

**Executive in Charge, Office of Management
Action Item**

Subject: Approval of four new policy chapters in accordance with the Financial Policy Improvement Initiative (FPPI).

Vol.	Ch.	Title
XV	5	<i>Hours of Duty and Leave</i>
VIII	1A	<i>Invoice Review and Certification</i>
IV	1	<i>Revenues</i>
XVI	2	<i>Travel Charge Card Program</i>

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

- Volume XV, Chapter 5, *Hours of Duty and Leave*, establishes VA financial policies and procedures relating to employee hours of duty and leave benefits as they relate to payroll activities.
- Volume VIII, Chapter 1A, *Invoice Review and Certification*, establishes VA financial policies and procedures regarding invoice review and certification and other controls for ensuring that payments are proper and accurate.
- Volume IV, Chapter 1, *Revenues*, discusses how and when VA uses revenues earned through exchange transaction activity, or received through non-exchange transactions.
- Volume XVI, Chapter 2, *Travel Charge Card Program*, discusses the VA Government Travel Card program which was developed to procure transportation services, subsistence, and other allowable travel and transportation expenses incurred during official travel.

Recommendation: Approve the new policy chapters by signing below.

Approved:

_____/s/
W. Todd Grams
Executive in Charge, Office of
Management, and Chief Financial Officer

11-22-2011
Date

**Executive in Charge, Office of Management
Action Item**

Subject: Approval of four new policy chapters in accordance with the Financial Policy Improvement Initiative (FPPI).

Vol.	Ch.	Title
XIV	10	<i>Conference Planning</i>
XIV	6	<i>International Travel</i>
XIV	9	<i>Donated Travel</i>
XV	1	<i>Payroll: Overview</i>

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

- Volume XIV, Chapter 10, *Conference Planning*, discusses how and when VA emphasizes the need to plan conferences, including any associated travel. As defined by the Federal Travel Regulation (FTR), a conference may include a meeting, retreat, seminar, symposium or event that involves attendee travel.
- Volume XIV, Chapter 6, *International Travel*, establishes VA financial policies and procedures relating to international (foreign) travel. This chapter implements and supplements those portions of the FTR pertaining to foreign travel.
- Volume XIV, Chapter 9, *Donated Travel*, establishes VA financial policies and procedures relating to donated travel from non-Federal funding sources. These policies and procedures apply equally to both domestic and international travel.
- Volume XV, Chapter 1, *Payroll: Overview*, discusses VA financial policies and procedures regarding VA's payroll administration. VA's payroll operations include functions performed by VA employees as well as those performed by VA's Payroll Provider.

Recommendation: Approve the new policy chapters by signing below.

Approved:

_____/ s /_____
W. Todd Grams
Executive in Charge, Office of Management,
and Chief Financial Officer

11-22-2011
Date