

FAA ACADEMY STUDENTS
2013 Gov Trip Accounting Code Instructions
[for Centrally Funded Scheduled Offerings \(classes\)](#)

EXAMPLE

 GovTripAuthorization
PLAN TRIPVoucher
GET REIMBURSEDReports
SCHEDULERApprove
TRAVEL DOCS

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="2013"/>	> Delphi Accounting Code Chooser
* LOA Name:	<input type="text" value="13 BUILD YOUR OWN LOA"/>	
Agency / Editor:	<input type="text" value="FA / FAA"/>	
Project:	<input type="text" value="1213AC0XXXXX"/>	
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="1230100130"/>	
BLI:	<input type="text" value="XXX000"/>	

See page 2 for specific LOB coding examples

2013 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 (1213AC0XXXXX) 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:	2013	2013	2013	2013	2013	2013
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)	1213AC0XXXXX	1213AC0XXXXX	1213AC0XXXXX	1213AC0XXXXX	1213AC0XXXXX	1213AC0XXXXX
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:	1230100130	12381A0130	1230100130	1230100130	1230100130	1230100130
BLI:	42T000	751000	182000	260000	41T000	RAT000

Carry Over Class EXAMPLE: If a class starts before October 1, 2012 and continues into FY-13.

1212AC0XXXXX / XXXXX.TN0200 / ACRC1X0000 / 21360 / 1220100120 / XXX000 FY-12 Portion before 10/1/2012

1212AC0XXXXX / XXXXX.TN0200 / ACRC1X0000 / 21360 / **1230100130** /XXX000 FY-13 Portion on/after 10/1/2012

When the project/course begins in FY-12 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 9/30/12 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:

<p><u>LOA Fiscal Year:</u> 2013 (for FY13 travel) <u>LOA Name:</u> Up to the GovTrip user's discretion. Used to identify the unique accounting line.</p>
<p><u>Project:</u> 1213AC + 0 + 5 or 8 Digit Item ID Number (Course Number). For Example: 5 Digit Item ID (Course Number) = 1213AC0XXXXX 8 Digit Item ID (Course Number) = 1213AC0XXXXXXXXX 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 1213AC001288 (5 digit item ID) or 1213AC014000004 (8 digit item ID assigned).</p>
<p><u>Task:</u> 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)</p>
<p><u>Expenditure Type:</u> - 21330 (Training Travel – Non-Government) 21360 (Training Travel – Government)</p>
<p><u>Expenditure Org:</u> - ACRC100000 Flight Standards employees ACRC130000 Airports employees ACRC140000 Air Traffic employees ACRC150000 Technical Operations employees ACRC160000 Aircraft Certification employees ACRC180000 CMEL Courses</p>
<p><u>BLI:</u> 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.</p> <p>182000 Air Traffic 260000 Technical Operations 42T000 Flight Standards 41T000 Aircraft Certification 751000 Airports (Fund 12181A0110) RAT000 CMEL</p>

