PATCH # 103

DOCUMENT: Fresh Electronic Inspection Reporting/Resource System (FEIRS) electronic programs revision.

REMARKS: The following instruction will be followed for recording Terminal Market Inspection (TMI) travel time in FEIRS

On November 1, 2023, the method for charging local mileage to applicants for terminal market inspection changed from a mileage basis to an hourly basis. At that time guidance was issued by National Programs Mission Support to stop using the Travel-Miles block and to start recording the hourly travel time charge manually in the Other block on the FEIRS Fees tab. While this provided an accurate total fee on the certificate, we lost the ability to track these specific travel costs.

Starting October 1, 2024, begin recording hourly travel time charges in the Travel-Miles block and stop entering this time in the Other block. While the block itself still states "Miles" we have updated the rate to accurately calculate the proper amount (based on the number of hours recorded in the Miles block).

The phrases "miles" or "mileage" do not appear on the certificate but still appear on FEIRS SQL reports. Starting Oct 1, 2024, consider "Mileage" values on these reports as being hourly time and <u>not</u> mileage charged.

Here are examples of how to record travel time in FEIRS, based on a Travel Time Charge rate of $123.00 per hour.

<u>Charging half-hour of Travel Time</u>

- Enter ".5" for half-hour in the Miles block
- FEIRS will auto calculate the Amount as $61.50 charge for travel
  - Half-hour @ $123.00 per hour = $61.50

This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed above. After incorporation into the document listed above this PATCH will become obsolete. USDA is an equal opportunity provider, employer, and lender.

Charging 1 Hour of Travel Time

- Enter "1" for one hour in the Miles block
- FEIRS will auto calculate the Amount as $123.00 charge for travel
  - One hour @ $123.00 per hour = $123.00

Charging 2.25 Hours of Travel Time

- Enter "2.25" for two hours and 15 minutes in the Miles block
- FEIRS will auto calculate the Amount as $276.75 charge for travel
  - 2.25 hours @ $123.00 per hour = $276.75.

Contact Regional Operations Support at SCIinspectionoperations@usda.gov with any questions.