

Date 10/07/09

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Travel Card Management Oversight Procedure****Implementing Procedure** APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Financial Management

1.0 PURPOSE

The purpose of this procedure is to ensure EMCBC compliance with federal and agency travel policy regarding authorized use and responsible management of the government travel charge card.

2.0 SCOPE

This procedure identifies the process for EMCBC oversight of government travel card delinquent payments and misuse.

3.0 APPLICABILITY

This procedure applies to EMCBC personnel responsible for management oversight of government travel charge cards and to all EMCBC staff and serviced-site staff who are cardholders.

4.0 REQUIREMENTS**4.1 Travel Policy and Procedures (DOE O 552.1A)**

<http://www.cfo.doe.gov/cf11/aod/travel.html>

4.2 Work Force Discipline (DOE O 3750.1)

<http://www.directives.doe.gov/directives/read.html>

4.3 Travel Manual (DOE M 552.1-1A)

<http://www.cfo.doe.gov/cf11/aod/travel.html>

4.4 Department of Energy, Guidance on Responding to Travel and Purchase Card Misuse, January 2003

<http://www.cfo.doe.gov/cf11/aod/travel.html>

4.5 Federal Travel Regulation (FTR)

<http://www.cfo.doe.gov/cf11/aod/travel.html>

4.6 Bruce Carnes' memorandum, January 2, 2003, subject: Misuse of Government Travel and Purchase Cards

<http://www.cfo.doe.gov/cf11/aod/travel.html>

5.0 DEFINITIONS & ACRONYMS

- 5.1 Misuse – includes any improper or fraudulent use of the government travel charge card, including any use at establishments or for purposes that are inconsistent with the official business of the Department of Energy or with applicable standards of conduct. Improper use of the government charge card is defined as using the charge card for items or expenses that are not reimbursable as part of official travel or other official duties.
- 5.2 Travel Card Coordinator (TCC) - also known as Agency Program Coordinator (APC): Manages travel charge card program and functions as the primary liaison between the cardholder (employee), government travel card provider, and HQ travel organization.

6.0 RESPONSIBILITIES

- 6.1 Director, EMCBC – distributes monthly delinquency reports received from HQ to the Assistant Director, Office of Financial Management, for designated action. Implements action as necessary to ensure effective EMCBC travel card management oversight as defined in this procedure.
- 6.2 Assistant Director, Office of Financial Management – has primary responsibility for management and oversight of the EMCBC’s travel charge card program in compliance with DOE and federal travel requirements.
- 6.3 Travel Card Coordinator - will review the Travel Charge Card Delinquency Summary report provided to the EMCBC Director each month by Headquarters and notify delinquent employees/cardholders. The TCC will also monitor travel card accounts on an ongoing basis to detect travel card misuse.
- 6.4 Employees (Cardholders) - will use their travel card for official federal government travel only, and pay all charges and fees in full by the billing due date.

7.0 GENERAL INFORMATION – Not Applicable

8.0 PROCEDURE

- 8.1 Travel Card Delinquency and Misuse – Each month, the TCC will review the Travel Charge Card Delinquency Summary report and notify delinquent employees. The TCC will monitor accounts on an ongoing basis for travel card misuse. Travel card delinquency and misuse may result in disciplinary action such as reprimand, suspension, or dismissal.

8.2 Method of Oversight for Travel Card Delinquency

- 8.2.1 First Notification of Delinquent Payment - The first notification of delinquent payment; more than 30 days old, will be sent to the employee with a copy to the employee's supervisor. The first notification will be a memorandum initiated by the TCC and signed by the Assistant Director, Office of Financial Management. (See Attachment A)
- 8.2.2 Second Notification of Delinquent Payment - The second notification of delinquent payment; more than 60 days old, will be initiated by the TCC and sent to the employee with a copy to the supervisor. The memorandum will be signed by the Director, EMCBC. (See Attachment B) The employee will provide the Director, EMCBC, with a written response to the circumstances surrounding the delinquency, and when the bill will be paid. The Assistant Director, Office of Financial Management, and the TCC will be copied on this correspondence.

8.3 Method of Oversight for Travel Card Misuse

- 8.3.1 Notification of Misuse – If charges by the employee are the result of suspected travel card misuse, a notification of travel card misuse will be sent to the employee with a copy to the employee's supervisor. The notification will be a memorandum initiated by the TCC and signed by the Assistant Director, Office of Financial Management. (See Attachment C)
- 8.3.2 If the Assistant Director, Office of Financial Management, determines severe travel card misuse, a notification of travel card misuse will be sent to the employee with a copy to the employee's supervisor, Office of Human Resources and Office of Legal Services. This memo will be signed by the Director, EMCBC. The employee will provide the Director, EMCBC, with a written response to the circumstances surrounding the misuse.

8.4 Travel Card Non-Usage

- 8.4.1 Once a year the TCC will send correspondence to the EMCBC Senior Staff and the Managers at the EMCBC serviced Field Offices requesting that they review the necessity of a government travel card for their employees who have not traveled in a year or more.
- 8.4.2 At the request of the EMCBC Senior Staff, and the Managers at EMCBC serviced Field Offices, the TCC will cancel any employee travel cards that are not necessary.

9.0 RECORDS MAINTENANCE

Records generated under this procedure shall be maintained by the Office of Finance as defined in their organizational File Plan.

10.0 FORMS USED – Not Applicable

11.0 ATTACHMENTS

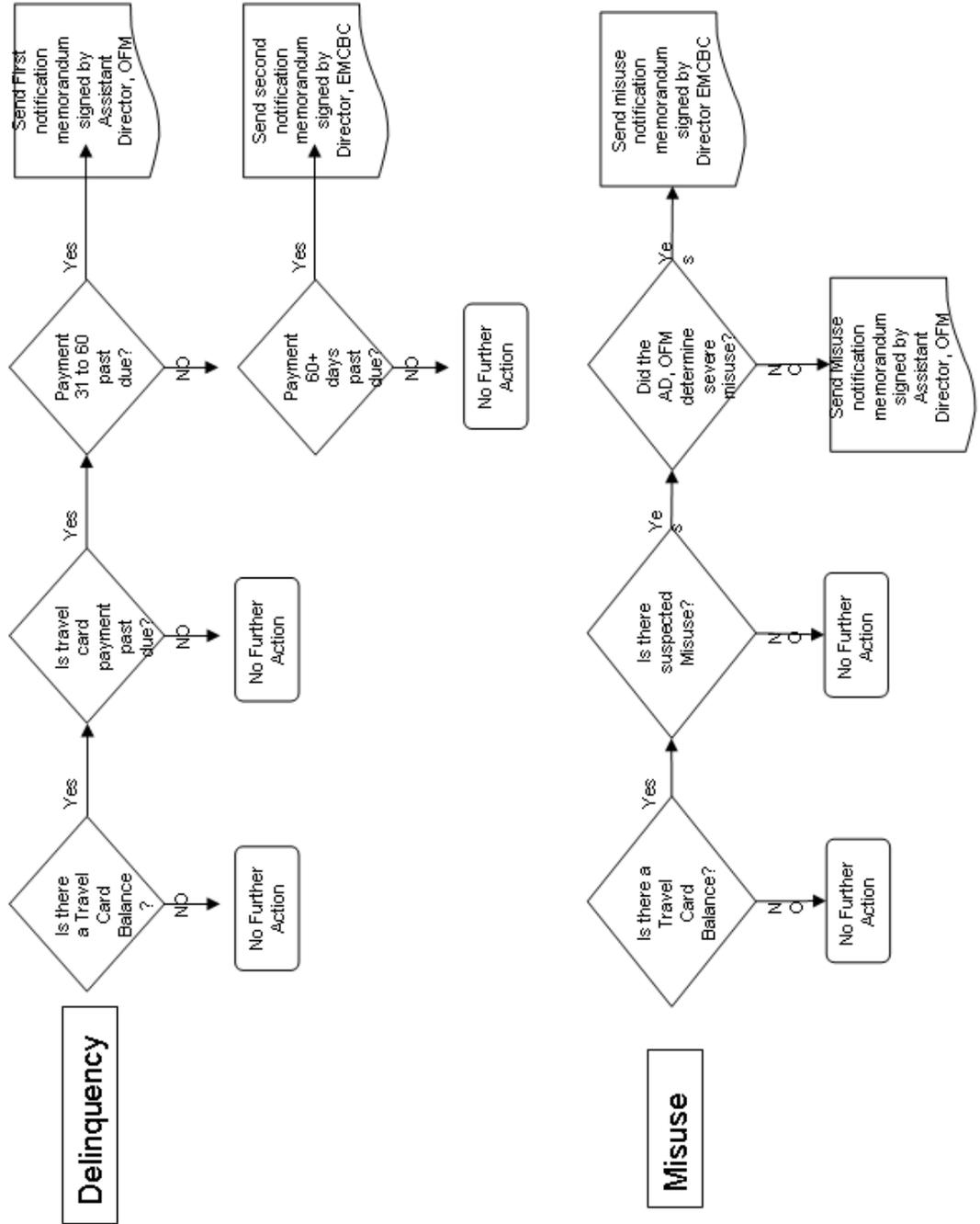
11.1 Attachment A – Example of First Notification of Delinquent Payment Memorandum (more than 30 days)

11.2 Attachment B – Example of Second Notification of Delinquent Payment Memorandum (more than 60 days)

11.3 Attachment C – Example of Notification of Misuse Memorandum

12.0 FLOWCHART

Travel Card Management Oversight



Attachment A

EXAMPLE OF FIRST NOTIFICATION OF DELINQUENT PAYMENT MEMORANDUM (MORE THAN 30 DAYS)

EMCBC: ROSS

J.P.MORGAN CHASE PAST DUE BALANCE

(Employee)

As of the July 2009 statement of travel charge card account delinquencies, you were more than 30 days past due on your J.P.Morgan Chase Government travel charge card account payment. Please resolve your outstanding balance as soon as possible. This notice may be ignored if payment has been remitted.

Employees are required to meet travel charge card payment obligations in a proper and timely manner or be subject to appropriate disciplinary action such as reprimand, suspension, or dismissal. Timely filing of travel vouchers is required by DOE regulation, and failure to submit your voucher timely does not relieve you of personal responsibility for timely travel charge card payments. Failure to make a payment or reach an understanding with J.P.Morgan Chase could result in cancellation of your travel card by J.P.Morgan Chase.

Please contact Debbie Ross at 513-246-0481 if you have any questions regarding this matter.

(Name)
Assistant Director
Office of Financial Management

cc: Employee's Supervisor

Attachment B

EXAMPLE OF SECOND NOTIFICATION OF DELINQUENT PAYMENT MEMORANDUM
(MORE THAN 60 DAYS)

EMCBC: ROSS

PAST DUE BALANCE ON GOVERNMENT TRAVEL CHARGE CARD

(Employee)

As of the July 2009 statement of travel charge card delinquencies, your J.P.Morgan Chase Government travel charge card is 61+ days past due and your account has been suspended from charging and is scheduled for cancellation. It is imperative that you resolve your outstanding balance as soon as possible to prevent the scheduled cancellation of your travel card by J.P.Morgan Chase.

Due to the serious delinquency of this account, you will need to provide a written response to the Director, EMCBC, with a copy to your supervisor and a copy to the Assistant Director, Office of Financial Management, as to the circumstances surrounding the delinquency and when the bill will be paid.

If payment has been remitted, please notify your supervisor. You may contact our Travel Card Coordinator, Debbie Ross, at 513-246-0481 if you have questions regarding the current status of your account.

Jack Craig
Director, EMCBC

cc: Employee's Supervisor

Attachment C

EXAMPLE OF NOTIFICATION OF MISUSE MEMORANDUM

EMCBC: ROSS

NOTICE OF MISUSE OF GOVERNMENT TRAVEL CHARGE CARD

(Employee)

A review of the charges on your Government issued travel credit card account has revealed a charge(s) in the amount of \$_____ on (date) at (vendor) against your account, (see attached listing for multiple charges). We have no travel records for you during this time period.

In accordance with Department of Energy policy, this is a reminder that your travel charge card is to be used for official government travel only. You are responsible for paying these charges in full. If payment is not made in full, your account could be suspended due to nonpayment. Future instances of inappropriate use of your Government travel card may result in disciplinary action such as reprimand, suspension, or dismissal. Please be careful not to use this card instead of a personal card.

If you have any questions regarding your account, you may contact our Travel Card Coordinator, Debbie Ross, at 513-246-0481.

(Name)
Assistant Director
Office of Financial Management

cc: Employee's Supervisor

EMCBC RECORD OF REVISION**Travel Card Management Oversight Procedure, IP-552-01, Rev. 1**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Policy 551-01, Rev. 1 canceled, new IP developed to include more detail of the process.	All	10/07/09