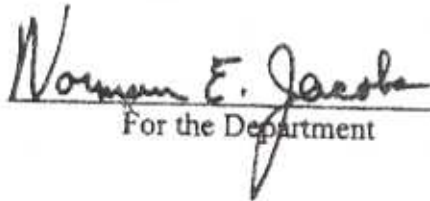


## MEMORANDUM OF UNDERSTANDING

The following constitutes an agreement between the Department of Veterans Affairs and the American Federation of Government Employees, AFL-CIO, National VA Council #53, (NVAC) regarding the GSA Smart Pay Citibank Visa Travel Card Program.

1. VISA travel cardholders must be reminded to file a voucher within five (5) days of completion of their trip. When filed correctly and after signature by the voucher approving official, bargaining unit employees shall be reimbursed within two (2) weeks or sooner for their travel expenses.
2. Any service fee incurred because of non-reimbursement in a timely manner by the Department, shall be considered as an expense payable by the Department. An employee whose account has been cancelled will be charged a late fee by Citibank Visa of 2.5% of any undisputed amounts which are 120 days delinquent.
3. The local parties agree to closely monitor the payment of employees' travel reimbursements to ensure the timely payment to employees.
4. The appropriate management official at the facility level will provide a copy of this MOU to the local president upon their receipt.

  
For the Department

  
For National VA Council #53

3/25/99  
Date