

For: FSA Employees

Completing TDY Travel Documents for FY 2009 in GovTrip

Approved by: Associate Administrator for Operations and Management



1 FY 2009 Travel Documents in GovTrip

A Background

FY 2009 ended on September 30, 2009, and the Federal Government is presently in FY 2010.

The Federal Travel Regulation states the following:

“301-52.7 When must I submit my travel claim?

Unless your agency administratively requires you to submit your travel claim within a shorter timeframe, 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.”

B Purpose

This notice provides the dates to close out FY 2009 TDY travel.

C Action

All FSA:

- travelers shall ensure that their TDY travel documents for official business have been completed and signed in GovTrip for all FY 2009 TDY (October 1, 2008, through September 30, 2009) travel by COB Tuesday, November 10, 2009
- approving officials shall ensure that they take action on (return and/or approve) all TDY travel documents for official business that have been submitted to them in GovTrip for all FY 2009 TDY (October 1, 2008, through September 30, 2009) travel by COB Friday, November 13, 2009

Disposal Date	Distribution
October 1, 2010	All FSA employees; State Offices relay to County Offices

Notice FI-2930

1 FY 2009 Travel Documents in GovTrip (Continued)

C Action (Continued)

- SED's shall instruct **all**:
 - State and County Office travelers to ensure that their TDY travel documents for official business have been completed and signed in GovTrip for all FY 2009 TDY (October 1, 2008, through September 30, 2009) travel by COB Tuesday, November 10, 2009
 - approving officials to ensure that they take action on (return and/or approve) all TDY travel documents for official business that have been submitted to them in GovTrip for all FY 2009 TDY (October 1, 2008, through September 30, 2009) travel by COB Friday, November 13, 2009.

D Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E Contacts

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

Issues	Office	Contact
Accounting	County Offices	State Office Federal Agency Travel Administrator (FATA)
	State Offices	
	State Office FATA and National Office	Terry Luehrs at 816-926-1142
Travel	County Offices	State Office FATA
	State Offices	
	Kansas City and St. Louis complexes	Lois Dick by e-mail at lois.dick@kcc.usda.gov
	State Office FATA, National Office, and APFO	FMD, Debt Management and Travel Policy Office by e-mail at poc_travel@wdc.usda.gov