

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Western-Pacific Region

WP 2700.29A
NM 2700.26A

5/24/96

**REPORT FOR COST RECOVERY UNDER OPERATIONS
REIMBURSABLE AGREEMENTS**

SUBJ:

1. **PURPOSE.** This order provides a standard method and a WP form for reporting costs which are reimbursable to operations appropriations under terms of properly executed reimbursable agreements, except the JSS program (NAT 614) and R2508 (NAT 664) for which costs are accumulated by unique cost center codes. Operational funded agreements are identified by the number 1 in the ninth position of the agreement number.
2. **DISTRIBUTION.** This order is distributed to branch level in the regional headquarters and limited distribution to all field offices and facilities in the Western-Pacific and Northwest Mountain Regions.
3. **CANCELLATION.** This order cancels WP 2700.29/NM 2700.26, Report for Cost Recovery Under Operations Reimbursable Agreements (RIS: WP 6040-10), dated December 15, 1989.
4. **POLICY.** The Western-Pacific and Northwest Mountain Regions' reimbursable agreement number shall have nine digits. Accordingly, the first two digits (WP) and (NM) representing the region. The third digit, R or M representing real estate or a maintenance agreement. The seventh and eighth digits represent the year. The fourth, fifth, and sixth digits represent the number of agreements written that year. The last digit denotes type of fund being used, 1 operating funds, i.e., WPR010961.
5. **ACTION.**
 - a. Each month a report will be submitted to reflect distribution of costs including all man-hours expended by sector personnel in the maintenance of electronic, plant equipment, or air traffic service under reimbursable agreements. This report, WP Form 2700-88 (4/96), will be prepared by the sector manager or air traffic manager and submitted to the Western-Pacific Region, Accounting Operations Branch, AWP-22 (ATTN: AWP-22A). The report should reach AWP-22A by the sixth workday following the end of the month for which the report applies and contain the following information:
 - (1) **Labor Costs:**
 - (a) Reimbursable agreement numbers (excludes JSS Agreement NAT 614 and R2508 NAT 664).

Distribution: WP: A-X-3; A-X(AC) (15 cys); A-FOF-O (LTD)
NM: A-X-3; A-FOF-O (LTD)

Initiated By: AWP-20

(b) Name and social security number of employee performing operations funded reimbursable work.

(c) Number of man-hours expended (to nearest tenth of an hour).

(d) Salary cost (man-hours times each employee's applicable hourly rate of pay).

(2) Other Distributable Costs. This is a pro rata charge for other costs not already charged directly to the reimbursable agreements.

b. Each accounting document relating to expenditures or costs which are directly chargeable to work under the terms of a reimbursable agreement must cite the applicable agreement number. This refers to such documents as travel vouchers, SF-44s, imprest fund vouchers, etc.

6. COORDINATION. This order has been coordinated with the Northwest Mountain Region.



Ed Herrera
Manager, Accounting Division

APPENDIX 1 - SAMPLE OF WP FORM 2700-88



U.S. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: **INFORMATION:** Operations Reimbursable
Agreement Cost Recovery Report

Date:

From:

Reply to
Attn. of:

To: Manager, Accounting Operations Branch, AWP-22
ATTN: AWP-22A

Following is subject report of reimbursable cost incurred for the month of _____.

Reimbursable Agreement Number	Employee Name and Number	Hours	Hourly Rate	Total Labor Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total		_____	_____	_____

Reimb. Agreement Number	OTHER COSTS				
	Travel (2100)	GVT Veh. (2204)	Telephone (2235/37)	Supplies (2600)	Other Description Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

SAMPLE

Reporting Official

Report Date