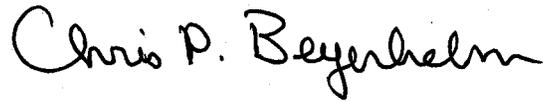


**For:** FSA Employees

**Preparing FSA Employee TDY Travel Documents  
for End of FY 2016 and Beginning of FY 2017 in Concur**

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



**1 Preparing Travel Documents at FY End**

**A Purpose**

This notice provides guidance on arranging for various travel scenarios in Concur at FY 2016 yearend, so that related expenses are booked to the proper FY accounting code.

**B Using Proper Accounting Codes in Concur**

The FY 2017 codes have been loaded into the Concur system. However, the FY 2017 code will not automatically populate in your first travel authorization for the new fiscal year. All travelers will need to select the appropriate FY 2017 line of accounting (LOA) to replace the FY 2016 LOA and mark it as their “default” LOA for the remainder of FY 2017.

**C TDY Booked on or After October 1, 2017, for FY 2017**

No extra steps are required for reimbursements for travel approved in Concur on or after October 1, 2016, which is FY 2017.

**D TDY Booked in FY 2016 That Occurs in FY 2017**

After the trip is taken in FY 2017, the traveler will be required to amend and sign the authorization in Concur before vouchering for reimbursement of the trip taken in FY 2017. After the accounting is changed to FY 2017, the voucher will process normally in Concur.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2017	All FSA employees; State Offices relay to County Offices

## Notice FI-3303

### 1 Preparing Travel Documents at FY End (Continued)

#### E TDY Beginning in September (FY 2016) and Ending in October (FY 2017)

For travel that crosses between the two FY's, Concur requires that the traveler select the current FY (FY 2016) accounting when creating the authorization in FY 2016. Concur 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 2016 and FY 2017. The authorization will be routed again through the approval process. When vouchering for the trip that crosses from FY 2016 into FY 2017, the traveler can prorate the accounting based on the number of days in travel status in FY 2016 and the number of days in travel status in FY 2017.

### 2 Additional Information

#### A CR's

Employees **cannot** be in travel status unless a CR or full budget has been signed by the President. If or **when the CR is in effect, travel may only be authorized for the period of the CR.**

**Note:** The current CR was signed on September 29, 2016 and will expire on December 9, 2016.

#### B Travel Authorization

The following statement should be included on all travel authorizations for the duration of any CR during FY 2017. The travel, or travel arranger, shall type this statement in the comment box before they stamp the authorization "Signed".

"It is understood and agreed that funding of the travel authorization is contingent upon the passage of an appropriation by Congress for FY2017, from which expenditures thereunder 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 2017 Budget and Travel Authorization

FSA's FY 2017 full-year appropriation has not been signed by the President at this time. If FY 2017 full-year appropriation is not signed by the President and a CR occurs, travel may only be authorized for the period of the CR.

During any CR period, all official travel must be authorized on a "Type TT" (Trip-by-Trip) basis for the specific CR period until a final appropriation is passed.

As necessary, OBF will notify employees of the FY 2017 appropriation status in BU notices.

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**2 Additional Information (Continued)**

**D Contacts**

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

<b>Issue</b>	<b>Office</b>	<b>Contact</b>
Accounting	County Office	State Office Federal Agency Travel Administrator (FATA)
	State Office	
	State Office FATA, National Office, and APFO	Either of the following: <ul style="list-style-type: none"> <li>• Claire Lindsey by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>claire.lindsey@kcc.usda.gov</b></li> <li>• telephone at 816-926-6245</li> </ul> </li> <li>• Marsha Stevens by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>marsha.stevens@kcc.usda.gov</b></li> <li>• telephone at 816-926-6288.</li> </ul> </li> </ul>
Travel	County Office	State Office Federal Agency Travel Administrator (FATA).
	State Office	
	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 to one of the following:                             <ul style="list-style-type: none"> <li>• Cynthia Chesley at 202-772-6006</li> <li>• Arthur Holmes at 202-772-6016</li> <li>• Rhonda Robinson at 202-772-6030</li> <li>• William Willer at 202-772-6042.</li> </ul> </li> </ul>