

## USDA REMINDERS

Employees should become familiar with the Federal Travel Regulation (FTR), Agriculture Travel Regulation (ATR), and agency specific policies.

- Government travelers must exercise the same care in incurring expenses as a prudent person would if traveling on personal business and using personal funds.
- Secure reservations as early as practical. Where appropriate, charge airline tickets to travel card within three days of actual travel.
- You must use the Government travel charge card only for official travel expenses related to transportation, lodging, and other authorized travel costs. The travel card should not be used at any time for personal purchases.
- If you use the government travel charge card for any other purpose than authorized in conjunction with official travel, you will be subject to any penalties the Department or your agency may impose for the misuse of travel card privileges.
- Travel card bills must be paid within 30 days, regardless of USDA reimbursement. The traveler is personally responsible for the timely payment of all travel card charges.

REVIEW YOUR AGENCY SPECIFIC EMERGENCY TRAVEL PROCEDURES AND PRECAUTIONS PRIOR TO TRAVEL DEPARTURE.

During National and Local emergencies, employees who are on official travel should follow their agency guidelines to obtain arrangements to get home or to other safe locations.

## USDA CONTACTS

### STILL HAVE QUESTIONS?

Contact your Agency Travel Coordinator (ATC)  
The ATC knows your agency specific travel policies and procedures.

Any questions regarding accessing the Travel System contact your ATC.

Only ATC's are authorized to contact FPD for questions regarding USDA travel policy and travel charge card program.

### FOR A LIST OF ATCS, PLEASE VISIT:

<https://www.usda.gov/ocfo/travel>

United States Department of Agriculture  
Office of the Chief Financial Officer  
Financial Policy and Planning  
Fiscal Policy Division

# TRAVEL STEPS FOR NEW EMPLOYEES



Official travel on behalf of USDA must be accomplished in a manner that meets the Department's mission to perform the business of Government and minimizes the costs of travel.

## AS A NEW EMPLOYEE, THERE ARE FEW THINGS YOU NEED TO KNOW BEFORE YOU TRAVEL.

### TRAVEL EXPENSES MUST BE AUTHORIZED IN ADVANCE.

Official travel includes but is not limited to:

- Transportation
  - Per Diem ( Lodging, Meals & Incidentals)
  - Baggage expenses
  - Official telephone calls
  - Laundry
  - Hotel taxes
- } Miscellaneous Expenses

**Step 1** Obtain supervisory approval to plan your trip.

**Step 2** Determine travel purpose or objective.

- Site Visit
- Information meeting
- Training or Conference Attendance
- Relocation

**Step 3** Sign-up for the agency Travel Card Program within 14 days prior to travel commencement. To participate in the USDA travel card program, you will need to travel 5 or more times per year. You can obtain a travel card application from your Agency Travel Coordinator (ATC).

REFER TO “USDA’S TRAVEL CARD DO’S & DON’TS” BROCHURE FOR MORE INFORMATION.

**Step 4** Establish travel reservations through the travel system or by calling your agency's Travel Management Center (TMC). Contact your administrative staff or Agency Travel Coordinator (ATC) to determine which TMC to use.

USDA POLICY PROHIBITS GENERAL PURCHASES OF FIRST CLASS TRAVEL ACCOMMODATIONS.

**Step 5** Create and complete a travel authorization through the travel system. The authorization must be approved by your supervisor or designee before airline reservations are ticketed.

## FILING A CLAIM WITH USDA

**Step 6** Gather airline, lodging, car rental, and miscellaneous travel receipts. Miscellaneous expenses that are ordinary and necessary to accomplish the official business purpose of the trip are reimbursable. A receipt must support any miscellaneous expense of \$75.00 or more.

**Step 7** Create and submit your travel voucher. to your supervisor for approval within 5 days of return. If you are on continuous travel, you must submit a travel voucher every two weeks.

**Step 8** Retain travel records & receipts for audit purposes.

## CONGRATULATIONS!

Your travel with  
USDA is now complete.