

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:
State Office
Area Office
Local Office

STATE PROCEDURE
NOTICE

ISSUE NO. 274
DATE: 05/27/03

RURAL DEVELOPMENT MANUAL CHANGE

PA Instruction 2036-A

GENERAL: In accordance with RD Instruction 2036-A, employees are required to provide a written request for actual subsistence and must justify why actual subsistence is required. This procedure notice distributes an attachment that will be used to provide the written justification to the State Director for approval. Requests for actual travel expenses must be approved in advance of the travel. Post approval will be limited to emergency situations; however, the same attachment will be used to justify post approval.

INSERT: PA PN 274

2036.11 (f) Actual expenses.

(2) Approved in advance of travel. The State Director must approve travel involving actual subsistence in advance of travel. The employee will prepare a written request for actual subsistence and must justify why actual subsistence is required. Employees will use PA PN 274, Exhibit A, for this purpose. The approved Exhibit A will be attached to Form AD-202, Travel Authorization.

It is the employee's responsibility to assure that every effort has been made to locate lodging within regular per diem rates. Employees must contact their Travel Management Center (TMC) to determine if the Government rate is available within the temporary duty (TDY) location.

(3) Post approval. Post approval shall be limited to emergency situations. Actual subsistence shall not be post approved for expenses that could or should have been foreseen. The employee is responsible for determining total costs of hotels prior to requesting travel. Employees will use PA PN 274, Exhibit A, when submitting travel vouchers requesting actual lodging costs, to provide the State Director with the justification required for post approval. Follow the request and approval procedures in paragraph (2) or this section for approval of emergency situations. The approved Exhibit A will be attached to the Form AD-616, Travel Voucher.

SUBJECT: Request for Approval of Actual Subsistence

Pre-Travel _____
*After Travel _____

TO: PA State Director
Harrisburg, PA

Name of Traveler: _____ Office _____

Dates of Travel: _____ City/State _____

Purpose of Travel: _____

Organization sponsoring/controlling travel: _____

Locality Per Diem Rate _____ Lodging _____ M&IE _____

Employee requests actual subsistence for: Lodging _____ - M&IE _____

Additional Lodging Requested: Amount - _____ Number of nights - _____

Additional M&IE Requested: Amount - _____ Number of days _____

Additional funding needed: _____

JUSTIFICATION: (Include date of call to Travel Management Center)

*If after travel, justify why this was not approved prior to travel:

For additional information call (name): _____ (phone): _____

Please sign below to indicate approval or disapproval of request.

Traveler's Supervisor: _____
Signature and date

Approve: _____ Disapprove: _____
State Director State Director