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Bulletin

Title: Temporary Suspension of the Split Pay in GovTrip

Number: 09-308

Date: December 16, 2008

Expiration: December 15, 2009

Originating Office: Travel and Relocation Services Branch,
Financial Management Division, AFM/ARS

Distribution: All REE Employees

This bulletin notifies REE employees of the temporary suspension of the split pay feature in GovTrip and the need for employees to pay travel expenses directly to the appropriate travel card.

Definition

“Split pay” is the process in GovTrip of dividing a travel voucher reimbursement between the charge card vendor and traveler. In GovTrip, certain expense categories were automatically sent to the charge card vendor with the remainder paid directly to the employee. The employee was responsible for paying any additional charges on their travel card bill that were not paid directly through GovTrip. The most common expense categories subject to mandatory split pay were common carrier (usually airline) tickets, the travel management center (TMC) fee, and the travel voucher (TAV) fee. Unless employees choose to have lodging paid directly to them, lodging costs are also paid directly to the travel card vendor.

Suspension of the Split Pay Feature

The Department of Agriculture (USDA) turned off the split pay feature in GovTrip starting November 30, 2008; this feature will remain suspended until USDA and the travel card vendor develop and test a new transmission process. USDA estimates that the split pay feature will remain disabled until March 2009. We will notify employees when the split pay feature is enabled in GovTrip.

This means that during this period, all payments for travel expenses, including the cost of airline tickets and associated fees, will be reimbursed directly to employees who have an individually billed travel card. USDA has suspended the split pay process in GovTrip for payments that would normally have been paid directly to the employee’s individually billed travel card. Employees may check the status of the split pay feature by visiting the GovTrip welcome page at www.govtrip.com. USDA will post notices on the status of the split pay process on that page.

Note: Employees that do not have an individually billed travel card will not receive reimbursement for airline tickets or TMC and TAV fees. These expenses for employees WITHOUT an individually billed travel card are NOT subject to the suspension of split pay and will continue to be paid directly to the centrally billed account.

Employee Responsibility

From November 30, 2008, until the resumption of the split pay feature in GovTrip, employees with individually billed travel cards are responsible for paying all charges on their USBank and/or Bank of America bill. Employees should monitor their voucher payments and the bills they receive from the two travel card vendors and pay the appropriate bills. Because travel charges for trips completed or in process during the conversion period will appear on the previous vendor’s billings, employees must pay particular attention to both USBank and Bank of America billing statements.

Changing vendors does not relieve employees from their responsibility to pay their Bank of America bill. Employees may be disciplined for any failure to follow travel card policy as outlined in DR 2300-001, USDA Travel Card Regulation, found at <http://www.ocio.usda.gov/directives/doc/DR2300-001.htm>.

Questions

Questions on travel card use and the disabling of the split pay process may be directed to the employee's travel card program manager (A/OPC). A list of current A/OPCs is found in Appendix A.

/s/

S. M. HELMRICH

Director

Financial Management Division

Appendix A

REE A/OPC List

ARS:

AFM:

Janelle McClintock	301-504-1311	Janelle.McClintock@ars.usda.gov
Michelle Williams	301-504-1309	Michele.Williams@ars.usda.gov

OA/NAL/NPS:

Laura Pope	301-504-5570	Laura.Pope@ars.usda.gov
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Beltsville Area:

Joe LaCour	301-504-5542	Joe.LaCour@ars.usda.gov
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North Atlantic Area:

Joyce Hamilton	215-233-6689	Joyce.Hamilton@ars.usda.gov
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South Atlantic Area:

Valjean Farmer	706-546-3492	Valjean.Farmer@ars.usda.gov
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Midwest Area:

Kit Mernick	309-681-6628	Kit.Mernick@ars.usda.gov
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Midsouth Area:

Cack Norquist	662-686-5384	msa.travel@ars.usda.gov
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Northern Plains Area:

Linda Sundstrom	970-492-7026	Linda.Sundstrom@ars.usda.gov
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Southern Plains Area:

Freida Williams	979-260-9493	Freida.Williams@ars.usda.gov
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Pacific West Area:

Lisa Jackson-Beitia	510-559-6010	Lisa.Jacksonbeitia@ars.usda.gov
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CSREES:

Jeanette Powers	202-720-8505	Jeanette.Powers@ars.usda.gov
Linda Geddie-Abney	202-720-3536	Linda-Geddie-Abney@ars.usda.gov

ERS:

Kim Woods	202-694-5181	Kimberly.Wood@ers.usda.gov
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NASS:

Barbara Nelson	202-720-4913	Barbara_Nelson@nass.usda.gov
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