

RD AN No. 3897 (2036-A)  
October 8, 2003

SUBJECT: Discontinuance of Government Transportation Requests  
(Second Notice)

TO: Rural Development State Directors

ATTN: Administrative Programs Directors

PURPOSE/INTENDED OUTCOME:

The Department has discontinued the Government Transportation Requests (GTR) which covered transportation expenses for employees without official Government travel charge cards. Each State Office was directed to establish a Centrally Billed Account (CBA) to replace GTRs per RD AN No. 3874 (2036-A) dated June 18, 2003. There are still a large number of CBA applications that have not been received from the State Offices.

COMPARISON WITH PREVIOUS AN:

If your state does not have or has not already applied for a CBA account, please establish this account immediately in accordance with the instructions found in RD AN No. 3874 (2036-A) dated June 18, 2003.

IMPLEMENTATION RESPONSIBILITIES:

It is mandatory that each State Office set up a CBA account. All applications must be completed and forwarded to the National Office Travel Unit no later than October 20, 2003.

If you or your staff has any questions regarding the above, please contact Theresa Hollowell at 202-692-0227.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

EXPIRATION DATE:  
June 30, 2004

FILING INSTRUCTIONS:  
Preceding RD Instruction 2036-A

Sent by electronic mail on 10/09/03 at 2:00p.m. by SSD.