

MS 703 Centrally Billed Account Travel Card Program

Effective Date: June 24, 2011

Responsible Office: MAS/T

New Manual Section

[Issuance Memo](#) (June 24, 2011)

1.0 Purpose

This Manual Section establishes Peace Corps policies for the management and use of the Centrally Billed Account Travel Card Program (CBA Travel Card Program). The CBA Travel Card Program is used in addition to the Individually Billed Travel Program (MS 706) to pay for official travel expenses. CBA Travel Cards are used to cover travel expenses incurred by employees who do not have Individually Billed Travel Cards. Procedures implementing the CBA Travel Card Program are contained in the Domestic and Overseas Financial Management Handbooks ([Domestic Procedures](#) & [Overseas Procedures](#)).

2.0 Authority

P.L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note); 41 CFR Part 301-51; 41 CFR Part 301-54.

3.0 Policy

3.1 It is the policy of the Peace Corps that all overseas posts hold and use a centrally billed travel card (CBA Travel Card) to pay for official travel by Volunteers and employees at post. Headquarters and Regional Recruitment Offices, whose staffs need to undertake significant amount of travel, may be issued CBA Travel Cards if deemed necessary and economical. CBA Travel Cards provide centralized means of paying for the travel expenses of multiple individuals in order to reduce the administrative processing costs and paperwork involved with payment of travel expenses incurred on an individual basis.

3.2 The CBA Travel Card may only be used for authorized official travel expenses covering such expenses as transportation, lodging, meals and incidentals. For more information, see OFMH 62.6 and DFMH 32.6 in [Domestic Procedures](#) and [Overseas Procedures](#).

3.3 The CBA Travel Card is issued in the name of a designated authorized employee (Cardholder) under a delegation of authority.

3.4 Cardholders must comply with this Manual Section and the Procedures. Cardholders who fail to comply with them will be subject to administrative and disciplinary action.

4.0 Roles and Responsibilities

4.1 Transportation Division

The Transportation Division in the Office of Management is responsible for overall administration and oversight of the CBA Travel Card Program. Specific responsibilities include:

- (a) Providing training and guidance to employees on the CBA Travel Card Program.
- (b) Coordinating the establishment, maintenance, and closure of CBA Travel Card accounts.
- (c) Reviewing and monitoring CBA Travel Card usage to ensure that it is appropriate and consistent with this Manual Section and the Procedures.
- (d) Serving as the Peace Corps liaison with the financial institution that issues CBA Travel Cards (Card Contractor).
- (e) Reporting any misuse or abuse of a CBA Travel Card to the Cardholder's supervisor, the Office of the Inspector General (OIG), and the Office of Human Resource Management/Employee Relations.

4.2 Approving Official

An Approving Official is responsible for review and oversight of Cardholder activity and ensuring that the CBA Travel Card is being used properly. An Approving Official should be at a higher level than a Cardholder, such as an immediate supervisor or a responsible person designated by the Transportation Division. A Cardholder may not be his or her own Approving Official. Specific responsibilities of the Approving Official are set forth in the Procedures

4.2.1 Review of Cardholder Monthly Statement and CBA Travel Card Log

Approving Officials are responsible for reviewing and approving Cardholder monthly statements of account and all related supporting documents such as obligating documentation, CBA Travel Card logs, sales receipts, dispute forms, receiving reports, etc.

4.2.2 Review for Misuse and Abuse

Approving Officials must carefully review each Cardholder monthly statement of account to ensure that proper procedures are being followed and that adequate supporting documentation has been attached (CBA Travel Card log, obligating documentation, sales receipts, etc). Approving Officials must verify that purchases were for official Peace Corps use only.

4.3 Cardholder

Any Peace Corps direct hire employee (U.S. citizen or Foreign Service National) may be a Cardholder. Overseas contractors may be issued a CBA Travel Card in exceptional circumstances. Cardholder responsibilities are set forth in the Procedures

4.5 Card Contractor

The financial institution that has been awarded a contract by the General Services Administration to provide credit card services for travel charges incurred by Federal employees, including participants in the CBA Travel Card Program.

5.0 Account Administration

5.1 Establishment of Account

The request to establish a new CBA Travel Card is made by the Approving Official to the Transportation Division.

5.2 Changes to Account

Changes to the CBA Travel Card profile, including the name of the Cardholder, must be made by the Cardholder with appropriate documentation, e.g., marriage certificate. Changes to amounts authorized must be requested by the Cardholder's supervisor or Approving Official and include a brief justification.

5.3 Reconciliation and Reallocation

The Cardholder is responsible for reconciling and reallocating his/her monthly statement of account to ensure transactions are accurate and funded appropriately. Cardholders are required to maintain a CBA Travel Card log listing all expenditures and containing copies of obligating documentation (i.e. travel authorization, contract, purchase order, etc.).

If the monthly statement of account is not electronically submitted after the close of the monthly billing cycle, it is automatically closed (Auto-Closed) by the Card Contractor on-line electronic statement system.

Detailed guidance for reconciliation is provided in the Procedures.

5.4 Payments

Payments for the CBA Travel Card are made by the Office of Global Accounts Payable when monthly statements have been submitted by the Card Contractor.

5.5 Maintaining CBA Travel Card Records

The Cardholder is responsible for maintaining his or her records. The Cardholder must maintain CBA Travel Card records (copies of statements of account, CBA Travel Card logs, receipts, dispute forms, and other supporting documentation) for three years from the payment date, deemed to be 30 days after the statement of account date. After that time, the records may be destroyed according to the record retention procedures. CBA Travel Cardholders must provide their CBA Travel Card log to their Approving Official for review and final approval. If the Cardholder separates from the Peace Corps or is reassigned, the Approving Official is responsible for ensuring the records are maintained for three years.

5.6 Monitoring

The Transportation Division will review sample transactions on a monthly basis, to ensure that use is appropriate and related to officially authorized travel. Any inconsistencies will be addressed with the Cardholder. Any serious violations will be tracked and reported as appropriate.

5.7 Lost or Stolen Cards

Cardholders must promptly report lost or stolen account numbers and cards to the Card Contractor and to the Transportation Division in order to be relieved any financial liability resulting from its unauthorized use. CBA Travel Cards reported lost or stolen are immediately blocked from accepting additional charges. If unauthorized charges have occurred, they must be disputed. It is the responsibility of the Cardholder to dispute with the Card Contractor any unauthorized charges. If the reported lost card is located, the Cardholder is responsible for destroying it. The Card Contractor will send out a replacement card with a new account number within two to three days of being notified.

5.8 Closure upon Departing the Agency

Cardholder accounts are terminated upon dismissal, retirement, or separation from the Peace Corps. Cardholders must notify the Transportation Division prior to their departure from the Peace Corps and request that the card privileges be terminated. The Cardholder is responsible for destroying his or her CBA Travel Card. The CBA Travel Card log must be returned to the Approving Official and maintained for the designated period at post or the respective Headquarters office.

6.0 Abuse of the Program and Resulting Agency Actions

6.1 Misuse of the Travel Card

The Transportation Division will report any Cardholder misuse or abuse of a CBA Travel Card to the Cardholder's supervisor, the Transportation Division, OIG, and Human Resources Management/Employee Relations. Cardholders who use the CBA Travel Card for unauthorized purposes will be subject to the following:

- (a) Disciplinary action up to and including termination;
- (b) Closure of the account by the Transportation Division ; and
- (c) Inquiry by the OIG and the Peace Corps ethics office

7.0 Effective Date

The effective date is the date of issuance.