



### Local Travel Smartrip Metro Cards

The Office of Inspector General (OIG) maintains 9 Smartrip cards that employees may use for official OIG Washington, DC, area travel on the Metro Transit System.

#### For what travel may I use the card?

All official travel (i.e., to attend a local meeting, training or other official business where public transportation can be used) on behalf of the OIG on any day of the week at any time of day.



#### Where can I get one?

The Office of Management/Counsel/Front Office has three cards; Office of Audit has four cards; and Office of Investigations has two cards. Each AIG is responsible for controlling the issuance and return of their Office's cards and for securing all non-issued cards.

You may receive for temporary use a card from your Office's office manager.

Office managers will maintain the following permanent log for each card:

Card #	Date Issued	Employee Name	Trips Taken	Value Left on Card	Date Returned

Offices should be prepared to temporarily assign (share) available Smartrip cards with employees in other OIG Offices if other Offices express a need for them.

#### What do we need to do to ensure the cards continue to have sufficient funds on them?

Office managers will monitor their logs. When cards reach a "Value Left on Card" of \$20 or less, they will inform the Office of Management (OM). OM will add funds the cards as needed.

#### What will happen to me if I use the card for unofficial travel?

We will conduct periodic audits of card usage. If we find that you have used one of these local travel Smartrip cards for other than official travel, you will be disciplined in accordance with OIG *Policy Directive 810-02, Progressive Discipline and a Guide to Suggested Penalties*.

#### If I lose a card or have a question about this policy, whom can I contact?

The Office of Management at (202) 927-5200 or email us at [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).