

Management System: Budget and Financial Management

Subject Area: Accounting

Program Description: Travel Card Management Oversight

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1.0 Purpose/Introduction

The purpose of this program description is to ensure Environmental Management Consolidated Business Center (EMCBC) compliance with federal and agency travel policies regarding authorized use and responsible management of the government travel charge card. This program description is meant to be supplemental guidance to the local implementation of DOE Order 552.1A, *Travel Policy and Procedures*, and is not meant to supersede such departmental guidance.

2.0 Policies

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

3.0 Roles and Responsibilities

<u>Director, Deputy Director, EMCBC</u>	Distributes monthly delinquency and misuse reports received from Headquarters (HQ) to the Assistant Director, Office of Financial Management (OFM), for designated action. Implements action as necessary to ensure effective EMCBC Travel Card Management oversight as defined in this program description. Responsible for signature on second and third delinquency notices within a six month period. The third notification of delinquent payment within a 6-month period may result in the cancellation of the employee's travel card. The notice will be sent to the employee with a copy to the employee's supervisor, Office of Financial Management
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	and the Office of Human Resources. If management does not receive a compelling written explanation within five business days, management will suspend or cancel the employee's travel card.
<u>Assistant Director, Office of Financial Management</u>	Has primary responsibility for management and oversight of the EMCBC's travel charge card program in compliance with DOE and federal travel requirements.
<u>Assistant Director, Office of Human Resources</u>	Assists the Office of Financial Management and managers/supervisors in taking a personnel action against an employee who misuses or abuses his or her travel card.
<u>Travel Card Coordinator</u>	Generates and reviews the Delinquencies with Current Balance Report each month and drafts written notification for management to issue to delinquent employees/cardholders. The Travel Card Coordinator (TCC) monitors travel card accounts on an ongoing basis to detect travel card misuse. The TCC drafts written notification for the supervisor to issue to employees inquiring about potential misuse of their travel card (see Attachment D). The TCC will also provide guidance and assistance to individual cardholders as required on matters related to their travel card usage and payment issues. The TCC will suspend or cancel an employee's travel card upon request of management and in accordance with DOE O 552.1A. The TCC will also forward travel charge vendor requests for salary offset of delinquent balances to the appropriate payroll offices (in accordance with 41 CFR 301-302).
<u>Supervisors</u>	Authorize the issuance of travel cards to subordinate employees. Additionally, supervisors are responsible for questioning and counseling employees with questionable or inappropriate charges to their accounts (see Attachment D). The supervisor reserves the right to suspend or cancel the employee's travel card in accordance with DOE O 552.1A.
<u>Employees (Cardholders)</u>	Use their travel card for official federal government travel only, and pay all charges and fees in full by the billing due date. In cases where misuse of the travel card is discovered, the employee must immediately satisfy the

	<p>debt incurred (inappropriate charges). Employee must meet travel card obligations in a proper and timely manner pursuant to 5 CFR 2635, "Standards of Ethical Conduct for Employees of the Executive Branch", or be subject to appropriate disciplinary actions such as reprimand, suspension, or dismissal. Employees must report lost or stolen cards, or instances of fraudulent activities, immediately to the credit card issuer company, TCC and their supervisor.</p>
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4.0 Approach

This program description applies to EMCBC personnel responsible for management oversight of Government travel charge cards and to all EMCBC staff and Small Site staff who are cardholders.

4.1 Travel Card Rules

4.1.1 Travel Card Use- The use of the travel card is mandatory for all employees who travel for authorized official DOE business. However, the following individuals are exempted from this requirement: new employees; employees with disabilities that prevent them from using the travel card; or employees whose card has been lost, stolen or damaged and have not yet received a replacement card.

4.1.2 Travel Card Rules- Travel cards may only be used for official travel- related expenses while in a TDY travels or relocation status. The travel card may only be used to charge travel-related expenses such as lodging, meals, car rentals, and approved miscellaneous expenses. During relocations, these official travel-related expenses may also include the expenses of family members traveling with the employee. The travel card may also be used to obtain cash advances from an Automated Teller Machine (ATM). General rules are as follows:

- 1). Use of the travel card at the official duty station (ODS) or residence is **strictly forbidden** unless its use is in connection with the official TDY, e.g., to withdraw cash from an ATM at the ODS.
- 2). The travel card cannot be used to pay for, among other things: tuition payment, the purchase of office-related supplies, or other personal expenses while on travel.
- 3). If an employee is a member of a Reserve/Guard unit, his or her EMCBC travel card is not to be used while performing Reserve/Guard training or active duty. EMCBC employees who perform travel as part of their Reserve/Guard duties should obtain a separate travel card issued by their Reserve Component.
- 4). Travel card ATM cash advance limits are set, by default, at 20 percent of the card's credit

limit. This cash advance limit should not be increased without a documented and approved need for additional funds. For example, if the travel card credit limit is \$5,000, the cash advance limit will be set at \$1,000.

- 5). Additionally, travel card cash advances are limited to 80 percent of the estimated cash expenses for a trip. For example, if the estimated cash expenses for a trip are \$1,000, the cash advance is limited to \$800. In a case of financial hardship, the approving official may approve up to 100% of the estimated cash expenses, not including transportation expenses billed directly to central billing.
- 6). Possession and use of the travel card does not relieve an employee from observing and complying with the rules and regulations governing official travel, including the use of Government contract city- pair fares and TMC.

4.2 Method of Oversight for Travel Card Delinquency

4.2.1 Travel Card Delinquency- Each month at the end of the billing cycle, the TCC will generate and review the Delinquencies with a Current Balance Report. A memorandum (see Attachment A) will be sent to the delinquent employee(s) immediately after the TCC's notification of delinquency. The employees who are delinquent twice within a 6-month period will receive a memorandum from the EMCBC Deputy Director (see Attachment B). Any additional delinquency within the next 6-month period will result in the cancellation of the employee's travel card (see Attachment C).

4.2.2 First Notification of Delinquent Payment- The first notification will be a memorandum initiated by the TCC and signed by the Assistant Director (AD) for the OFM along with a copy sent to the employee's supervisor. The memo will also inform the employee that the credit card company will suspend the travel card when they reach the 60 day delinquency mark. (See Attachment A).

4.2.3 Second Notification of Delinquent Payment-The second notification of delinquent payment within a 6-month will be initiated by the TCC and sent to the employee by the EMCBC Deputy Director with a copy to the employee's supervisor, the AD of OHR, and the AD of OFM. (See Attachment B). The employee is responsible for providing a written response to the EMCBC Deputy Director, with a copy to the employee's supervisor, the AD of OHR and the AD of OFM, within five business days explaining the circumstances surrounding the delinquency and when the bill will be paid.

4.2.4 Third Notification of Delinquent Payment- The third notification of delinquent payment within a 6-month period may result in the cancellation of the employee's travel card. The notice will be sent to the employee by the EMCBC Deputy Director with a copy to the employee's supervisor, as well as to the AD of OHR and the AD of OFM. (See Attachment C). Like with the second notification of delinquent payment, the employee is responsible for providing a written response to the EMCBC Deputy Director, with a copy to the employee's supervisor, the AD of OHR, and the AD of OFM. If management does not receive a compelling written explanation within five business days, management will suspend or cancel the employee's travel card.

4.3 Method of Oversight for Travel Card Misuse

4.3.1 Travel Card Misuse- The TCC will monitor accounts on an ongoing basis for travel card misuse. Travel card misuse may result in corrective action based on DOE policies and procedures.

4.3.2 Notification of Misuse- If the TCC identifies questionable charges by the employee, a notification of travel card misuse will be drafted by the TCC and sent by the EMCBC Deputy Director to the employee with a copy to the employee's supervisor, the AD of OFM, and the AD of OHR. The notification will be a memorandum initiated by the TCC and signed by the EMCBC Deputy Director. (See Attachment D).

4.3.3 The employee is responsible for providing a written response regarding the questionable charges to the EMCBC Deputy Director, with a copy to the employee's supervisor, the AD of OHR, and the AD of OFM, within five business days of receipt. Some activity may appear questionable upon initial review, but with further investigation, it may be determined to be a valid federal government travel-related expense. Therefore, it is incumbent upon the employee to provide a written response to the notification of misuse.

4.4 Travel Card Non-Usage

4.4.1 Once a year the TCC will send correspondence to the supervisors and managers at the EMCBC and Small Site Offices requesting that they review the necessity of a Government travel card for their employees who have not traveled in a year or more. The need for future travel should be a consideration.

4.4.2 At the request of the supervisors and managers at the EMCBC or Small Site Offices, the TCC will cancel any employee travel cards that are deemed not necessary.

5.0 Requirements

5.1 Title 5 Code of Federal Regulations (CFR), Part 2635, "Standards of Ethical Conduct for Employees of the Executive Branch".

5.2 DOE O 552.1A, *Travel Policy and Procedures*

5.3 DOE O3750.1, *Work Force Discipline*

5.4 DOE M 552.1-1A, *U.S. Department of Energy Travel Manual*

5.5 Federal Travel Regulation (FTR), 41 CFR 301-302

5.6 Office of Management and Budget Memo M-13-21, September 6, 2013, Implementation of the Government Charge Card Abuse Prevention Act of 2012, Public Law 112-194 (<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-21.pdf>)

5.7 DOE EM Memo, May 6, 2010, Travel Charge Card Delinquencies

6.0 Supporting Management Systems, Subject Areas, and Procedures

6.1 Subject Area Description- Accounting

7.0 Exhibits

7.1 Travel Card Management Oversight Flow Chart

7.2 Attachment A- Example of First Notification of Delinquent Payment Memorandum

7.3 Attachment B- Example of Second Notification of Delinquent Payment Memorandum (within 6 month period).

7.4 Attachment C- Example of Third Notification of Delinquent Payment Memorandum (within 6 month period).

7.5 Attachment D- Example of Notification of Misuse Memorandum

8.0 Definitions-See Master Definitions List located at the top of the MSD Home Page

9.0 Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Financial Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 16-01.5-A	Administrative Management Records. Correspondence for Office Maintain Primary Responsibility for Subject – Travel Management Files	Office of Financial Management	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Travel Card Management Oversight

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document	All	11/29/10
1	Updated Program Description	All	8/24/15