UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PS-701

For: State and County Offices

Trade Adjustment Assistance for Farmers (TAAF) Travel Reimbursement Claim Processing Functionality Updates

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

TAAF software processed Travel Reimbursement payments for claims that are approved, according to Notice PS-684, subparagraph 2 F. However, the software did not include a status to indicate claims were not submitted. Furthermore, there was no disapproval reason code or disapproval letter available for travel vouchers that were not submitted timely. TAAF software has been updated to provide users the ability to:

- update the Travel Reimbursement event status to "**Claim Waived**", when no claim was submitted
- select the new disapproval reason code (37) during the travel voucher review process for travel reimbursement claims not submitted timely
- generate and print the disapproval letter with the new disapproval reason code (37).

TAAF travel reimbursement functionality enhancements are included in this notice for processing travel:

- vouchers using "**Claim Waived**" status
- voucher updates from "**Claim Waived**" status
- reimbursement claims that were not timely filed
- reimbursements for approved travel claims
- voucher updates from "**Approved**" to "**Claim Waived**" status.

Disposal Date	Distribution
May 1, 2013	State Offices; State Offices relay to County Offices

1 Overview (Continued)

B Purpose

This notice:

- provides State and County Offices with updated instructions and guidance for processing travel reimbursement claims using the updated web-based TAAF payment processing software located on FSA's Intranet web site

- is supplemental and does not supersede any previously issued notice providing TAAF software payment processing instructions.

C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail at **stacy.carroll@wdc.usda.gov**
- telephone at 202-690-8037.

D Release Schedule

The TAAF Travel Reimbursement processing software enhancements detailed in this notice were provided in Web Transmittal No. 314 on **January 11, 2013**.

2 Getting Started

A eAuthentication Login

To log into the TAAF application processing software:

- under Links, CLICK "**FSA Applications**"

- under Price Support, CLICK "**Trade Adjustment Assistance for Farmers**"

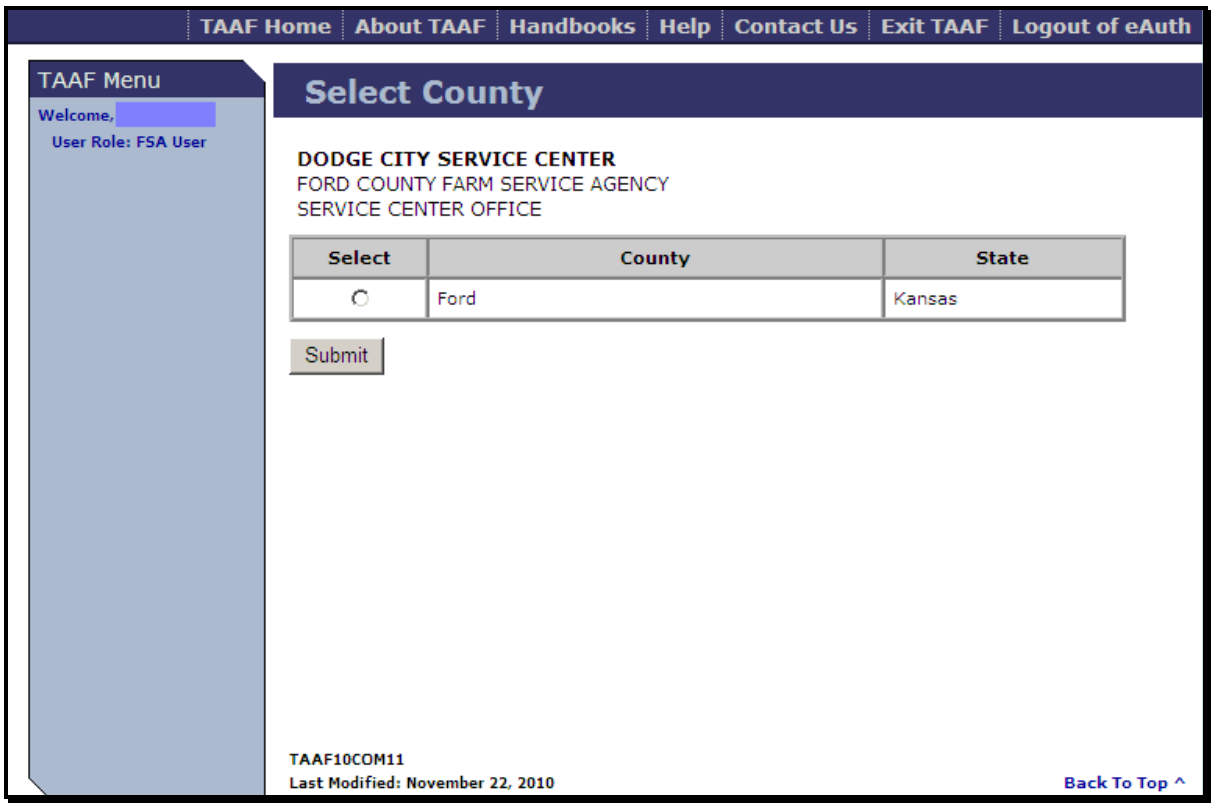
- CLICK "**I Agree**" on the eAuthentication Warning Screen and the eAuthentication Login Screen will be displayed

- enter user ID and password, CLICK "**Login**",

2 Getting Started (Continued)

A eAuthentication Login (Continued)

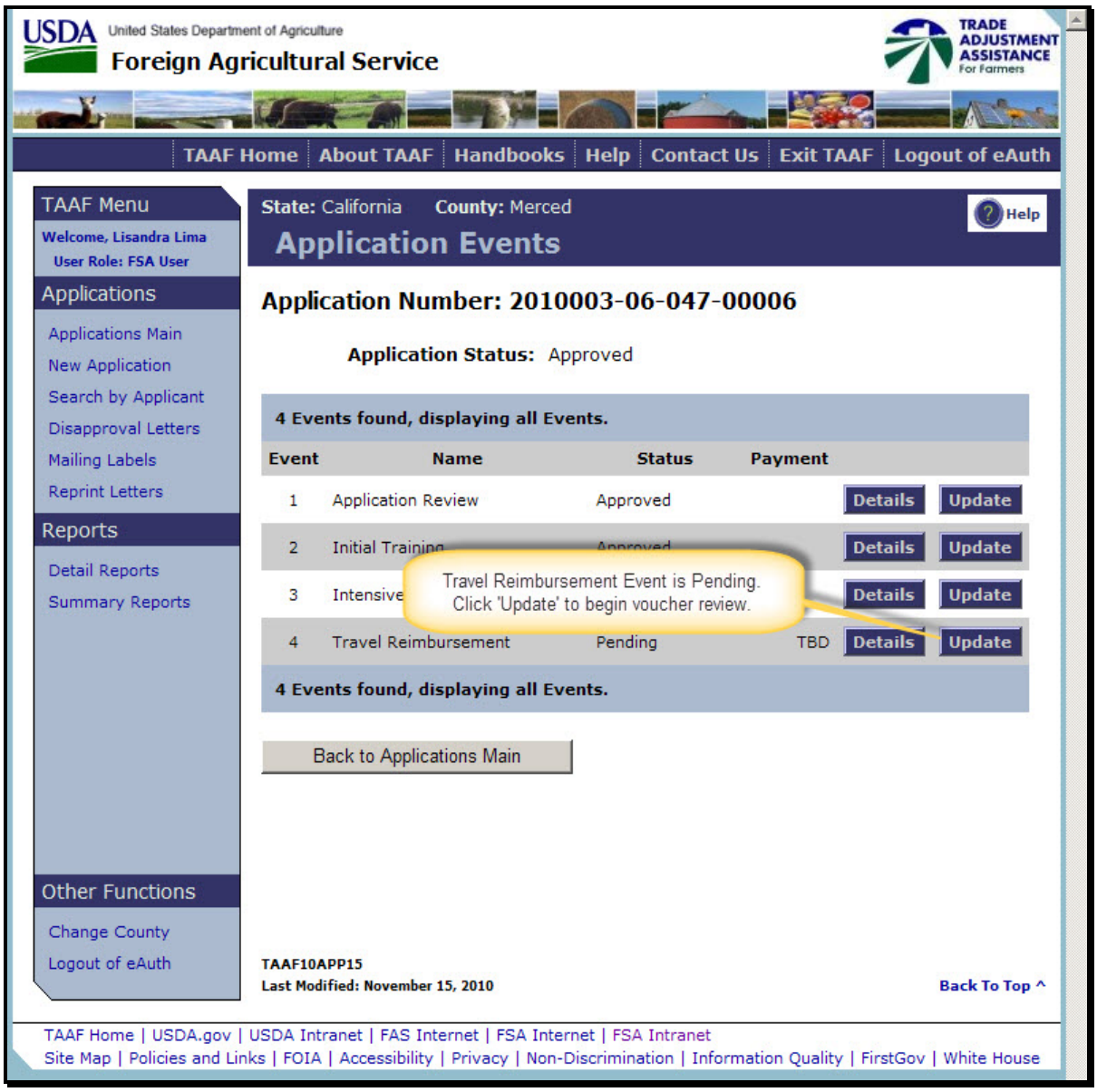
The following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.



3 Processing Travel Vouchers Using "Claim Waived" Status

A Travel Voucher Processing

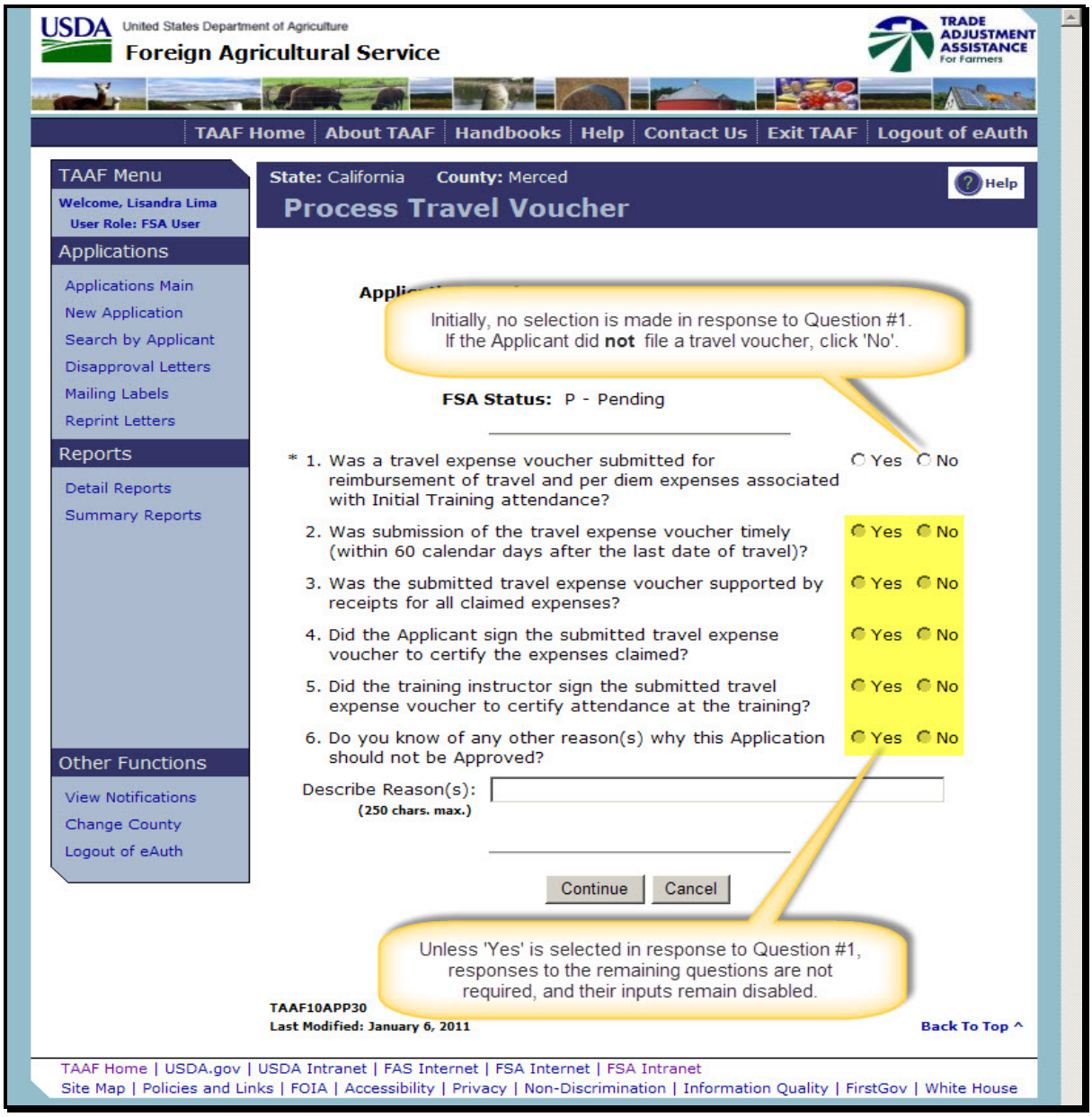
The Travel Reimbursement event is automatically triggered and displayed in the list of events when the Initial Training status is changed to "**Approved**". The status of the automatically triggered event will default to "**Pending**" as displayed in the following Application Events Screen. To update the Travel Voucher to "**Claim Waived**" status, CLICK "**Update**" next to the Travel Reimbursement event on the Applications Event Screen.



3 Processing Travel Vouchers Using "Claim Waived" Status (Continued)

A Travel Voucher Processing (Continued)

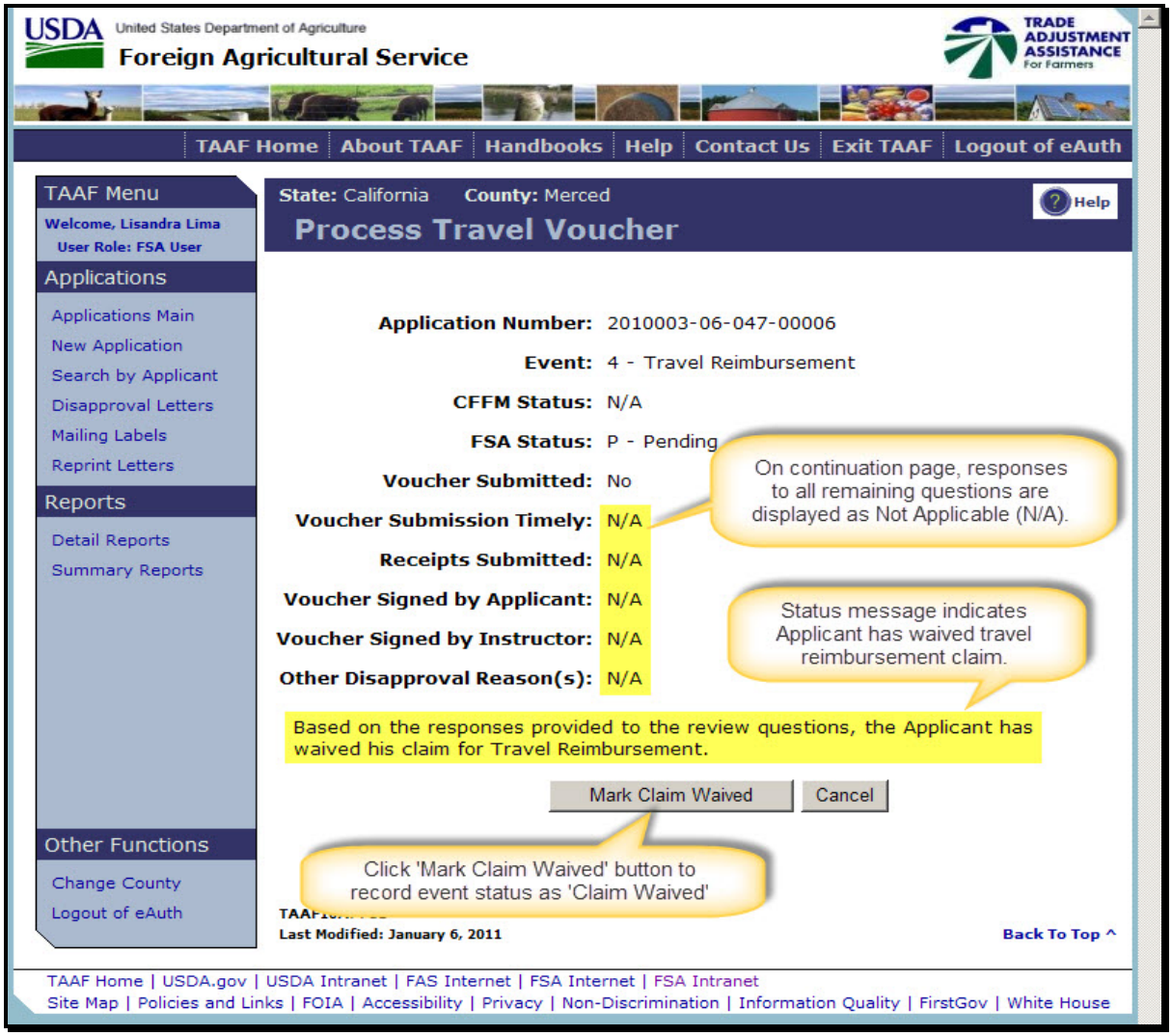
The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions. Question 1 is new and has been added to the review process. Default settings will have no selection made. If the applicant did **not** file a travel voucher, CLICK "**No**". Unless "Yes" is selected in response to question 1, responses to the remaining 5 questions are not required (as indicated by the absence of an asterisk ['*'] beside the question), and inputs will remain disabled. CLICK "**Continue**".



3 Processing Travel Vouchers Using "Claim Waived" Status (Continued)

A Travel Voucher Processing (Continued)

After clicking "**Continue**", the following continuation of the Process Travel Voucher Screen will be displayed. Responses to the non-required questions are displayed as "**N/A**" (Not Applicable), and the processing result text indicates the applicant has waived their travel claim. CLICK "**Mark Claim Waived**" to record event status as "**Claim Waived**".



Note: A Travel Reimbursement event with a "**Claim Waived**" status:

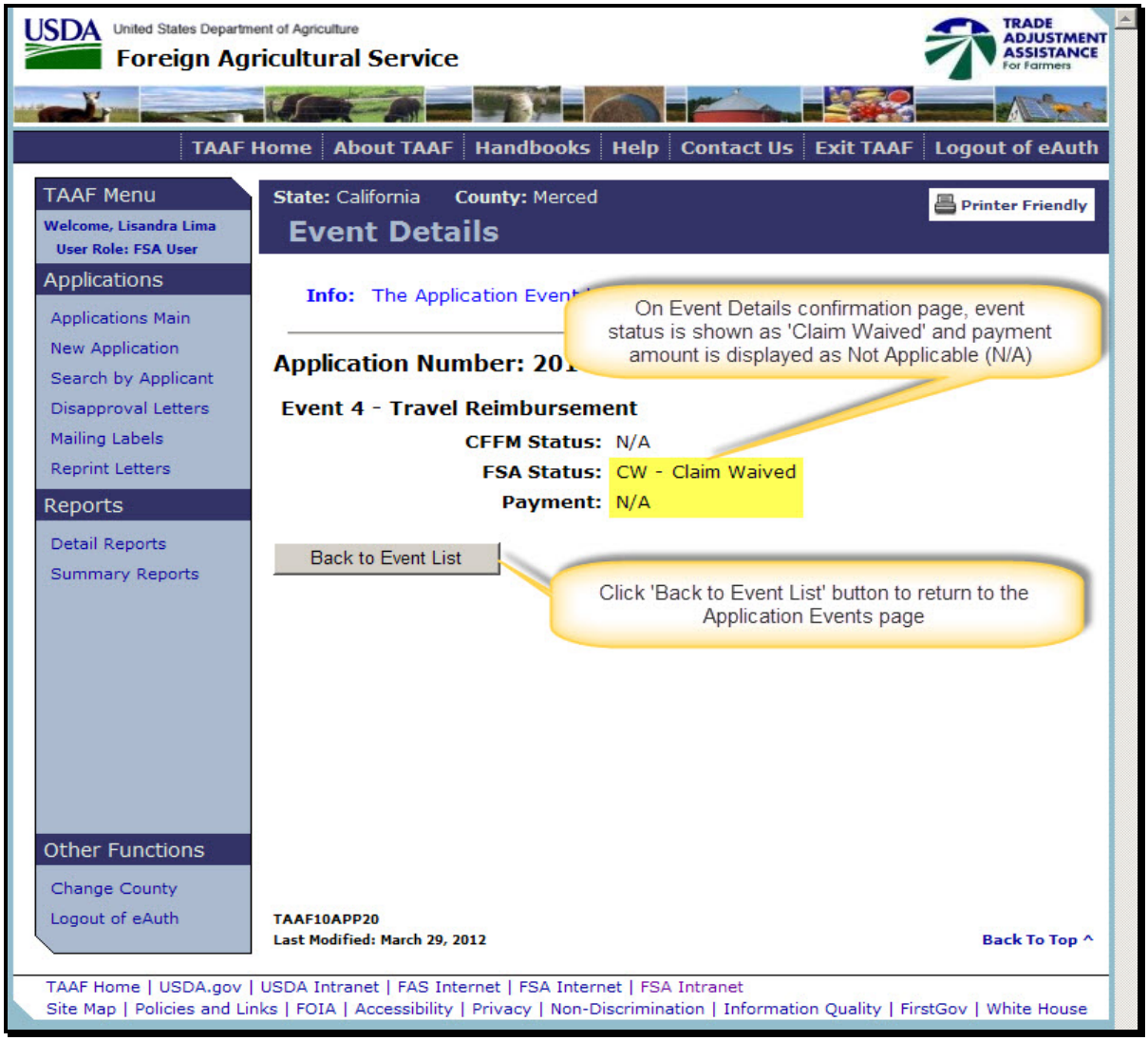
- indicates **no** claim was submitted
- shall **not** be paid
- will **not** allow a disapproval letter to be generated.

No further action is required.

3 Processing Travel Vouchers Using "Claim Waived" Status (Continued)

A Travel Voucher Processing (Continued)

The following Event Details Screen will be displayed, confirming the update has been completed successfully. CLICK "**Back to Event List**".



4 Processing Travel Voucher Updates From "Claim Waived" Status

A Travel Voucher Updates

If the Travel Reimbursement event for an application has been marked with "**Claim Waived**", this status and the fact that no payment applies will allow updates to the event status as follows, from "**Claim Waived**" to:

- "**Pending**"
- "**Approved**"
- "**Referred to FAS**"
- "**Disapproved**".

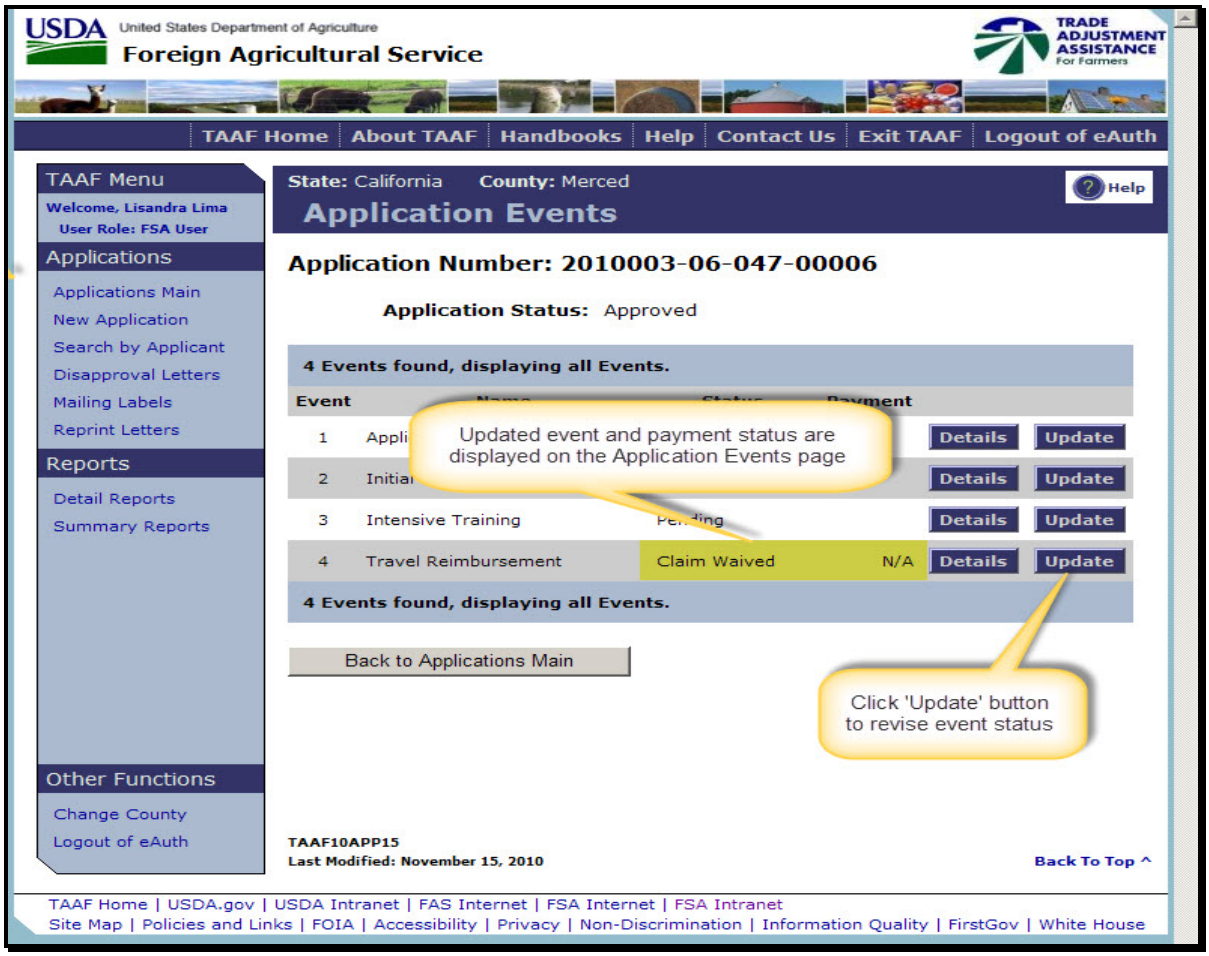
Note: No direct implementation of the "**Disapproved**" option will be available. Instead, County Offices must use the procedure in subparagraph 4 B to update the event status from "**Claim Waived**" to "**Referred to FAS"**. After this update is completed, **FAS** users are then permitted to update the event's status from "**Referred to FAS**" to "**Disapproved**", specifying the Disapproval Letter date.

Except for applications in Special Handling, once travel status is set to "**Claim Waived**", changing the event's status will require that the status be returned to "**Pending**".

4 Processing Travel Voucher Updates from "Claim Waived" Status

B Travel Voucher Updates From "Claim Waived" to "Pending"

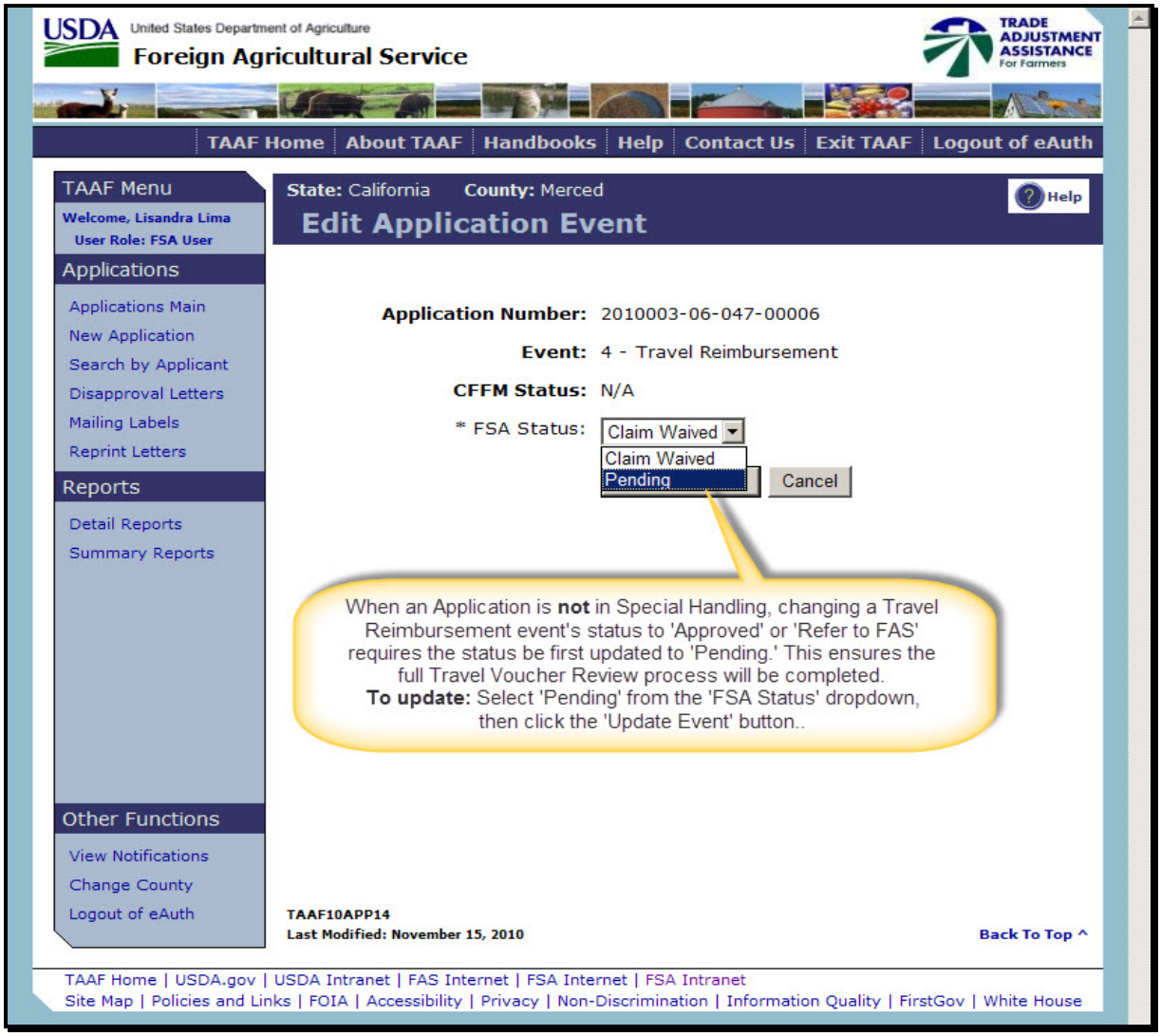
The following is an example of the Application Events Screen with the Travel Reimbursement event marked "**Claim Waived**" status and no payment applies. To update the Travel Voucher to "**Pending**", CLICK "**Update**" next to the Travel Reimbursement event on the Application Events Screen.



4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

B Travel Voucher Updates From "Claim Waived" to "Pending" (Continued)

The following Edit Application Event Screen will be displayed allowing County Offices to change FSA Status to "**Pending**". Select "**Pending**" from the "**FSA Status**" drop-down menu and CLICK "**Update Event**".

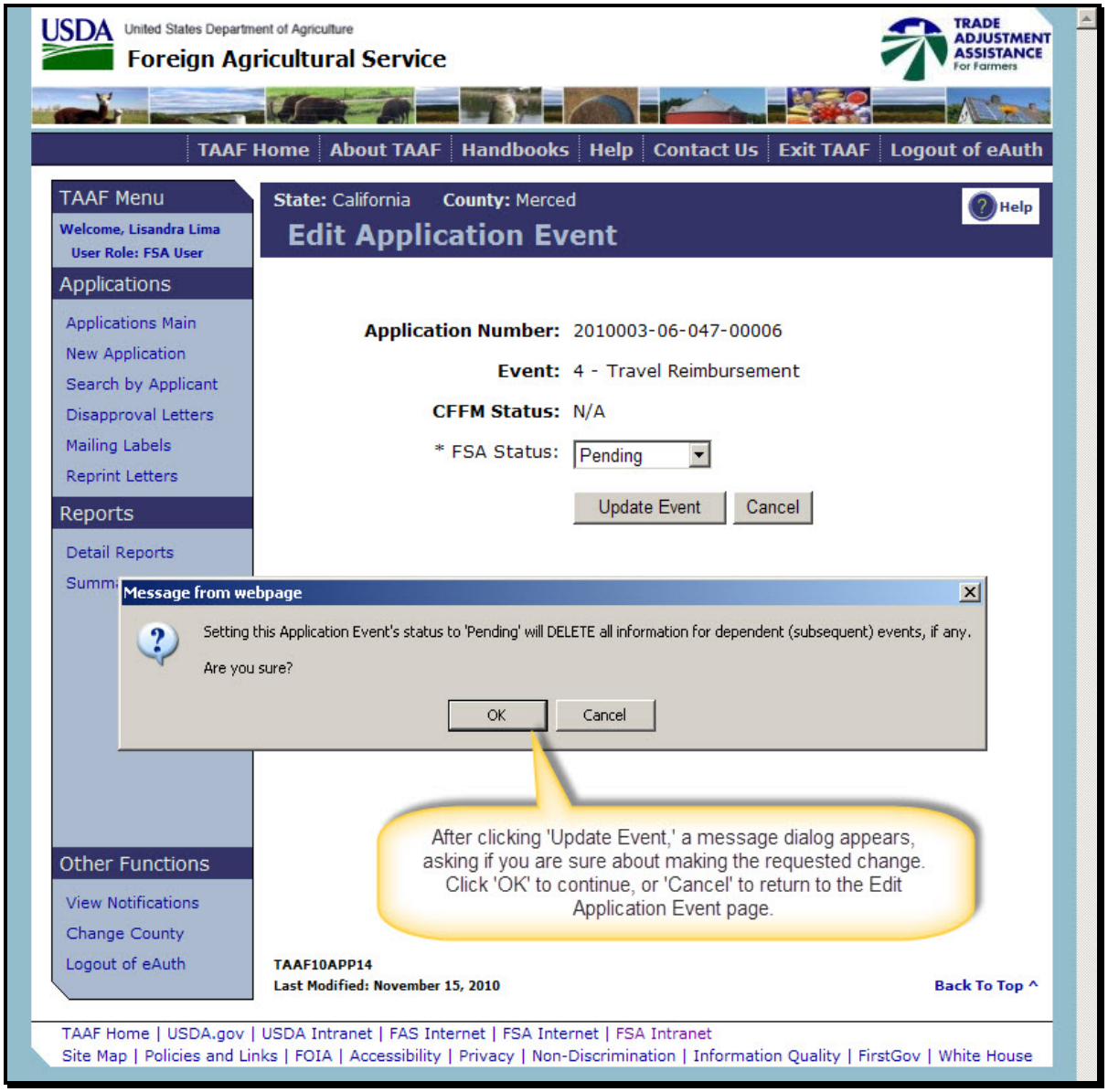


Note: When an application is not in Special Handling, changing a Travel Reimbursement event's status to "**Approved**" or "**Refer to FAS**" requires that the status be updated to "**Pending**". This will ensure that the full Travel Voucher Review process will be completed.

4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

B Travel Voucher Updates From "Claim Waived" to "Pending" (Continued)

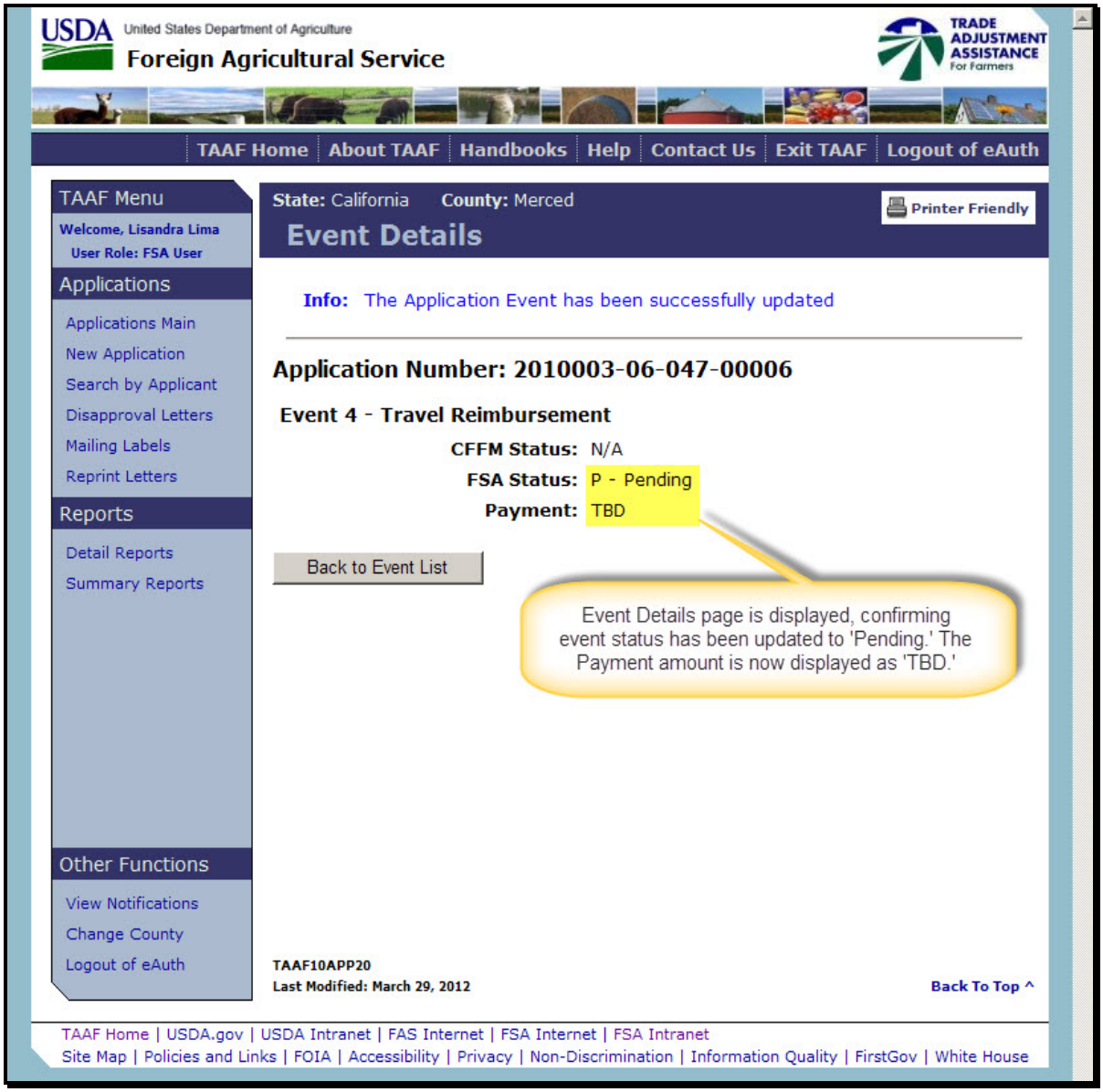
Once the FSA Status has been changed for the applicable event displayed, the following message will be displayed with a warning to verify the updates. CLICK "**OK**".



4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

B Travel Voucher Updates From "Claim Waived" to "Pending" (Continued)

The following continuation of the Event Details Screen will be displayed confirming the updated event status. CLICK "**Back to Event List**".



4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

C Travel Voucher Updates From "Claim Waived" to "Approved"

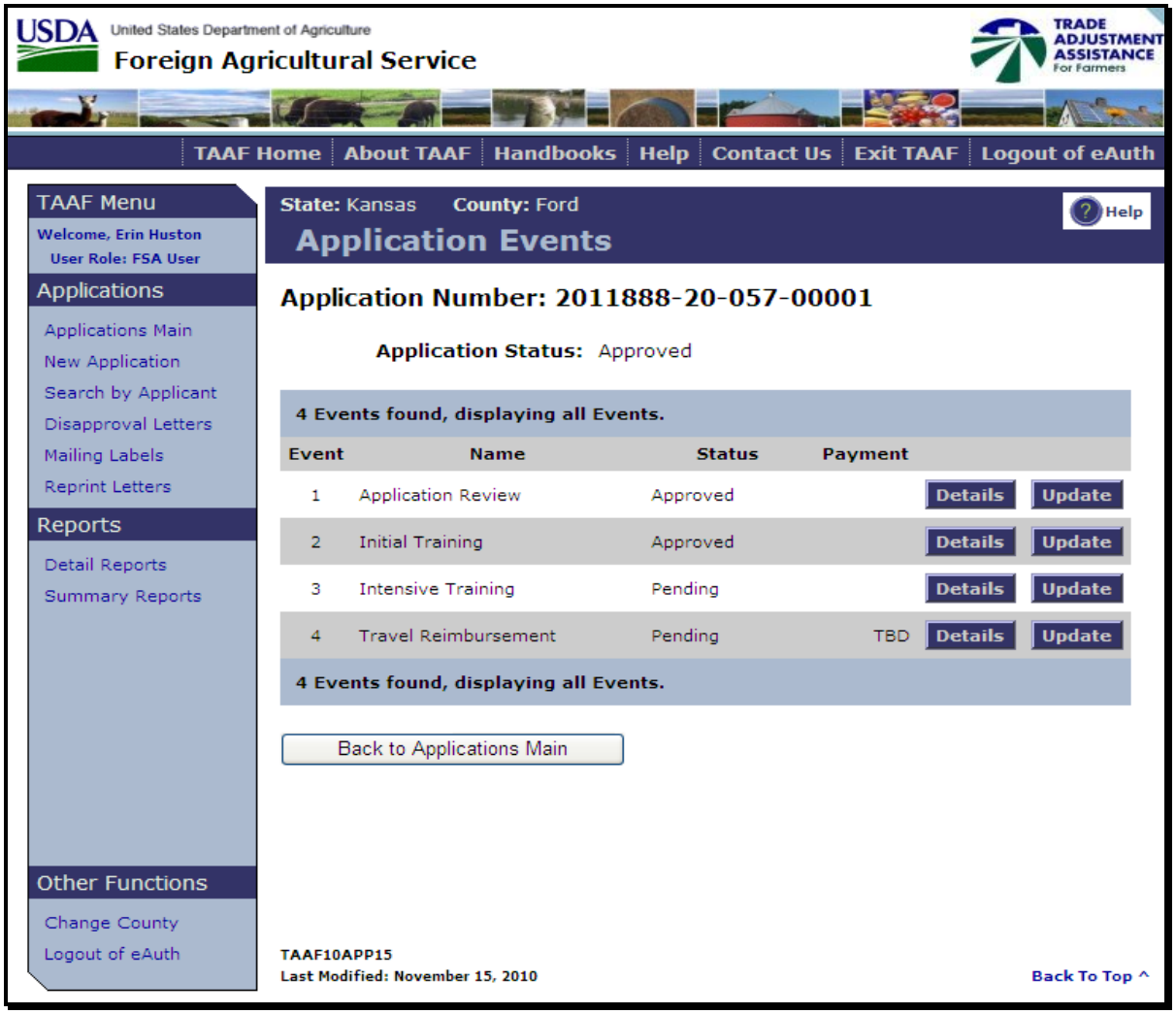
When an application is not in Special Handling, changing a Travel Reimbursement event status to "**Approved**" requires that the status be updated to "**Pending**" according to subparagraph 4 B. This ensures that the full Travel Voucher Review process will be completed. After the Travel event status has been changed to "**Pending**", process the approved travel reimbursement according to subparagraph 7 A.

For Applications that are in Special Handling, County Offices are permitted to mark the event directly from "**Claim Waived**" to "**Approved**", on the Edit Application Event Screen according to subparagraph 4 B. **After** selecting "**Approved**" from the drop-down menu, the user is required to enter the amount which was paid to the applicant through Online Payments **before** completing the event update according to subparagraph 7 A.

4 Processing Travel Voucher Updates From "Claim Waived" Status

D Travel Voucher Updates From "Claim Waived" to "Refer to FAS"

When an application is not in Special Handling, changing a Travel Reimbursement event status from "**Claim Waived**" to "**Refer to FAS**" requires that the status be updated to "**Pending**" according to subparagraph 4 B. This ensures that the full Travel Voucher Review process will be completed. After the Travel event status has been changed to "**Pending**", to update the status to "**Refer to FAS**", CLICK "**Update**" next to the Travel Reimbursement event on the Application Events Screen.

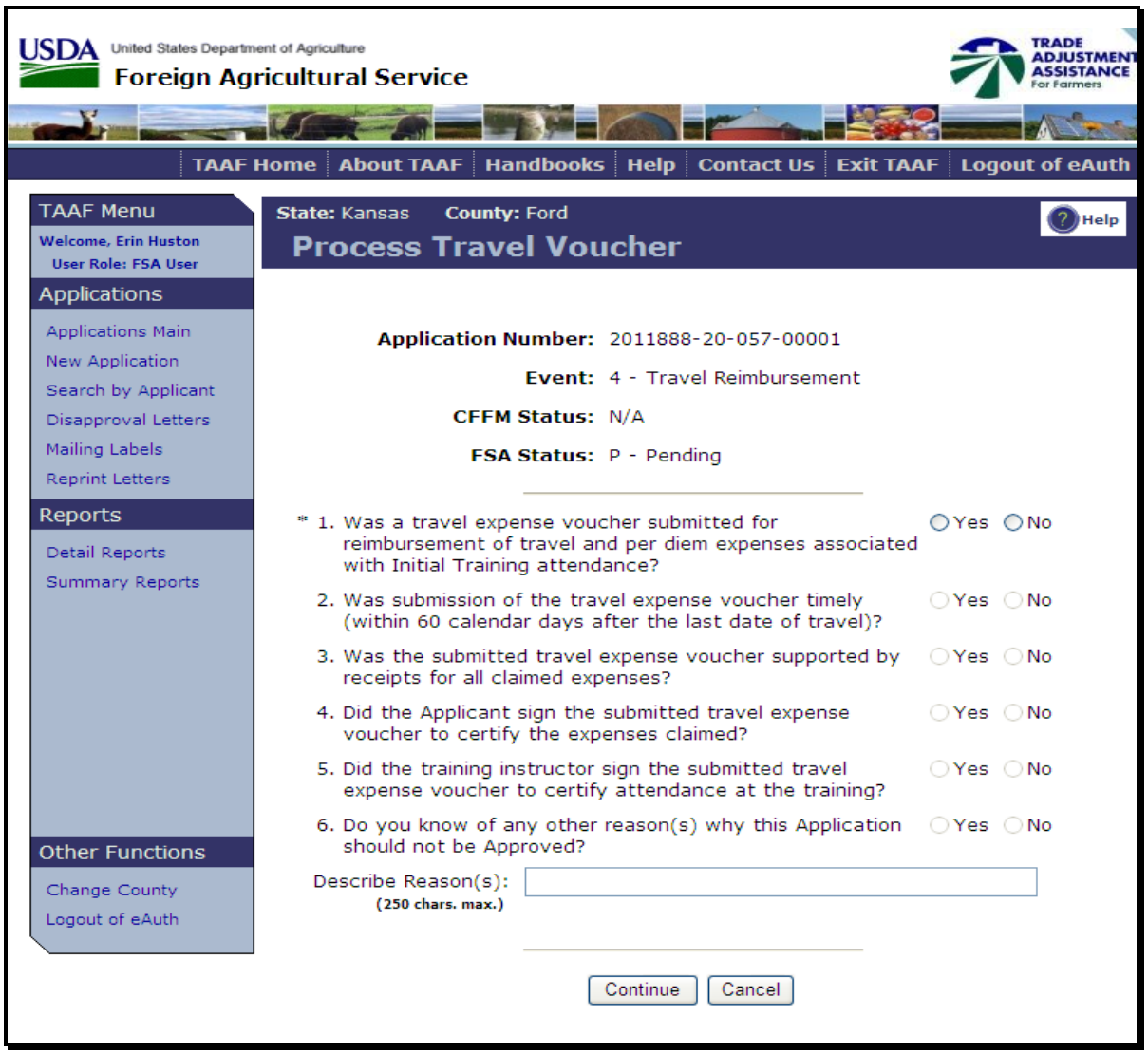


Note: For Applications that are in Special Handling, County Offices are permitted to mark the event directly from "**Claim Waived**" to "**Referred to FAS**", on the Edit Application Event Screen according to subparagraph 4 B. After selecting "**Referred to FAS**" from the drop-down menu, the user will be required to select 1 or more of the 28 available Disapproval Reasons (including the new Reason Code 37 and "**Other**") **before** completing the event update.

4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

D Travel Voucher Updates From "Claim Waived" to "Refer to FAS" (Continued)

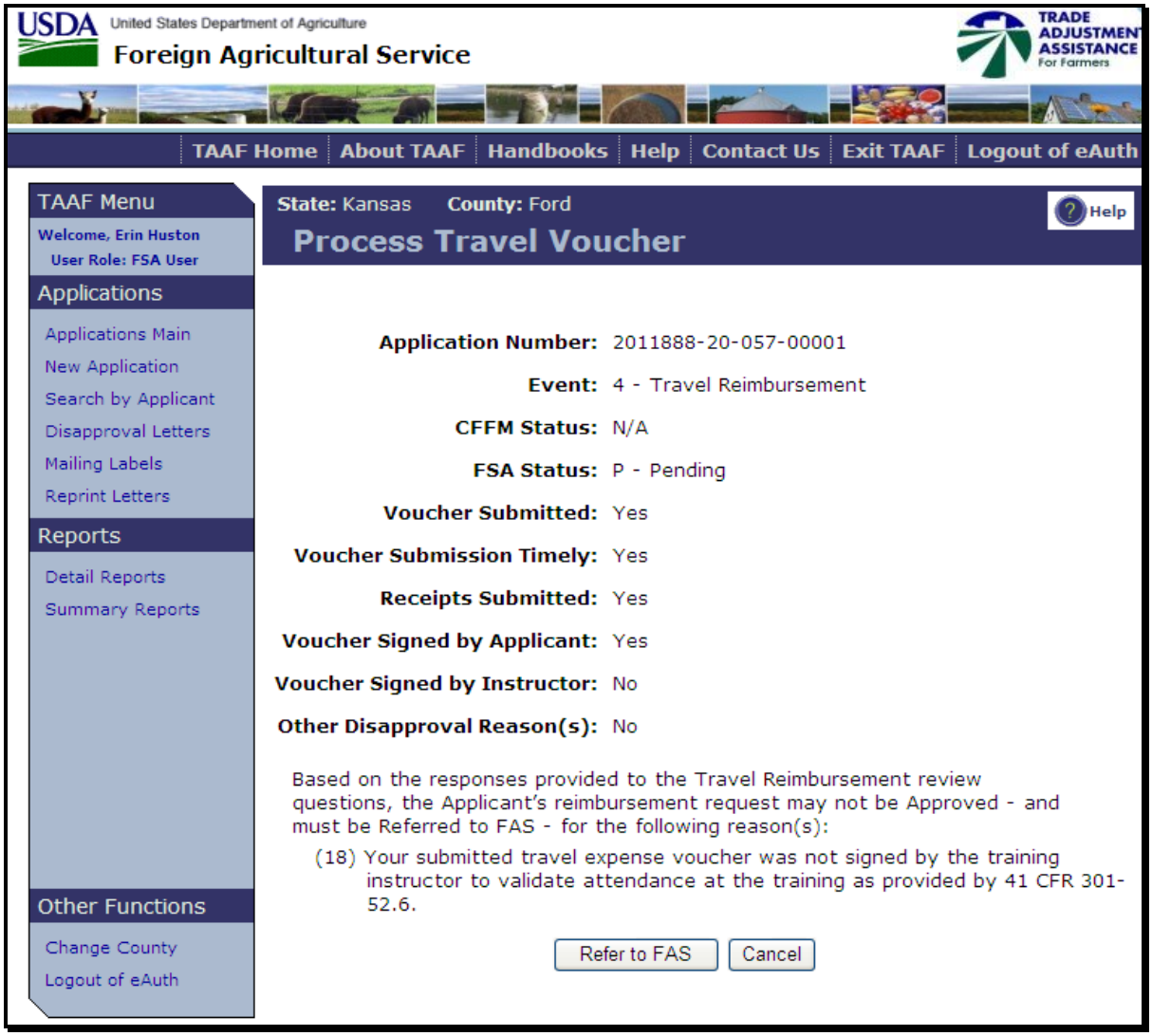
The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions during the travel reimbursement review process. To refer the travel reimbursement claim to FAS for disapproval, the user **must** answer "**Yes**" to question 1 (Did the user file a claim?) and either "**No**" to 1 or more of questions 2 through 5, or "**Yes**" to question 6 (Are there other disapproval reasons?). CLICK "**Continue**".



4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

D Travel Voucher Updates From "Claim Waived" to "Refer to FAS" (Continued)

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. The displayed message indicates the applicant's Travel claim **cannot** be approved based on the reason code in the text, and the claim **must** be referred to FAS for disapproval. CLICK "**Refer to FAS**" to update event status.



4 Processing Travel Voucher Updates From "Claim Waived" Status (Continued)

D Travel Voucher Updates From "Claim Waived" to "Refer to FAS" (Continued)

The following Event Details Screen will be displayed confirming the update has been completed successfully. CLICK "**Back to Event List**".

Note: Once the Travel Reimbursement event has been referred to FAS for disapproval, no further updates will be allowed by the County Office unless FAS changes the status to "**Pending by FAS**".

5 Processing Travel Reimbursement Claims Not Timely Filed

A Processing Non-Timely Filed Travel Claims

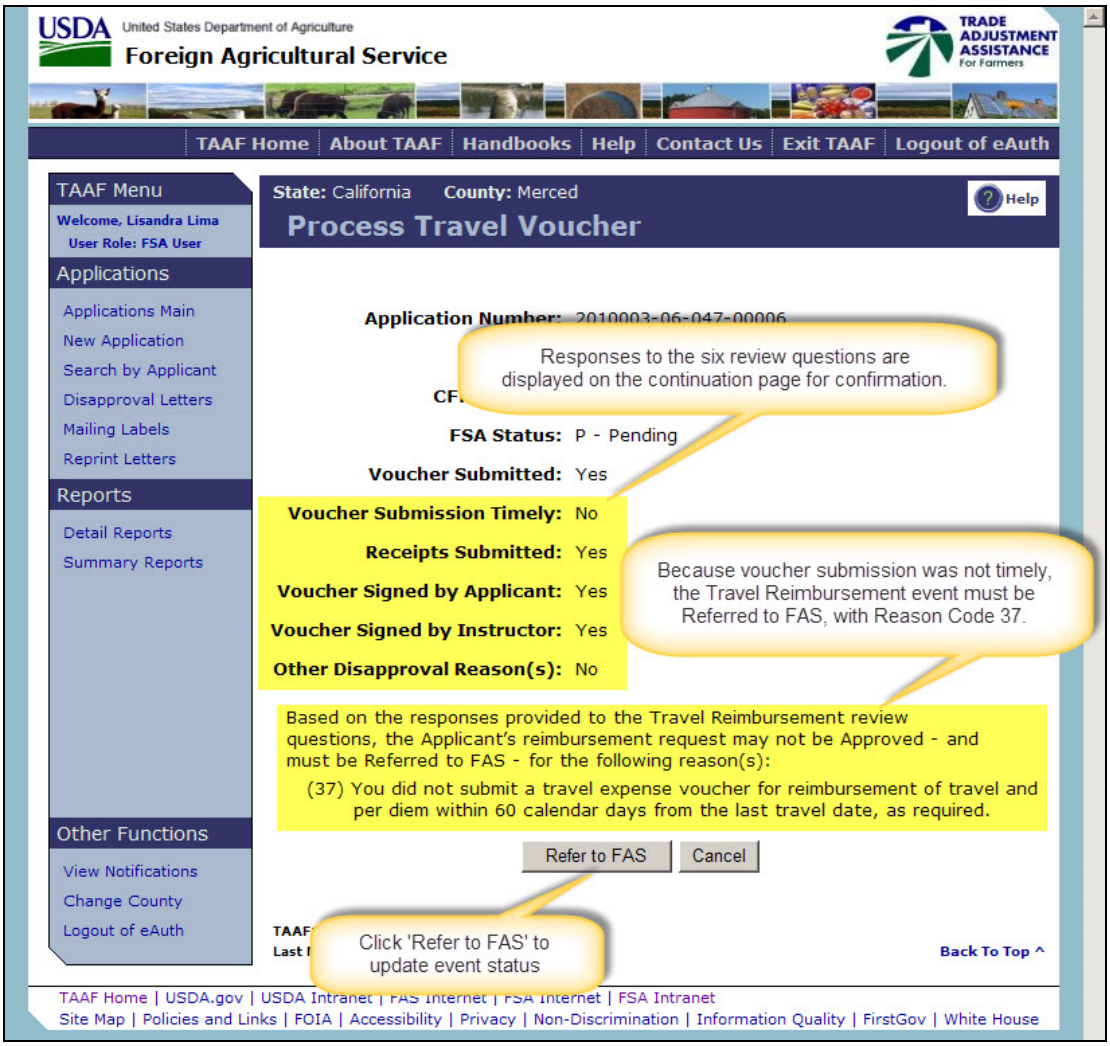
The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions during the travel reimbursement review process. Since the applicant filed a Travel Voucher, CLICK "**Yes**" for question 1. Once "**Yes**" is selected in response to question 1, responses to the remaining 5 questions are required (as indicated by the asterisk ['*'] beside the question numbers), and inputs will be enabled.

If the applicant's submission of the travel reimbursement claim was not timely filed, County Offices should answer "**No**" to question 2. The remaining 4 questions should be answered based on the information contained in the travel claim. CLICK "**Continue**".

5 Processing Travel Reimbursement Claims Not Timely Filed (Continued)

A Processing Non-Timely Filed Travel Claims (Continued)

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. Messages will be displayed indicating the applicant's travel reimbursement **cannot** be approved because it was not timely filed, and the claim **must** be referred to FAS for disapproval. CLICK "**Refer to FAS**" to update event status.



5 Processing Travel Reimbursement Claims Not Timely Filed (Continued)

B Event Details Screen Confirmation Page

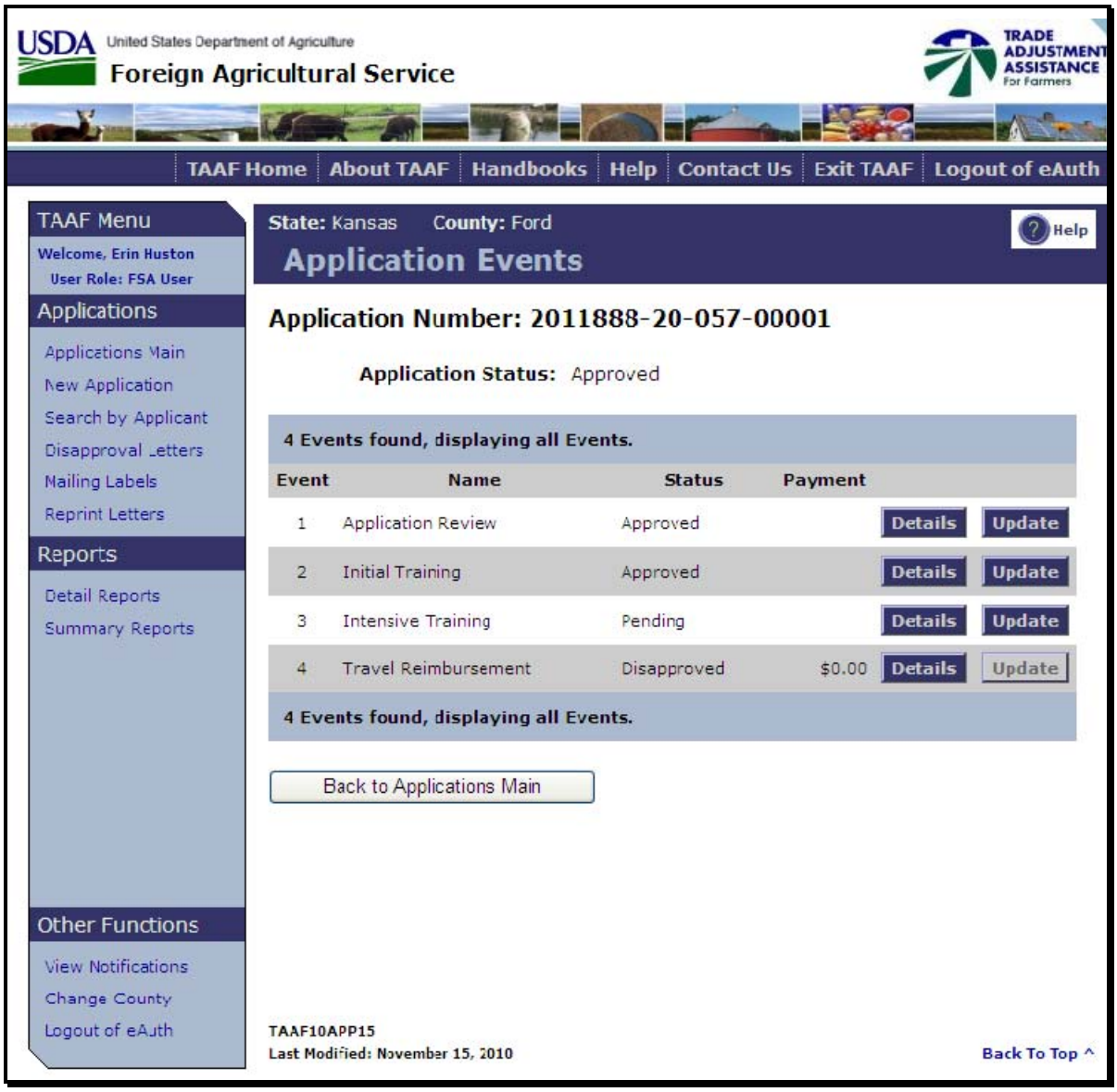
The following Event Details Screen will be displayed confirming the update has been completed successfully. On the Event Details Screen confirmation page, the event status is shown as "**Referred to FAS**" and the payment amount is displayed as "**TBD**" (amount is not set to $0.00 until the event is "**Disapproved**" by FAS). CLICK "**Back to Event List**".

6 Processing Disapproval Letters for Travel Reimbursements Claims Not Timely Filed (Continued)

A Processing Disapproval Letter for Travel Claims Not Timely Filed

When the applicant dos not submit a travel expense voucher for reimbursement of travel and per diem timely, within 60 calendar days from the last travel date, a disapproval letter shall be generated with the new reason code as shown in subparagraph 5 A.

The Travel Reimbursement event is automatically triggered and will be displayed in the list of events when FAS has changed the status to "**Disapproved**". On the Application Events Screen, CLICK "**Details**" next to the Travel Reimbursement event to begin generating the disapproval letter.

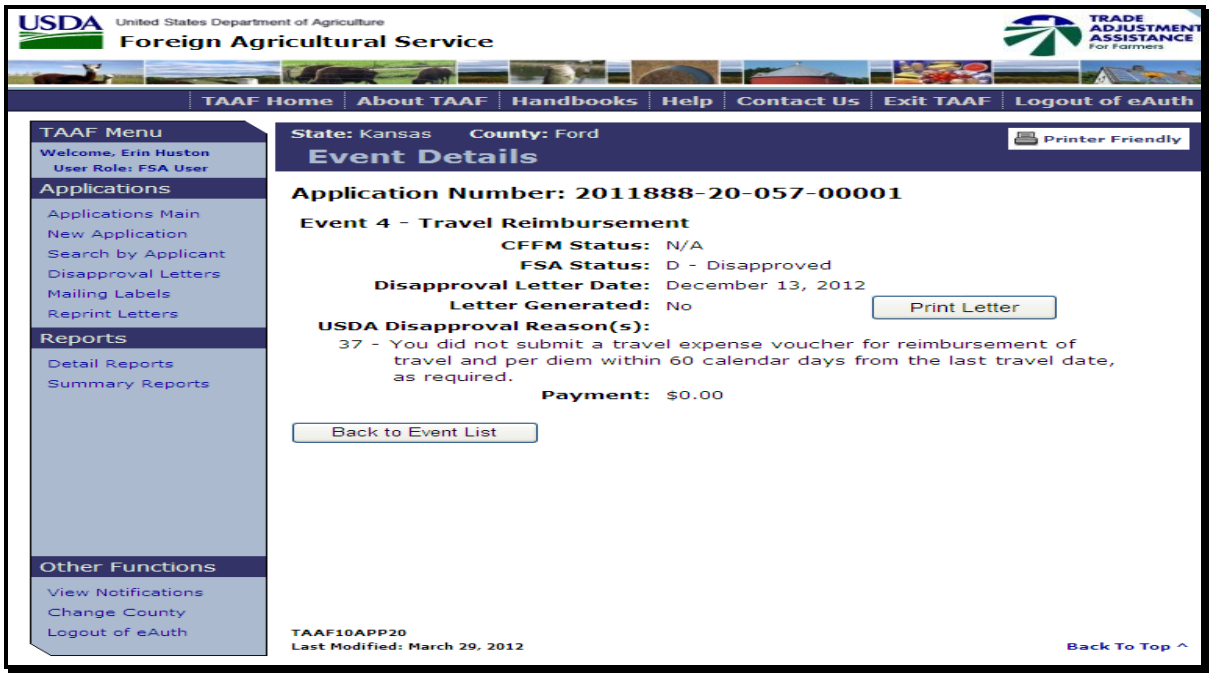


6 Processing Disapproval Letters for Travel Reimbursements Claims Not Timely Filed (Continued)

B Printing Disapproval Letters for Travel Claims Not Timely Filed

The following Event Details Screen will be displayed. When the user clicks "**Print Letter**", a new window will be displayed and the requested disapproval letter will be generated and presented to the user (as a PDF document).

As with other documents that are presented to the user, the standard Open/Save/Cancel will be displayed by Internet Explorer. If "**Save**" is selected, the document will be saved directly to the local file system and the window will close. If "**Open**", is selected, the generated PDF document will be displayed in the new window. From that window, the user will be allowed to print and/or save the document.



Note: Disapproval letters:

- that have not been printed will be displayed automatically in the disapproval letters list when disapproved by FAS
- can be generated according to Notice PS-682 subparagraph 3 J
- can now be reprinted according to Notice PS-696
- will not be generated for applications that have been withdrawn.

  Note: Further instructions will be provided in a forthcoming notice on how to handle applications that have been withdrawn.

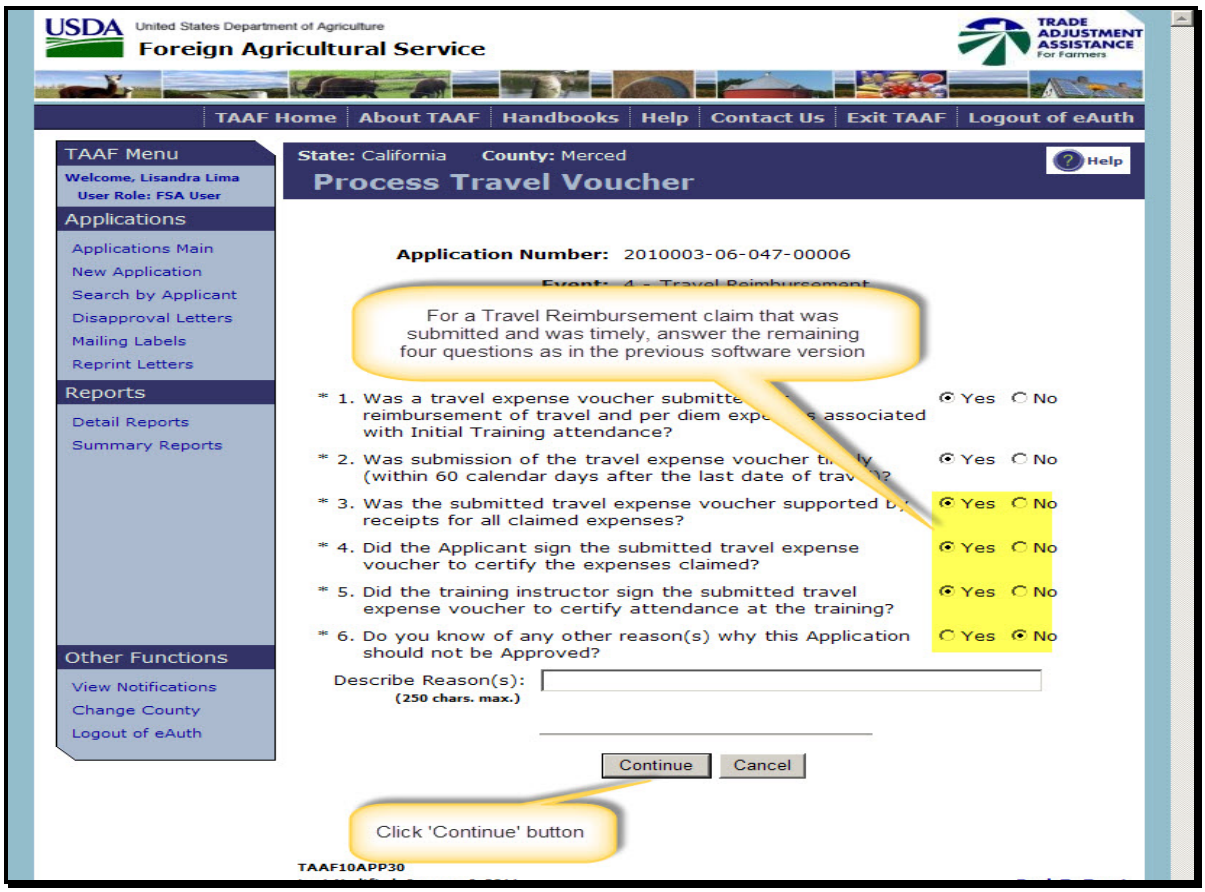
7 Processing Travel Reimbursements for Approved Travel Claims

A Processing Approved Travel Claims

Based on the new question 1 that has been added to the travel voucher review process, for a travel reimbursement claim to be approved, all of the questions in the following Process Travel Voucher Screen must be true as follows.

- A travel reimbursement claim must have been filed (Answer “Yes” to question 1).
- The claim submission must have been timely (Answer “Yes” to question 2).
- All required receipts must have been submitted (Answer “Yes” to question 3).
- The applicant must have signed the claim form (Answer “Yes” to question 4).
- The training instructor must have signed the claim form (Answer “Yes” to question 5).
- The County Office must not know of any other reasons why the claim should be disapproved (Answer “No” to question 6).

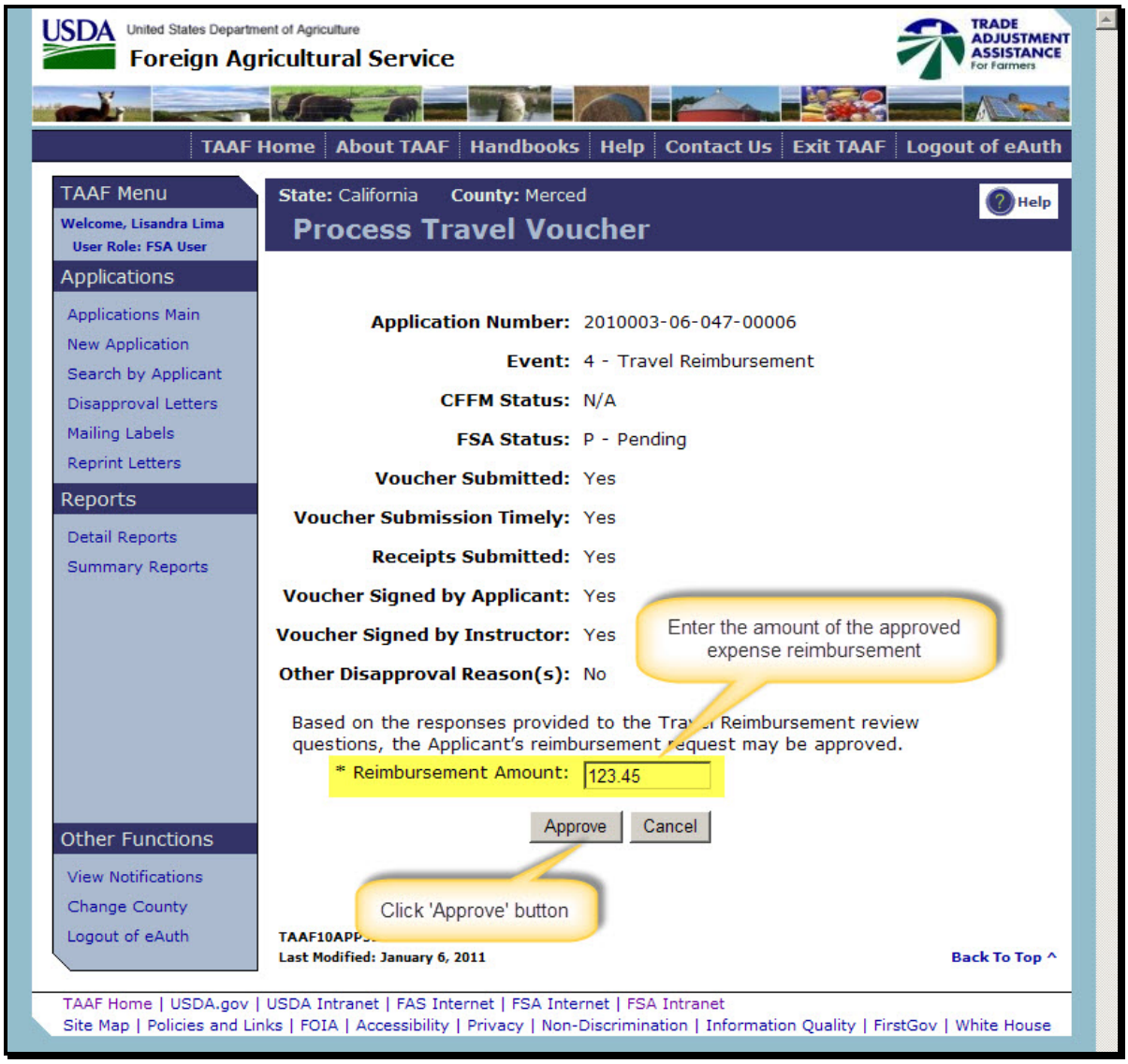
CLICK “**Continue**”



7 Processing Travel Reimbursements for Approved Travel Claims (Continued)

B Entering the Reimbursement Amount

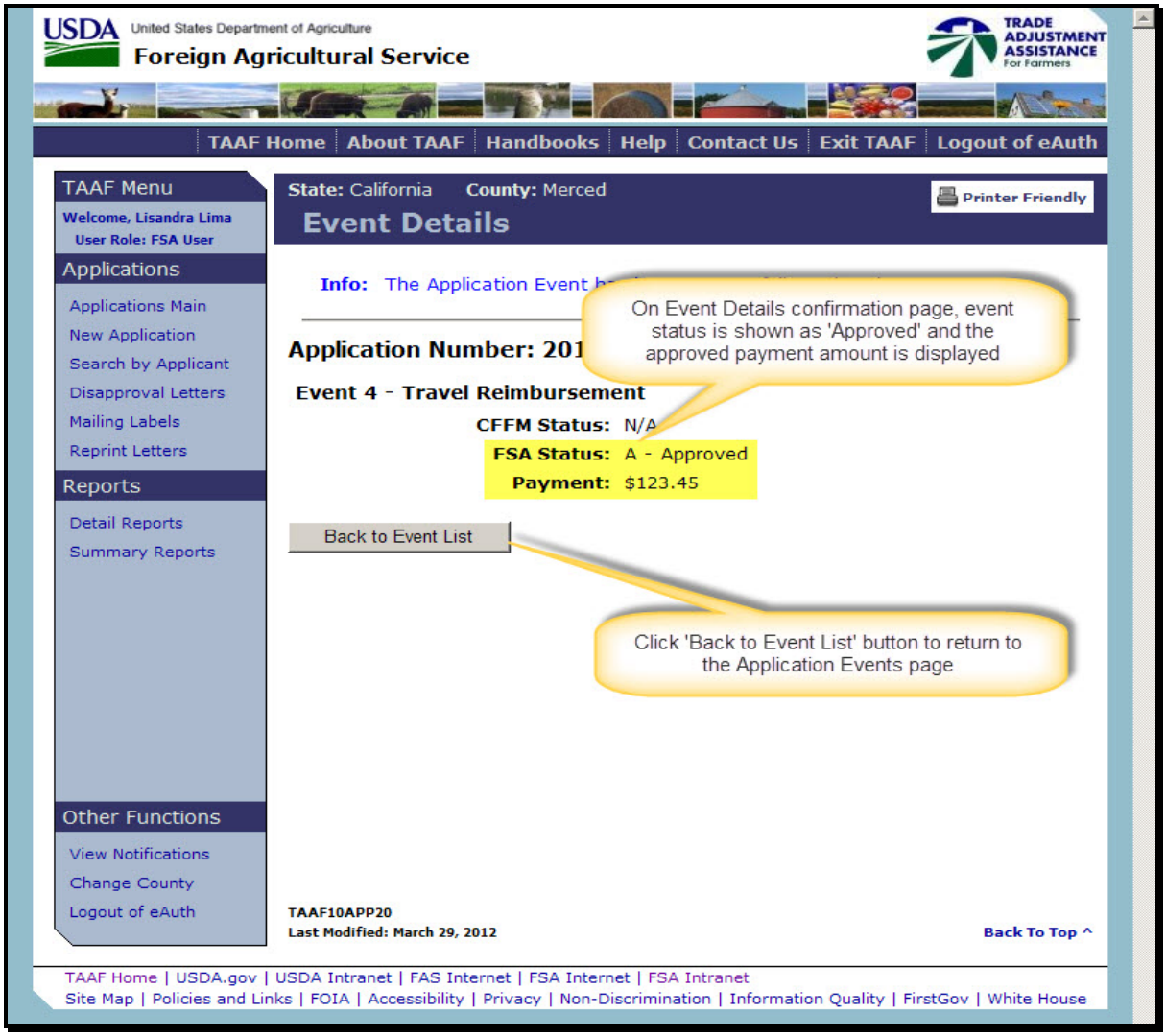
The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. The message will be displayed indicating the applicant's travel claim can be approved because it meets all eligibility requirements. The user is then required to enter the reimbursement amount. CLICK "**Approve**".



6 Processing Travel Reimbursements for Approved Travel Claims (Continued)

B Entering the Reimbursement Amount (Continued)

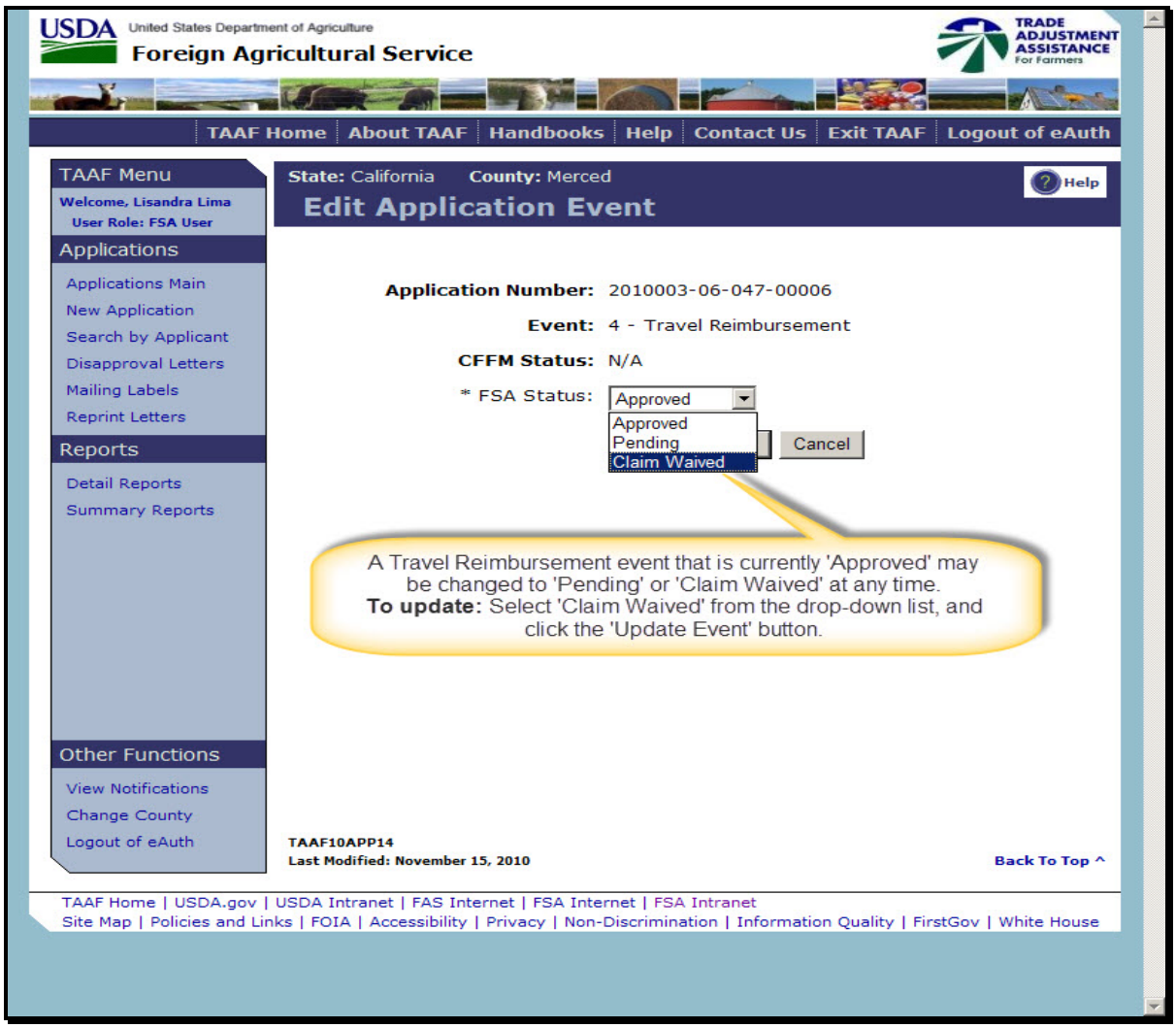
The following Event Details Screen will be displayed confirming the updated event status and the approved travel reimbursement payment amount. CLICK "**Back to Event List**".



8 Processing Travel Reimbursement Updates from "Approved" to "Claim Waived" Status

A Travel Voucher Updates From "Approved" to "Claim Waived"

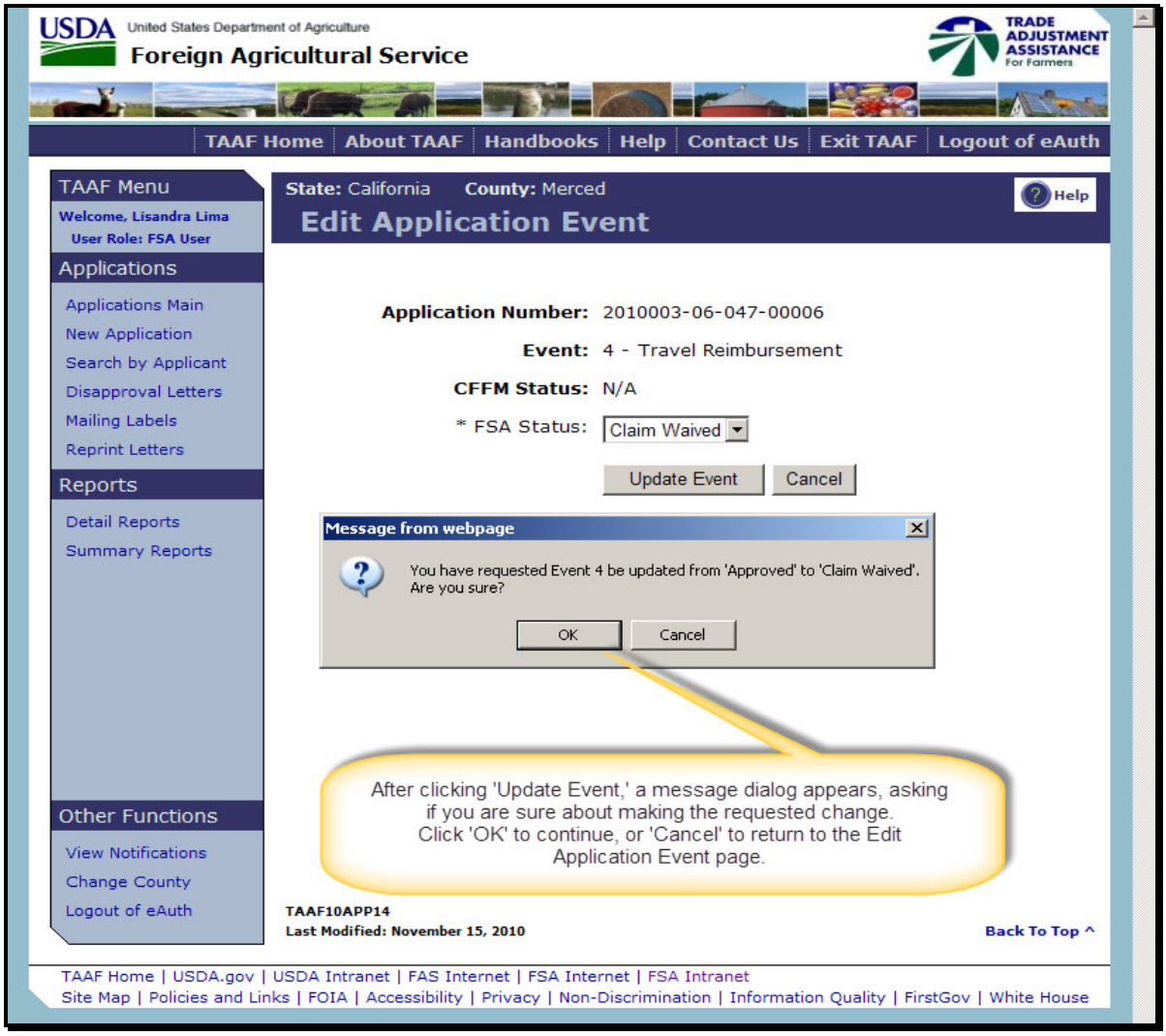
If the Travel Reimbursement event for an application has been erroneously approved, when the applicant has **not** filed a claim, the Edit Application Event function can be used to update the event's status directly from "**Approved**" to "**Claim Waived**", as shown in the Edit Application Event Screen. To update the Travel Voucher, Select "**Claim Waived**" from the drop-down menu and CLICK "**Update Event**".



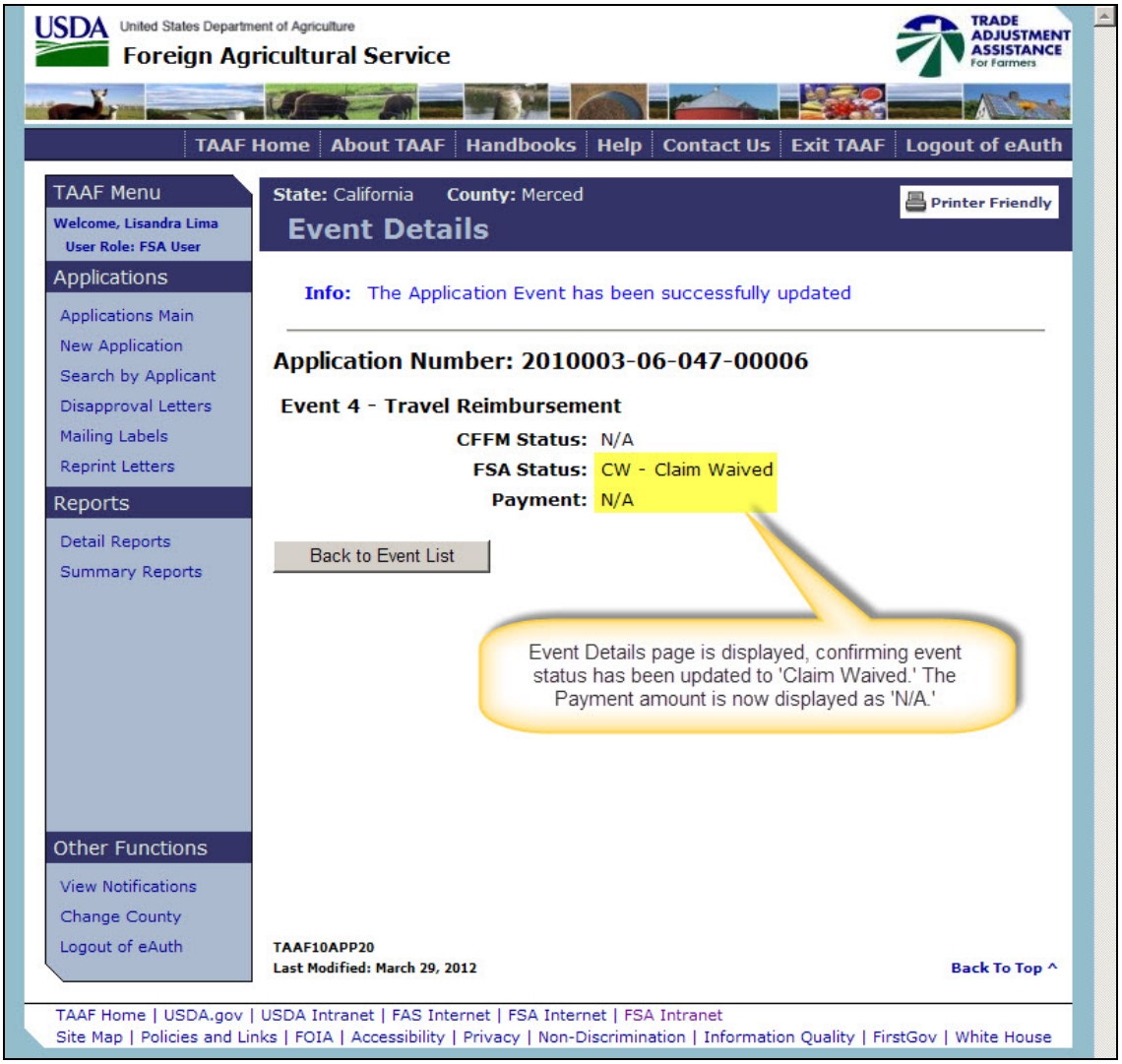
8 Processing Travel Reimbursement Updates from "Approved" to "Claim Waived" Status (Continued)

B Verifying Updates

Once the FSA Status has been changed for the applicable event displayed, the following continuation of the Edit Application Event Screen will be displayed with a warning to verify the updates. CLICK "**OK**".



8 Processing Travel Reimbursement Updates from "Approved" to "Claim Waived" Status (Continued)

B Verifying Updates (Continued)

The following Event Details Screen will be displayed confirming the updated event status and the approved payment amount will be displayed as "**N/A**". CLICK "**Back to Event List**".