

For: FSA Employees

GovTrip Travel Payments From November 25, 2008, Through January 3, 2009

Approved by: Acting Associate Administrator for Operations and Management



1 GovTrip Travel Payments

A Background

USDA will change travel charge card contractors from Bank of America to U.S. Bank on November 30, 2008. As a result of the USDA-wide issuance of the new U.S. Bank travel charge cards and the overlap of travel vouchers potentially being processed with charges from the old Bank of America travel charge card and the new U.S. Bank travel charge card, the split disbursement feature of GovTrip will be turned off from November 25, 2008, through January 3, 2009, to clear all charges to the old Bank of America travel charge card.

For travelers who normally use a government-provided travel charge card to pay for travel expenses while traveling, from November 25, 2008, through January 3, 2009, all expenses on the traveler's voucher will be disbursed directly to the traveler through their personal bank account where their pay is deposited. There will be no change for travelers who do **not** have a government-provided travel charge card.

B Purpose

This notice informs travelers of the change in method of paying the travel charge card bill from November 25, 2008, through January 3, 2009.

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date	Distribution
February 1, 2009	All FSA employees; State Offices relay to County Offices

Notice FI-2867

1 GovTrip Travel Payments (Continued)

D Contacts

If there are questions about this notice, contact the appropriate office as follows.

Employees	Contact
State and County Office	State Office Administrative Office
Kansas City and St. Louis	Lois Dick by e-mail at lois.dick@kcc.usda.gov
National Office and APFO	FMD, Debt Management and Travel Policy Staff by e-mail at poc_travel@wdc.usda.gov