

**EMPLOYEE TRAVEL MANAGEMENT
TRAVEL CHARGE CARD POLICY**

1. REASON FOR ISSUE: To revise Department of Veterans Affairs (VA) travel charge card policy, formerly contained in MP-1, part II, chapter 2, appendix M.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This directive sets forth policies and responsibilities for use of the government contractor-issued travel charge card for official travel. This directive contains:

a. General policy statement regarding the mandatory use of the government contractor-issued travel charge card for official travel.

b. Statutory and regulatory authority to issue and require employee use of the card.

c. Responsibilities of organizational units for issuing and monitoring the use of the government contractor-issued travel charge card.

d. Responsibilities of employees to use the card for official purposes only, to file for reimbursement of travel expenses, and to promptly pay charge card bills.

3. RESPONSIBLE OFFICE: Travel Policy Office (047GC3), Office of the Deputy Assistant Secretary for Finance.

4. RELATED HANDBOOKS: All VA handbooks in the 0631 series.

5. RESCISSIONS: MP-1, part II, chapter 2, appendix M, dated February 28, 1995.

CERTIFIED BY:

/s/
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**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
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TRAVEL CHARGE CARD POLICY

1. PURPOSE. The purpose of this directive is to provide policy for the use of the government contractor-issued travel charge card for procurement of transportation services, subsistence, and other allowable travel and transportation expenses incurred during official travel.

2. POLICY. VA employees are required to use the government contractor-issued charge card for all official travel expenses, unless an exemption is specifically granted. Employees may only use the card for expenses incurred in connection with official travel such as authorized travel advances, hotel accommodations, meals, car rentals, transportation expenses, and other expenses incidental to official travel. Government contractor-issued charge cards will not be issued to non-VA personnel, including but not limited to contractors, individuals employed intermittently in government service as an expert or consultant and paid on a daily when-actually-employed basis, individuals serving without pay or for nominal amounts, invitational travelers, and persons traveling at VA request for pre-employment interviews.

3. RESPONSIBILITIES. The responsibilities for travel charge card policy and procedures are as follows:

a. **Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries and Other Key Officials in Central Office, and VISN/area/field facility directors:**

(1) Ensuring all outstanding charges are paid by employees in a timely fashion in accordance with the contractor's agreement;

(2) Ensuring that supervisors pursue appropriate disciplinary action against employees who fail to adhere to the terms of the cardholder agreement, and/or federal and VA policy regarding use of the charge card; and

(3) Designating an agency/organization program coordinator (A/OPC) and informing the contractor of changes in A/OPCs.

b. **The Assistant Secretary for Management** is responsible for establishing Department policy and administering VA's government contractor-issued charge card program.

c. **A/OPCs:**

(1) Keeping Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries, and Other Key Officials in Central Office, and VISN/area/field facility directors informed of the status of all government contractor-issued charge card

accounts issued to employees assigned to their organizational elements who are not the responsibility of an A/OPC in a subordinate organization; and

(2) Providing new employees with the government travel card (individually billed account) set-up form, which can be obtained at www.va.gov/ofinop/valociti under the Travel icon.

d. **Supervisors** are responsible for determining which employees in their office are authorized to receive a charge card.

f. **Employees:**

(1) Reading and becoming familiar with the Government Card Services Travel Program Cardholder Account Agreement found in the new employee orientation folder received from the Office of Human Resources Management at employee orientation. (Current travel card holders can find the cardholder agreement at www.va.gov/ofinop/valociti under the Travel icon.);

(2) Adhering to all policies and regulations governing the issuance and use of the government contractor-issued charge card; and

(3) Ensuring that their charge card is used for authorized official travel expenses only.

4. REFERENCES.

- a. Travel and Transportation Reform Act of 1998, P.L. 105-264 (October 19, 1998);
- b. 5 U.S.C. 5701;
- c. 41 CFR 301-51.1 to 301-51.7;
- d. 41 CFR 301-51.100;
- e. 41 CFR 301-70.700 to 301-70.707; and
- f. 41 CFR 301-54.

5. DEFINITIONS. Certain terms used in this handbook are defined as follows:

a. **Agency/Organization Program Coordinator (A/OPC).** An employee designated by their organizational head to administer the charge card program for their respective organization or facility.

b. **Centrally Billed Account (CBA).** An account that is used for common carrier charges and is only used when processing tickets for employees or individuals who: (1) have obtained a specific exemption from the use of the government contractor-issued charge card, (2) due to infrequent travel are not eligible for a government contractor-issued charge card, or (3) are non-VA personnel traveling at the invitation of VA to conduct official business and whose travel VA funds. CBAs are maintained by specific offices and not individual travelers.

c. **Charge Card.** A government contractor-issued charge card for major travel and transportation items such as passenger transportation tickets, rental vehicles, lodging, and meals in connection with official travel. The term does not include personal credit cards issued to employees based upon their own financial merit by any credit card or other company.

d. **Contractor.** The servicing bank institution used for VA's travel charge card program.

e. **VA Program Administrator.** The Assistant Secretary for Management has delegated this responsibility to the Office of Financial Operations (047F) and its associated travel management staff.