

FAA ACADEMY STUDENTS
Gov Trip Accounting Code Instructions
for Centrally Funded Scheduled Offerings (classes)
EXAMPLE



Edit Accounting Code

Modify accounting information below (click on Submit LOA to validate), select the Delphi Account Chooser, or return. To create a new LOA, you must modify an existing LOA, change the LOA Name, and validate it. Any modifications to an existing LOA will create a new LOA and should be renamed.

* LOA Fiscal Year:	<input type="text" value="2011"/>	> Delphi Accounting Code Chooser
* LOA Name:	<input type="text" value="FY-11 Training Example"/>	
Agency / Editor:	FA / FAA	
Project:	<input type="text" value="1211AC0XXXXX"/>	
Task:	<input type="text" value="XXXXX.TN0200"/>	
Expenditure Type:	<input type="text" value="21360"/>	
Expenditure Org:	<input type="text" value="ACRC1X0000"/>	
Fund:	<input type="text" value="1210100110"/>	
BLI:	<input type="text" value="XXX000"/>	
<input type="button" value="SubmitLOA"/> <input type="button" value="OverrideLOA"/> <input type="button" value="Return"/>		

See page 2 for specific LOB coding examples

2011 GovTrip Coding Instruction:

Choose your LOB from selection below and enter corresponding information in GovTrip Accounting Code Fields.

The only determination for you to make is to enter your specific Course (1211AC0XXXXX) and Class (XXXXX.TN0200) by replacing "X"s with the appropriate values.

LOB Selection:	Flight Standards	Airports	Air Traffic	Tech Ops	Aircraft Cert	CMEL
LOA Fiscal Year:	2011	2011	2011	2011	2011	2011
LOA Name:	Insert your own description:					
Agency/Editor:	FA/FAA	FA/FAA	FA/FAA	FA/FAA	FA/FAA	FA/FAA
Project/Course : (5 or 8 digits)	1211AC0XXXXX	1211AC0XXXXX	1211AC0XXXXX	1211AC0XXXXX	1211AC0XXXXX	1211AC0XXXXX
Task/Class:	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200	XXXXX.TN0200
Expenditure Type:	21360	21360	21360	21360	21360	21360
Expenditure Org:	ACRC100000	ACRC130000	ACRC140000	ACRC150000	ACRC160000	ACRC180000
Fund:	1210100110	12181A0110	1210100110	1210100110	1210100110	1210100110
BLI:	42T000	751000	182000	260000	41T000	RAT000

Carry Over Class EXAMPLE: If a class starts before October 1, 2010 and continues into FY-11.

1210AC0XXXXX / XXXXX.TN0200 / ACRC1X0000 / 21360 / **1200100100** / XXX000 **FY-10 Portion before 10/1/2010**

1210AC0XXXXX / XXXXX.TN0200 / ACRC1X0000 / 21360 / **1210100110** / XXX000 **FY-11 Portion on/after 10/1//2010**

When the project/course begins in FY-10 the project/course number remains the same for both fund years.

The fund code is the only change necessary.

Your authorization/voucher has to be completed/amended after 9/30/10 to record the cost of the remaining portion of your trip.

See Page 3 for detailed coding instructions.

See Page 4: "How to code accounting for multiple courses in one training trip".

Detailed Coding Instructions: All travel charged to the centralized funds should follow these naming conventions. Training travel to the Academy and CMEL are normally funded via Centralized funds. If you have any questions relating to how the travel is funded, please contact your training manager. It is very important to enter the correct project (course) and task (class). If an incorrect project (course) and/or task (class) is entered into GovTrip, the travel authorization will be rejected. All centrally funded travel should be coded as follows:

LOA Fiscal Year: 2011 (for FY11 travel)

LOA Name: Up to the GovTrip user's discretion. Used to identify the unique accounting line.

Project: 1211AC + 0 + 5 or 8 Digit Item ID Number (Course Number).

For Example: 5 Digit Item ID (Course Number) = 1211AC0XXXXX

8 Digit Item ID (Course Number) = 1211AC0XXXXXXXXX

If the Item ID Number is preceded by FAA (e.g., FAA01288), drop the FAA prefix and use 01288 as the Item Number.

For example, the above Item ID Number would be entered as 1211AC001288 (5 digit item ID) or 1211AC014000004 (8 digit item ID assigned).

Task: Scheduled Offering Number + .TN0200

If the schedule offering number is less than 5 digits use leading 0s. For example:

Scheduled offering 591 = 00591 (00591.TN0200)

7591 = 07591 (07591.TN0200)

Expenditure Type: - 21330 (Training Travel – Non-Government)

21360 (Training Travel – Government)

Expenditure Org: - ACRC100000 Flight Standards employees

ACRC130000 Airports employees

ACRC140000 Air Traffic employees

ACRC150000 Technical Operations employees

ACRC160000 Aircraft Certification employees

ACRC180000 CMEL Courses

BLI: This is the LOB/Service that is funding the travel. This is the centrally-funded code for YOUR service, unless it is a CMEL Course.

182000 Air Traffic

260000 Technical Operations

42T000 Flight Standards

41T000 Aircraft Certification

751000 Airports (Fund 12181A0110)

RAT000 CMEL

Accounting for Multiple Courses in one Training Trip (e.g., String Courses) Charging/Using multiple Accounting Codes:

GovTrip can accommodate the usage of multiple Delphi accounting codes in regard to the proper allocation of expenses.

Enter the accounting string for your first item (course)/scheduled offering (class) using the GovTrip Accounting Code Instructions for Centrally Funded Classes. Then for each additional item (course)/scheduled offering (class) select the build your own accounting string under

