

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

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

Vol.	Ch.	Title
II	7F	<i>Refunds and Rebates</i>
VII	9	<i>Erroneous and Improper Payment Reporting</i>
XIV	8	<i>Relocation Packages</i>
XV	6	<i>Payroll: Payments</i>
XVI	3	<i>Fleet Charge Card Policy</i>

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

- Volume II, Chapter 7F, *Refunds and Rebates*, (previously issued) was updated to add the authority for VA to accept a credit for prior year refunds of de minimis amounts of \$100 or less to apply to a current year invoice. This is in accordance with Comp. Gen. B-250953.
- Volume VII, Chapter 9, *Erroneous and Improper Payment Reporting*, previously issued, was updated in accordance with the April 14, 2011, revised OMB Circular on improper payments.
- Volume XIV, Chapter 8, *Relocation Packages*, discusses VA policies and procedures relating to relocation packages for both permanent change of station (PCS) and temporary change of station (TCS).
- Volume XV, Chapter 6, *Payroll: Payments*, discusses how and when VA will pay its employees the correct amount of salary and/or wages, premium pay, allowances, and differentials to which they are entitled by Federal laws, regulations, and VA policy.
- Volume XVI, Chapter 3, *Fleet Charge Card Policy*, discusses VA policies and procedures as related to the use of the government fleet card. The objectives are to reduce paperwork and administrative costs for the acquisition of fuel, maintenance, supplies and services.

Recommendation: Approve the updated and new policy chapters by signing below.

Approved:

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

11/8/2011
Date