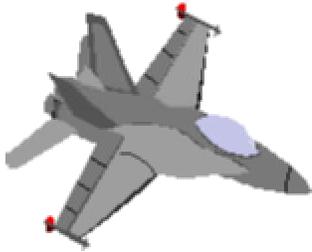


FINANCIAL MANAGEMENT DIVISION



TRAVEL TIDBITS

“ONE APHIS - - SHARING INFORMATION”

JUNE 2003

This is the second issuance of “Travel Tidbits” for 2003. Travel Tidbits are designed to provide Agency personnel with the current policies and procedures relating to federal travel and transportation practices. Travel Tidbits will be emailed to program travel contacts on a monthly basis and they are also available online at www.aphis.usda.gov/mrpbs/travel.html. The information provided is obtained from General Services Administration’s (GSA) Board of Contract Appeals (BCA) Decisions, Comptroller General (CG) Decisions, Departmental and Agency policy, as well as, the Federal Travel Regulations (FTR). This publication is to be used as a tool to assist with the interpretation of travel regulations and to provide instructions of travel processes.

I. GOVERNMENT-ISSUED TRAVEL CARD ATM LIMIT

In response to recent Inspector General (IG) and General Accounting Office (GAO) reports citing abuses of government-issued travel cards by federal cardholders, the Office of Management and Budget (OMB) has told Federal Agencies to lower the Automatic Teller Machine (ATM) limits on their travel cards. Effective March 10, 2003, the new weekly ATM advance limit for APHIS employees was lowered to \$375.

II. HOW TO DETERMINE WHEN AND/OR WHEN NOT TO MAKE MEAL DEDUCTIONS WHEN MEALS ARE FURNISHED

If a complimentary meal is provided to all guests of a hotel/motel or all passengers of common carrier service, no deduction of the M&IE allowance is to be made. However, if a meal is provided as a result of attendance at a meeting, conference, or training session hosted by a Government agency or private industry, and the complementary meal is available to all participants,

then a deduction in the M&IE allowance must be made on the travel voucher. The deduction of the M&IE allowance is required whether the employee partakes in the furnished meal or not.

Click the weblinks below to view allocation of rates to be used in making deductions from M&IE allowances for both domestic and foreign per diem rates.

http://www.gsa.gov/cm_attachments/GSA_PUBLICATIONS/301_R2C-dB-m_0Z5RDZ-i34K-pR.htm

(press CTRL key and click on link above to access information; then, scroll down to Chapter 301-11.18 to view domestic allowances)

<http://www.adpc.purdue.edu/Travel/pdiemded.htm>

(please go to the above web site to access the foreign allowances)

III. REQUESTING ACCESS TO THE NFC TRAVEL SYSTEM

Access to the NFC Travel System shall be requested in the following manner:

- 1) a completed APHIS Form 128-R, Request for Access To NFC Systems, must be completed for each applicant;
- 2) in addition to the information shown on the Form 128-R; please provide the applicants social security number;
- 3) the Originating Office Number (OON) and the Personnel Organization Structure Code (ORG) must be indicated (the ORG code defines/limits the user's access within the Travel System); and
- 4) Indicate whether the applicant will enter or release travel documents in the *Reason for Requesting Access* section.

New requests may take up to 30 work days to process by NFC. You will be notified via email when your ID has been established.

The completed and approved 128-R forms should be submitted to:

Travel Services Center
4700 River Road, Unit 55
Riverdale, MD 20737
Fax (301) 734-8064

a. NFC SYSTEM PASSWORDS

Once you receive notification that your User ID has been established, contact the APHIS Technical Assistance Center (ATAC) on [1-877-944-8457](tel:1-877-944-8457) for a temporary password on the day that you are ready to access the system.

The password for access to the NFC system has to be changed every 30 days. If your User ID is suspended or you forget your password, contact ATAC to have your password reset. ATAC will only reset passwords for the user registered to that NFC User ID.

If you are an infrequent user of the NFC Travel System, it is recommended that you make a notation on your calendar to change your password every 28 days in order to prevent the automatic expiration of your password. NFC passwords should be 6-8 characters. One of the characters should be numeric.

This publication was prepared by:

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