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DEBRIC COPY

Circular 85-2 October 10, 1984

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprenticeship and Training Washington, D.C. 20213 Symbols: TDTD/JBF	Distributions: A-541 All Hdqtrs. A-546 All Field Staff	SUBJECT: CODE: 900 FY 1985 Fiscal Instructions With Accounting Classification Codes

PURPOSE: To modify instructions contained in "MEMORANDUM FOR ALL ETA EMPLOYEES," dated October 2, 1984, to furnish the appropriation symbols, agency limitation codes, budget activity codes, program activity structure codes, and job order codes to be used in FY 1985 on all fiscal and personnel documents.

CIRCULAR AFFECTED: Circular No. 84-2 dated October 4, 1983, has been canceled.

BACKGROUND: The Department's Management System provides a basic accounting code known as the 22-DIGIT CODE for use on all fiscal and personnel documents. The following chart identifies each segment of the code:

0000	0	0	0	000	00000	0000	000	$
Appropriation	Agency Limitation	Budget Activity	Agency Code	Cost Center	Program Activity Structure	Object Class	Job Order	Amount

Digits must appear on all documents in a horizontal position in the order in which they are shown. The number of digits to be used is designated by the number of 0's.

A. EXPLANATION OF CODES

APPROPRIATION CODE: 5172 for all BAT Cost Centers. The Appropriation Code identifies the source of funds to be charged.

AGENCY LIMITATION CODE: Use appropriate regional agency limitation code for all object classes except 1100, 1200 and 1300 (See Attachment A). Agency limitation "6" will be used for all personnel actions and moving allowances on travel documents relating to permanent change of station: Object Classes 1100, 1200, and 1300. The agency limitation code is used to identify fund limitations for specific programs within an appropriation symbol.

BUDGET ACTIVITY CODE: 6 - for all BAT cost centers.

The Budget Activity Code identifies the activity structure as depicted in the appropriation request.

BUREAU CODE: C

BAT will be identified as Bureau "C" in Fiscal Year 1985.

COST CENTER CODES: 600 - for BAT National Office
610 thru 699 - for BAT Regional Offices

The Cost Center identifies major organizational components. See Attachment A for major organizational components and cost centers with full accounting classification codes to be used during Fiscal Year 1985.

PROGRAM ACTIVITY STRUCTURE CODE: 15610 - BAT National Office
15620 - BAT Regional Offices

The Program Activity Structure Code identifies five levels of activity in the program structure: (1) Category, (2) Sub-category, (3) Element, (4) Sub-element, and (5) Sub-sub-element. See Attachment A for above codes.

OBJECT CLASSIFICATION CODE: (See Attachment B)

Object Classification codes identify the expense category or type of obligation or expenditure incurred. The codes have been revised and expanded. A close review of the new codes is necessary in order that they be used effectively.

JOB ORDER CODE:

The Job Order Code is used for collecting costs for particular purposes where such costs cannot be identified solely by any of the previous codes mentioned. Unless otherwise advised, use three zeros. The following JOB ORDER CODES are to be used for collection of costs for:

All ADP documents, such as ADP contracts, equipment, supplies, etc.	770
State Agency Employee-IPA	880
Non-Employee Travel	OON
Training:	
Senior Executive Services	SEO
Presidential Management Intern	PMO
Administrative, Clerical and Technical	ACO
Job Training Partnership Act	JTO

AMOUNT

Except for personnel actions, a dollar amount should be shown on all fiscal documents incurring costs. Where more than one 22-Digit Code is chargeable, each full accounting classification code and its applicable amount will be shown on the documents.

EXAMPLE: PCS---5172-6-6-C-610-16520-1220-000---$
5172-A-6-C-610-15620-2150-000---$
5172-A-6-C-610-15620-2215-000---$
Etc.

The above PCS example reflects the 22-Digit Code for Boston. Two Agency Limitation Codes are used (6 and A). National Office Agency Limitation Code (6) is used on all documents coded to object class 1200.

B. TRAVEL NUMBER SYSTEM:

Travel document numbers must contain eight digits comprising the following components:

T or A or X	9	C	5	Y	001
					Sequential number beginning with 001
				ETA-Sub-organization (BAT)	
			Fiscal Year (1985)		
		Agency (Employment and Training Administration, ETA/BAT)			
	Location - Washington, D. C. or Region				
Document Type (Specific or Blanket Travel or P. C. S.)					

The example above (T9C5Y001 or A9C5Y001 or X9C5Y001) indicates the first document for the National Office. The last digit will change as subsequent documents are issued. The digit will be written as a single number without hyphenation or spacing. The first document issued under this system by the Boston region would be numbered TAC5Y001 or AAC5Y001 or XAC5Y001. The significant difference between the two examples is in the second digit identifying the location.

Blanket travel authorization numbers and the Miscellaneous Obligation Record (MOR) document numbers were revised effective Fiscal Year 1981 and should begin with Alpha "A". The numbering series to be used on specific trip travel authorizations begin with Alpha "T". Permanent change of station (PCS) numbering series begins with Alpha "X" (See Attachment C).

C. TRAVEL CODING SYSTEM:

The following codes have been established for numbering specific, blanket, and PCS travel authorizations and vouchers:

	Specific	Blanket	P. C. S.
NATIONAL OFFICE:			
Director's Office.....	T9C5Y001, etc.	A9C5Y001, etc.	X9C5Y001, etc.
National Program Coordination and Training Group.....			
Program Management Group.....			
REGIONAL OFFICES:			
Boston-I.....	TAC5Y001, etc.	AAC5Y001, etc.	XAC5Y001, etc.
New York-II.....	TBC5Y001, etc.	ABC4Y001, etc.	XBC5Y001, etc.
Philadelphia-III.....	TCC5Y001, etc.	ACC5Y001, etc.	XCC5Y001, etc.
Atlanta-IV.....	TDC5Y001, etc.	ADC5Y001, etc.	XDC5Y001, etc.
Chicago-V.....	TEC5Y001, etc.	AEC5Y001, etc.	XEC5Y001, etc.
Dallas-VI.....	TFC5Y001, etc.	AFC5Y001, etc.	XFC5Y001, etc.
Kansas City-VII.....	TGC5Y001, etc.	AGC5Y001, etc.	XGC5Y001, etc.
Denver-VIII.....	THC5Y001, etc.	AHC5Y001, etc.	XHC5Y001, etc.
San Francisco-IX.....	TJC5Y001, etc.	AJC5Y001, etc.	XJC5Y001, etc.
Seattle-X.....	TKC5Y001, etc.	AKC5Y001, etc.	XKC5Y001, etc.

D. MISCELLANEOUS OBLIGATION RECORD (MOR)

The Miscellaneous Obligation Record (MOR) covering employees on blanket travel will be submitted to RAO no later than the 20th of each month. A copy of the monthly MOR (where recurring MOR's are used, only the initial MOR is necessary) should also be submitted to: Program Management Group, TDTD, Attention: Budget Staff.

E. GENERAL INSTRUCTION

ROUTING OF DOCUMENTS:

Travel authorizations and related vouchers should be forwarded directly to BAT, Program Management Group, TDTD, for the National Office and to the Regional Administrative Office for field offices, as applicable, except where intermediate points of clearance have been designated.

Circular 83-17, dated May 11, 1983, requires that a copy of all travel vouchers covering the travel of the Regional Directors is to be sent to the Bureau Director for review. Copies of documents for all ADP services/equipment must be submitted to the National Office (Budget Staff). Requisitions for printing, miscellaneous services, training, supplies, equipment, etc., should continue to flow through established channels. National Office requisitions and documents must be cleared through the Budget staff.

1. DISTRIBUTION OF TRAVEL AUTHORIZATIONS:

The DOL Manual DLMS-7, CHAPTER 6-15 sets forth distribution of travel authorizations as follows:

a. Copies 1 and 4 - ETA Accounting Office or appropriate RAO

b. Copies 2 and 3 - Traveler

c. Copy 5 - Program Management Group, TDTD

2. AMENDMENTS AND CANCELLATIONS OF TRAVEL AUTHORIZATIONS:

When it becomes necessary to amend a travel authorization, use the same authorization number adding the alpha symbol "A". Indicate under "Purpose" the reason for the amendment. If the estimated costs are affected, indicate only the amount to be increased, also showing a plus or a minus. Since the travel authorization establishes an obligation, it is necessary to initiate action to reverse the obligation whenever a travel assignment is cancelled. This may be accomplished by typing CANCELLATION on the top of the file copy and making the same distribution as indicated above.

3. All permanent change of station (PCS) travel authorizations (TA) must be forwarded to the Bureau Director for approval. After approval by the Bureau Director, Regional Directors have the authority to sign all PCS travel vouchers (TV) as the approving and authorizing official. The approval copies of the PCS TA's are to be sent to the Budget Staff for review and distribution.

4. Travel authorizations, advances, and vouchers for employees traveling internationally (foreign), first class, or outside of assigned regional boundaries must be approved by the Bureau Director. The approved copy is to be sent to the Budget Staff for review and forwarding to OASAM.

F. ADDITIONAL DATA REQUIRED FOR TRAVEL DOCUMENTS

1. TELETICKETING OFFICE:

Teleticketing operation for ETA has been discontinued in the Patirick Henry Building. The Department of Labor has a travel agent office located in Room S-1318, Frances Perkins Building. The exact procedure for using the travel agent is:

a. Call 682-0618 (Adams and Associates), 8:00 am - 5:00 pm.

b. Give name, organization (ETA-BAT), destination, dates, TA number, and time and place the ticket is to be delivered.

c. When tickets are delivered or picked up, it is necessary to provide the travel agent office with copy #3 of the approved travel authorization (specific/blanket).

2. STATEMENT OF PURPOSE ON TRAVEL VOUCHERS:

The statement of purpose indicated on blanket travel authorizations is often defined by a broad, general statement. Usually, trips taken under such travel authorizations are for a specific purpose which must be typed on page 2 of the travel voucher on the first line preceding itemized expenses

3. APPLICATION FOR AN ADVANCE OF FUNDS:

Travel advances should continue to be forwarded directly to ETA, Office of the Comptroller, Division of Accounting, Room 5208, Patrick Henry Building, or Regional Administrative Office, as applicable, except where intermediate points of clearance have been designated. A copy of all advances must be forwarded to Program Management Group, TDTD, (See Attachment D).

4. DOCUMENT NUMBER CONTROL:

Document number control and responsibility for preparing and submitting the monthly MOR for the field offices should be maintained in the regional office. Similar responsibility for headquarters units will be maintained by the Budget Staff.

G. SYSTEM OF NUMBERING OF OBLIGATING DOCUMENTS:

Effective October 1, 1980, the Department revised a uniform document numbering system to be used on all accounting transactions. See Attachment C for Department numbering system.

Questions regarding procedures outlined in this Circular should be directed to Jannie B. Emery, FTS 8-376-7852.

ATTACHMENTS (4)

A. Fund Source and Organization with Accounting Classification Codes

B. Object Class Codes

C. System of Numbering Obligation Documents

D. Travel Bulletin No. 84-11

BUREAU OF APPRENTICESHIP AND TRAINING

FY 1985 Accounting Code Structure

Appropriation	Agency Limitation	Budget Activity	Agency (Bureau)	Cost Center	PAS Codes	Object Class 1/	Job Order 2/	Appropriation Description and Symbol: Program Administration, Apprenticeship Services Salaries and Expenses, 1985 (1650172) — ORGANIZATION UNIT
5172	6	6	C	130	15610	-	000	Undistributed National Office Code 3/
5172	6	6	C	600	15610	-	000	Office of the Director
5172	6	6	C	600	15610	-	000	Program Management Group
5172	6	6	C	600	15610	-	000	National Program Coordination and Training Group
5172	A	6	C	610	15620	-	000	Region I .....Boston, Massachusetts
5172	B	6	C	620	15620	2619	000	Region II ..... New York, New York
5172	C	6	C	630	15620	-	000	Region III..... Philadelphia, Pennsylvania
5172	D	6	C	640	15620	-	000	Region IV ..... Atlanta, Georgia
5172	E	6	C	650	15620	-	000	Region V ..... Chicago, Illinois
5172	F	6	C	660	15620	-	000	Region VI ..... Dallas, Texas
5172	G	6	C	670	15620	-	000	Region VII..... Kansas City, Kansas
5172	H	6	C	680	15620	-	000	Region VIII..... Denver, Colorado
5172	J	6	C	690	15620	-	000	Region IX ..... San Francisco, California
5172	K	6	C	699	15620	-	000	Region X ..... Seattle, Washington

1/ Refer to object class codes listed in Attachment B.
2/ Job Order 770 is to be used on all ADP documents (see page 3 of Circular).
3/ Includes Regional and National Offices Working Capital Fund, SLUC charges and only National Office communication charges.

OBJECT CLASS CODES

1100 PERSONNEL COMPENSATION

1101 - Full Time with Permanent Appointments
1110 - Consultants and Experts (Personnel Hires not for Advisory Committees)
1112 - Personnel Hires for Management and Professional Services
1113 - Personnel Hires for Special Studies and Analyses
1114 - Personnel Hires for Management Support Services for Research and Development
1120 - Full Time with Temporary or Indefinite Appointments
1130 - Part time Appointments
1170 - Premium Pay
1180 - Intermittent Employees (Other than Consultants and Experts)
1181 - Intermittent Employees - Consultants and Experts
1191 - Terminal Leave
1192 - Other Personnel Compensation
1193 - Reemployment Annuitants Pay - OPM
1194 - Reimbursable Details
1195 - Night Differential
1196 - Foreign Differential
1197 - Incentive Awards
1198 - SES Bonuses
1199 - Merit Pay Bonuses

1200 PERSONNEL BENEFITS

1201 - Retirement Costs
1202 - Life Insurance Costs
1203 - Health Benefit Costs
1204 - FICA Costs
1205 - Medicare Costs
1206 - Quarters Allowance
1207 - Health Benefits - Additional Contributions
1208 - Cost of Living Allowances
1209 - All Other Personnel Benefits
1210 - Accident Compensation
1211 - Non-taxable Moving Allowances - Foreign PCS
1212 - Taxable Moving Allowances - Foreign PCS
1220 - Non-taxable Moving Allowances - PCS (USA)
1221 - Taxable Moving Allowances - PCS (USA)
1279 - Interest Penalty Payments

2160 - Foreign Employee and Dependent Travel - Permanent Change of Station 2/
- 2161 - Per Diem - Foreign PCS
- 2162 - Air Fares - Foreign PCS
- 2163 - Private Owned Vehicles - Foreign PCS
- 2165 - Other Modes of Transporation - Foreign PCS
- 2166 - Miscellaneous Travel Expense - Foreign PCS
- 2167 - Per Diem Non-Overnight - Foreign PCS

2170 - Consultants and Experts Travel (Other than Advisory Committee) 2/
- 2171 - Per Diem - Consultants and Experts
- 2172 - Air Fares - Consultants and Experts
- 2173 - POV - Consultants and Experts
- 2174 - Car Rental Transportation - Consultants and Experts
- 2175 - Other Modes of Transportation - Consultants and Experts
- 2176 - Miscellaneous Travel Expenses - Consultants and Experts
- 2177 - Per Diem Non-Overnight - Consultants and Experts

2191 - Passenger Motor Vehicle - GSA Car

2193 - Local Transportation Charges (Include cost of Taxi, Bus, Subway, etc., POV within local area of official work station)

2195 - Foreign Visitors U.S. Per Diem (within U.S.)

2196 - Foreign Visitors U.S. Travel Expenses (Except Per Diem)

2197 - Interpreters Travel

2200 TRANSPORTATION OF THINGS

- 2211 - Freight and Express - Common Carrier
- 2212 - Trucking and Other Local Transportation
- 2213 - Parcel Post
- 2214 - Rental of Special/Multi Purpose Vehicles
- 2215 - Transportation of Household Goods - PCS
- 2279 - Interest Penalty Payments

2300 COMMUNICATION UTILITY SERVICES AND RENTS

- 2310 - GSA Space Rental
- 2320 - Rental of Equipment (Typewriters and Adding Machines)
- 2321 - Rental of ADP Equipment
- 2322 - Rental of Word Processing Equipment
- 2323 - Rental of ADP software
- 2324 - Rental of copier equipment
- 2330 - Telegrams, Teletypes and Cables
- 2340 - Commercial Telephone
- 2341 - ADP Telecommunications
- 2351 - Rental - Conference Space
- 2352 - All Other Space Rental (Auto space at official station)
- 2360 - Penalty Mail Payments
- 2370 - Utility Services
- 2379 - Interest Penalty Payments

2594 - Security Investigations
2595 - Maintenance and Repairs - ADP Equipment
2596 - Storage of Household Effects - PCS
2597 - State COOP Contracts
2598 - Contracts - Expert Witnesses
2599 - Miscellaneous Services

2600 SUPPLIES AND MATERIALS

2610 - Supplies and Materials - GSA Fedstrip
2611 - Supplies and Materials - Commerical Source
2612 - Pamphlets and Documents
2613 - Subscriptions and Periodicals
2618 - Data Processing - Supplies and Materials
2619 - All Other Supplies and Materials
2630 - Motor Vehicles Supplies
2679 - Interest Penalty Payments

3100 EQUIPMENT

3110 - Furniture - Not Capitalized - Reportable* ($150 to $1,000)
3111 - Magnetic Tape - Not Capitalized - Reportable* ($150 to $1,000)
3112 - Books - Not Capitalized - Reportable* ($150 to $1,000)
3117 - Word Processing Equipment - Not Capitalized - Reportable* ($150 to $1,000)
3118 - Office Equipment - Not Capitalized - Reportable*
3119 - All Other Equipment - Not Capitalized - Reportable*
3122 - Microcomputers - Not Capitalized - Reportable
3123 - Software - Not Capitalized - Reportable
3130 - Furniture - Not Capitalized - Not Reportable (Less than $150)
3131 - Magnetic Card - Not Capitalized - Not Reportable (Less that $150)
3132 - Books - Not Capitalized - Not Reportable (Less than $150)
3136 - Telephones - Not Capitalized - Not Reportable (Less than $150)
3137 - Word Processing Equipment - Not Capitalized - Not Reportable (Less than $150)
3138 - Office Equipment - Not Capitalized - Not Reportable (Less than $150)
3139 - All Other Equipment Not Capitalized - Not Reportable (Less than $150)
3140 - Transportation Vehicles - Capitalized
3150 - Furniture Capitalized ($1,000 or more)
3152 - Books - Capitalized ($1,000 or more)
3153 - Inspection Equipment - Capitalized ($1,000 or more)
3155 - ADP EAM Equipment - Capitalized ($1,000 or more)
3157 - Word Processing Equipment - Capitalized ($1,000 or more)
3158 - Office Equipment - Capitalized ($1,000 or more)
3159 - All Other Equipment - Capitalized ($1,000 more)
3161 - Computers and Minicomputers - Capitalized ($1,000 or more)
3162 - Microcomputers - Capitalized ($1,000 or more)
3163 - Software - Capitalized ($1,000 or more)
3179 - Interest Penalty Payments

*Reportable as defined under DPMS Criteria: i.e., costing from $150.00 to $1,000.00 or accountable through a serial number.

SYSTEM OF NUMBERING

OBLIGATING DOCUMENTS

A. The following numbering scheme should be used on all official obligating documents.

Numbering Code Identifiers

1. First digit - Type of document (see Section B).

2. Second Digit - Region (use the following codes accordingly).

Region	Code	Region	Code
Boston	A	Kansas City	G
New York	B	Denver	H
Philadelphia	C	San Francisco	J
Atlanta	D	Seattle	K
Chicago	E	Washington, D.C.	9
Dallas	F		

3. Third digit - Agency Code (use same code used in 22-digit accounting classification code).

4. Fourth digit - Fiscal Year.

5. Fifth thru eighth digits - The last four (4) digits of the eight (8) digit document number will be used for consecutive numbering of documents.

B. Identifying Types of Documents.

Document Purpose	First Digit Identifier Code
Travel Authorization - Blanket Travel	A
MOR for Blanket Travel	A
Purchase Order	B
Training	C
Miscellaneous Obligation (MOR) (Excluding Travel)	D
Grant Agreement	E

C. Assigning Obligating Document Numbers to Invoices for Which No Obligating Document Has Been Prepared

1. If an office receives an invoice/voucher for which no obligating document has been previously prepared and that office approves payment of such an invoice/voucher, then it becomes the responsibility of that office to assign an obligating number to be reflected on the invoice/voucher beneath the certification for payment.

   Under these circumstances, the scheme used in the structuring of obligating document numbers remains the same as outlined in section A, except that the First Digit Identifier Code should be Y or Z. If the Y numbers are depleted, then the Z numbers should be used.

2. If an agency has more than one office or area control point for approving payment of invoices/vouchers, the fifth digit of the obligating document number should be used to identify each such office. This should be accomplished by assigning each office a number using numerals 1 through 9, accordingly. If all numerals 1 through 9 have been used, then the use of alphas becomes necessary.

   Those areas responsible for assigning obligating document numbers must maintain a log of consecutive numbers.

D. Assigning Numbers to All Official Obligating Documents Originating at the Department Level

Offices responsible for obligating documents at the departmental level, will maintain a log of consecutive numbers for each type of document and in accordance with the scheme outlined in section A above. In the logs, the third digit of each number (Agency code) will remain blank until that obligating document number has been assigned to an obligating document. At that time, the agency code of the agency for whom the document was prepared will be reflected in that log number, accordingly. This method will eliminate the need for maintaining a separate system of logs for each agency.

Attachment D

U.S. Department of Labor

Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213

SEP 17 1984

TRAVEL BULLETIN NO. 84-11

FROM: CECILIA J. BANKINS
Director of Personnel
and Administrative Services

SUBJECT: Travel Procedures

Managers, supervisors, and Administrative Liaison Officers are reminded that travel scheduled to take place on or after October 1, cannot be authorized or approved until FY 85 appropriated funds become officially available. Travel that begins in FY 1984 and continues into FY 1985 must be covered by separate travel authorizations for each period. The appropriate travel authorization number and 22-digit accounting classification for the fiscal year during which the travel occurs must be on each travel authorization. Transportation estimates for travel by common carrier are to be entered on the FY 1984 travel authorization. Transportation estimates for travel by privately owned automobile are to be entered on the travel authorization covering the period during which travel will actually occur.

Claims for travel covered by dual authorizations may be submitted on one voucher. However, both travel authorization numbers and both 22-digit accounting classifications must be entered on the voucher.

Travel advance requests made prior to October 1, will be charged to FY 1984 funds. These requests must be accompanied by copies 1 and 4 of the FY 1984 travel authorization. Due to cutoff dates established by OASAM for yearend closing of accounting records, no FY 1984 travel advance requests will be sent to the Treasury for payment after September 25. Emergency requests for amounts between $50 and $150 may be paid from the Imprest Fund through September 28.

The official policy of issuing blanket travel authorizations only to top level executive staff remains in effect for FY 1985. Please note, however, that on blanket travel authorizations, the "statement of purpose" is defined by a broad, general statement. Therefore, a specific purpose must be shown on travel vouchers prepared for individual trips. The purpose should be typed on page 2, on the first line preceding itemized expenses (sample attached).

All tickets for transportation by common carrier are to be purchased through the DOL travel agent, Adams and Associates. To assist travelers, attached is a supply of a Traveler's Guide which contains condensed instructions on making travel reservations through the travel agent, cancelling, and/or changing reservations, obtaining refunds, etc.

If you need additional copies, please call Colleen Chestnut, 376-7585.

Attachments

LIST OF CITY-PAIRS CONTRACT AIRLINES

To/From	Airline Code
WASHINGTON, D.C.	
Albany, NY	EA
Albuquerque, NM	DL
Atlanta, GA	DL
Birmingham, AL	DL
Boston, MA	DL, NW
Charleston, WV	PI
Charlotte, NC	PI
Chattanooga, TN	PI
Chicago, IL	NW
Cincinnati, OH	PI
Cleveland, OH	NW, PI
Colorado Springs, CO	TW
Columbia, SC	PI, DL
Columbus, OH	TW, AL
Dallas, Ft. Worth, TX	CB, DL
Dayton, OH	PI
Detroit, MI	AL, NW
Hartford, CT	PI
Houston, TX	DL
Indianapolis, IN	AL
Jacksonville, FL	DL
Kansas City, MO	DL
Knoxville, TN	DL
Las Vegas, NV	TW
Lexington, KY	PI
Louisville, KY	PI, AL
Memphis, TN	DL
Miami, FL	PA, DL
Milwaukee, WI	NW
Minneapolis/St. Paul, MN	NW
Mobile, AL	EA
Moline, IL	OZ
Montgomery, AL	RC, DL
Nashville, TN	PI
New Orleans, LA	DL
New York, NY	PA, NY, PI
Norfolk, VA	PI
Oklahoma City, OK	DL
Omaha, NE	TW
Orlando, FL	PI, AL, DL
Panama City, FL	RC
Pensacola, FL	EA
Phoenix, AZ	TW
Raleigh/Durham, NC	PI
St. Louis, MO	CB, TW
San Antonio, TX	TW, DL
San Juan, PR	EA
Savannah, GA	DL
Seattle/Tacoma, WA	WA, TW
Spokane, WA	NW
Tampa, FL	PA, DL
Tucson, AZ	TW
Tulsa, OK	TW, DL

U.S. Department of Labor

Employment and Training Administration

Washington, D.C.

TRAVELER'S REFERENCE GUIDE

9/84

INTRODUCTION

DOL has a professional travel agent to service the needs of its travelers in the downtown area:

NAME/LOCATION

ADAMS AND ASSOCIATES
Room S-1318 Frances Perkins Building

HOURS/TELEPHONE

8:00 a.m.-5:00 p.m. -- 682-0618

From Field:

8:00 a.m.-5:00 p.m. -- WATS (800) 336-8479
5:00 p.m.-8:00 a.m. -- TESS (800) 343-5032
Code City: N58
STAR ID: RTA

ACTION REQUIRED

All employees are expected to schedule official travel through the travel agent.

MAKING RESERVATIONS

The traveler will call the travel agent and give the following information:

Name
Date/time/destination

The travel agent will supply instant information on airline/rail availability nationwide as well as prices and other relevant information. Reservations are confirmed on the spot.

The agent will attempt to make air reservations on a contract city-pair, when available. If not available, the agent will obtain the best possible alternate rate.

Employees are to plan ahead and give at least 3 weeks' notice in order for travel agent to obtain the most economical price and adequate accommodations. However, last minute travel will be scheduled.

If changes in reservations are necessary while on travel, employee is to call the toll free number.

Travel agent can offer hotel reservations as well as car rentals at government discount rates. Traveler continues to pay directly to the hotel or rental agency, however.

GTR'S

GTR's will no longer be necessary; however, they will be available from Administrative Services, Room 8208 PHB, upon request by the ALO's with proof of need.

DELIVERY OF TICKETS

Travel agent will deliver tickets to traveler 2 days prior to travel. The short time between travel and delivery of ticket is to reduce the number of times the travel agent rewrites tickets.

If traveler requires tickets more than 2 days before travel for good reason; i.e., traveler will be on leave prior to travel, etc., the travel agent should be informed and tickets will be delivered earlier.

DELIVERY OF TICKETS (cont'd)

Before ticket will be released, employee is to furnish:

1. Copy of approved Travel Authorization (DL 1-33);
2. Copy of approved Exceptions to Travel Regulations (ETA 4135), if applicable; and
3. Signature of employee responsible for receiving the ticket.

CANCELLING/CHANGING RESERVATIONS

Employees are to call travel agent regarding any changes or cancellations; and action will be taken immediately.

If in the field, call the toll free 800 number.

REFUNDS

Unused airlines tickets should be returned to the travel agent if returned during the same week in which it was issued.

When unused ticket is not returned during the same week it was issued, the ticket must be sent to Division of Accounting, Attn: Travel Unit, Room 5208 PHB. That office will complete documentation for redemption.

TRAVEL ADVANCES

Travel advances will be limited to U.S. Treasury check except in extreme emergency situations when a cash advance may be obtained from the Imprest Fund for a maximum of $150. Requests for travel advances by U.S. Treasury check must be received in the Division of Accounting, Travel Unit, Room 5208 PHB, as far in advance of need as possible, but no less than 5 workdays prior to the beginning of a trip. Travel advance checks will be mailed to the recipient by the U.S. Treasury Department.

TRAVEL VOUCHER PREPARATION

Employees must submit travel vouchers within 10 days after travel is completed. This time limit must be met whether a travel voucher is submitted for payment or whether it is to be applied to the travel advance. Travel vouchers are to be submitted to the Division of Accounting, Travel Unit, Room 5208 PHB.

A copy of the invoice provided by the travel agent is to be submitted with the travel voucher, copy of travel authorization, and other supporting receipts.

NOTE

Direct questions on travel procedures to Colleen Chestnut, 376-7505; on voucher preparation, refunds, etc., to Blane Altizer, 376-7006.