

**Assistant Secretary for Management  
Action Item**

**Subject:** Approval of one new policy chapter in accordance with the Financial Policy Improvement Initiative (FPII).

<b>Vol.</b>	<b>Ch.</b>	<b>Title</b>
XIV	1	<i>Travel Administration</i>

**Discussion:** The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following one new policy chapter:

- Volume XIV, Chapter 1, *Travel Administration*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding travel administration and provides the authoritative reference for VA travel management. It contains VA's policy and procedures for managing travel by VA personnel, invitational travelers, contractors and witnesses. The chapter also implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to temporary duty travel.

**Recommendation:** Approve the one new policy chapter by signing below.

Approved:

\_\_\_\_\_/ s /\_\_\_\_\_  
W. Todd Grams  
Acting Assistant Secretary for Management

2-16-2011  
Date

**Assistant Secretary for Management  
Action Item**

**Subject:** Approval of three new policy chapters in accordance with the Financial Policy Improvement Initiative (FPPII).

<b>Vol.</b>	<b>Ch.</b>	<b>Title</b>
II	7F	<i>Refunds and Rebates</i>
V	6	<i>Accounts Receivable</i>
VIII	5	<i>Imprest Funds</i>

**Discussion:** The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following new policy chapters:

- Volume II, Chapter 7F, *Refunds and Rebates*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures
- Volume V, Chapter 6, *Accounts Receivables*, this chapter establishes Department of Veterans Affairs (VA) financial policies and procedures for the accounting and reporting of accounts receivable. This chapter was originally published in August 2009; this revision corrects the changes in the policy titles and chapter numbers and removes references to rescinded directives and handbooks. The content was reviewed and found to still be accurate.
- Volume VIII, Chapter 5, *Imprest Funds*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures for imprest funds. Until payment options are more viable and system enhancements are made, VA will manage and maintain imprest funds in the form of Agent Cashiers in accordance with Treasury guidance. Where appropriate, VA has eliminated other types of imprest fund activities.

**Recommendation:** Approve the new policy chapters by signing below.

Approved:

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/ s /  
W. Todd Grams  
Acting Assistant Secretary for Management

2-16-2011  
Date

**Assistant Secretary for Management  
Action Item**

**Subject:** Approval of one new policy chapter in accordance with the Financial Policy Improvement Initiative (FPPII).

<b>Vol.</b>	<b>Ch.</b>	<b>Title</b>
XVI	1	<i>Government Purchase Card</i>

**Discussion:** The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following new policy chapter:

- Volume XVI, Chapter 1, *Government Purchase Card*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding use of the Government purchase card and convenience checks for official purchases. This is a revision of the chapter as required for part of the FPPII Grant Thornton contract.

**Recommendation:** Approve the new policy chapter by signing below.

Approved:

\_\_\_\_\_/ s /\_\_\_\_\_  
W. Todd Grams  
Acting Assistant Secretary for Management

2-16-2011  
Date

**Assistant Secretary for Management  
Action Item**

**Subject:** Approval of three new policy chapters in accordance with the Financial Policy Improvement Initiative (FPPII).

<b>Vol.</b>	<b>Ch.</b>	<b>Title</b>
XV	2	<i>Payroll: Allowances</i>
XV	3	<i>Payroll: Awards and Incentives</i>
XV	4	<i>Payroll: Deductions</i>

**Discussion:** The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following new policy chapters:

- Volume XV, Chapter 2, *Payroll: Allowances*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding payroll allowances. Allowances are amounts granted to VA employees to reimburse for extraordinary expenses related to fulfilling official VA duties.
- Volume XV, Chapter 3, *Payroll: Awards and Incentives*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures relating to the considerations of awards and incentives for VA employees, former employees, volunteers and participants of the without compensation program in recognition for their contributions and achievements to VA and the Federal Government. The awards and incentives induced in this chapter are those awards covered under the Government Employees' Incentive Awards Act (GEIAA) and incentives for recruitment, relocation and retention, used to help recruit and retain employees in hard-to-fill positions and voluntary separation incentive.
- Volume XV, Chapter 4, *Payroll: Deductions*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding payroll deductions. VA is responsible for ensuring that each employee's record properly identifies both the required and Voluntary deductions that apply to a specific employee and the necessary information for making these deductions.

**Recommendation:** Approve the new policy chapters by signing below.

Approved:

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/ s /  
W. Todd Grams  
Acting Assistant Secretary for Management

2-16-2011  
Date