 travel that is authorized in FY 2011. **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 FMMI at the time of approval. GovTrip will reject the obligation record because of an edit in GovTrip. GovTrip will **not** allow FY 2011 accounting to be used for FY 2012 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 2012, the traveler will be required to **amend** and **sign** the authorization in GovTrip **before** vouchering for reimbursement of the trip taken in FY 2012. After the accounting is changed to FY 2012, the voucher will process normally in GovTrip.

3 Preparing Travel Documents (Continued)

D TDY Beginning in September (FY 2011) and Ending in October (FY 2012)

For travel that crosses two FY's, GovTrip **requires** that the traveler select the current FY (FY 2011) accounting when creating the authorization in FY 2011. GovTrip will process a financial obligation record in FMMI 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 2011 and FY 2012. The authorization will be routed again through the approval process. When vouchering for the trip that crosses from FY 2011 into FY 2012, the traveler can prorate the accounting based on the number of days in travel status in FY 2011 and the number of days in travel status in FY 2012.

4 Additional Information

A Continuing Resolutions (CR's)

Employees **cannot** be in travel status on **October 1, 2011**, 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 2012. 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 2012 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 2012 Budget and Travel Authorization

FSA's FY 2012 appropriation has **not** been signed by the President at this time. If FY 2012 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, OBF will notify FSA employees of FY 2012 appropriation status in BU notices.

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4 Additional Information (Continued)

D 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.

E 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 either of the following: <ul style="list-style-type: none"> • e-mail to terry.luehrs@kcc.usda.gov • telephone at 816-926-1142.
Travel	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"> • e-mail to lois.dick@kcc.usda.gov • telephone at 816-926-6232.
	State Office FATA, National Office, and APFO	FMD, Travel Policy Staff by either of the following: <ul style="list-style-type: none"> • e-mail to poc_travel@wdc.usda.gov • telephone at 1 of the following: <ul style="list-style-type: none"> • Cynthia Chesley at 202-772-6006 • Arthur Holmes at 202-772-6016 • Rhonda Robinson at 202-772-6030 • Linda Smythe at 202-772-6035.

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 2011 accounting to be used for FY 2012 trip when vouchering.

REJECT.LTR	Date
<p>Name Organization Street Address City, State, ZIP Code Traveler E-Mail Address</p>	
<p>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.</p>	
<p>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-12 (10/05/2011).</p>	
<p>You may access GovTrip @ http://www.govtrip.com/govtrip/site/index.jsp</p>	