



## CROSS-AGENCY TRANSITION TEAM WHITE PAPER

**SUBJECT:** Single Trip TDY Travel Beginning in FY 2010 and Concluding in FY 2011 (Split Year Travel)

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### Issue

The NASA FY 2010 Appropriations Bill provides that NASA's Cross-Agency Support Funds (CASX) are limited to a one-year period of availability and will expire on September 30, 2010. This paper addresses the requirements for Single Trip TDY Split Year Travel. Expenses associated with split year travel must be properly allocated between FY 2010 and 2011 appropriations.

While it has been many years since NASA operated with a one-year appropriation for travel requirements, the procedures used previously are still valid and in compliance with GAO determinations.

### Guidance

The following table reflects the appropriate allocation of split year travel expenses between FY 2010 and 2011 appropriations.

Expense Type	Charging Practice	Business Rules
Per Diem	Allocated between years	Expenses to be incurred through 9/30/2010 will be charged to PY 2010 funding. Expenses to be incurred after 9/30/2010 will be charged to PY 2011 funding.
Miscellaneous Expenses (e.g., POV mileage, phone calls, baggage fees, parking, transportation to/from airport)	Allocated between years	Expenses to be incurred through 9/30/2010 will be charged to PY 2010 funding. Expenses to be incurred after 9/30/2010 will be charged to PY 2011 funding.
Round Trip Transportation to TDY Site	Funded in Full in Year travel begins	Charged in full to PY 2010 funding.
Rental Car at TDY Site	Funded in Full in Year travel begins	Charged in full to PY 2010 funding.

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Special Note: Although these white papers provide general guidance on the application of the Bona Fide Needs rule to common situations, you should still review your specific circumstances with local procurement, finance, and legal specialists. GAO has repeatedly emphasized that what constitutes a bona fide need of a particular fiscal year depends largely on the facts and circumstances of each particular case. Also note that while this guidance was developed to address the issues arising from the change to a one-year appropriation for CAS, it is also applicable to other expiring appropriations.