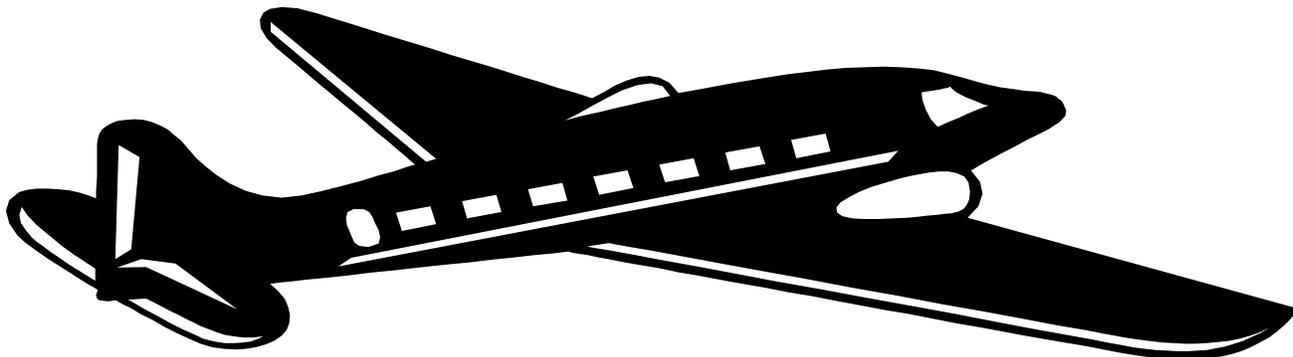


# FSA TRAVEL HANDBOOK



Revised by Christopher Dursin,  
FSA PO Administrator  
November 2002



FEDERAL  
STUDENT AID

*We Help Put America Through School*

## THINGS TO REMEMBER WHEN TRAVELING

- Know the travel regulations
- Only put travel expenses on the government travel card and don't pay other employee's expenses
- Use the Travel Management Center (Carlson Wagonlit Travel) when making airline reservations
- Check with the TMC before you change plans as you may incur additional expenses
- Keep your workdays and weekends straight. You are expected to arrive at the location the day of or the day before the work begins and leave the day the work ends or a day later
- Don't confuse business with pleasure. If you fly for business and want to take a different route for personal reasons, you can do that, but the government will only pay for the part of the trip that is business related. You won't get the government rate on the personal portion of your trip
- If you think you will need to spend more than per diem, claim Actual Expenses on your Travel Authorization through Gelco Travel Manager
- If you extend your trip for personal reasons, you will not receive per diem for the additional days
- If you are on a trip for less than 12 hours, you are not entitled to per diem.
- If the government includes a meal with the scheduled event, your meal allowance is reduced for that day. But if a hotel gives you a free breakfast, for example, you still get full meal allowance
- Submit your electronic vouchers through Gelco Travel Manager within five days. You are required to pay the government travel card bill when it arrives whether or not you submitted your voucher and have received re-imbusement from the government.
- Check your receipts carefully
- Keep the receipts; you are required to keep lodging and all receipts over \$75 for seven years in case of an audit - even if you leave the job
- Don't take the rental car company's offer for accident insurance. You are already covered by GSA's agreement with car rental companies that offer government rates
- If you stay with relatives or friends, you won't receive any lodging reimbursement. However, the Department of Education does have a Travel Gainsharing Program

# TABLE OF CONTENTS

Things to Remember when Traveling	1
Introduction	4
The Traveler's Credit Card	
A. PINS and ATM Withdrawals	5
B. Using the Government Travel Card.	6
Guide to Traveling	
A. Travel Management Center	7
B. Traveling by Air	9
• Cheapest Rate	
• Contract Carrier	
• Frequent Flyer Miles	
C. Per Diem Rates	10
D. Hotels	11
E. Taxi/Rental Cars	12
F. Other Allowable Expenses.	14
• Privately Owned Vehicles (POV)	
• Telephone Calls and Calling Cards	
• Miscellaneous Expenses	
G. Foreign Travel	15
H. Travel Gainsharing Program	16
Upon Your Return	18
A. Paying Your Bill	18
Penalty	
A. Travel Audits	19
B. Cancelled Cards	20
FAQ's	21

## Appendix

A. Individually Billed Card Account; Setup/Application Form and Cardholder Agreement	23
B. Mandatory Use of Travel Charge Card	35
C. Travel Gainsharing Program	40
D. Contacts in Channels	48
E. Useful Travel Internet Links	52

## INTRODUCTION

As an FSA employee, you may need to travel on behalf of FSA from time to time. Before you embark on your first FSA travel experience, or even if you are a seasoned traveler, there is information that you should know. This handbook includes everything you need to know.

# TRAVELER'S CREDIT CARD

FSA employees must use a government travel card when traveling on official FSA business.

In order to get the government travel card you must:

- Download an application from:  
[http://fsanet/forms/travel\\_transit/nationsbank.pdf](http://fsanet/forms/travel_transit/nationsbank.pdf) You may also get an application from the FSA Travel Coordinator, Sharon Lawrence in Room 54D4 UCP or call (202) 377-3027.
- Read and complete the application. You and your supervisor must sign it.
- Keep a copy for your records.
- Submit the completed application to FSA Travel Coordinator (Sharon Lawrence) for processing.
- Wait for your card and Personal Identification Number (PIN) to arrive in the mail.

Please make sure you complete and submit the application **at least** two weeks prior to your first travel assignment. If you have less than two weeks prior to your first travel assignment, you must contact the FSA Travel Coordinator, immediately.

## **PINS and Automated Teller Machine (ATM) Withdrawals**

You will receive a PIN so that you may get a cash advance from the ATM for your trip(s). Before making a withdrawal you should calculate the amount of the cash advance by estimating:

- Cost of taxi/local transportation
- Meals & Incidental Expenses (M&IE) for the duration of the trip
- Any other expected expense

You may withdraw 100% of the estimated total. If you withdraw more than your actual allowable costs, the excessive amount will be considered an out-of-pocket expense and **will not be reimbursed**.

You may withdraw the advance the last workday before departure or during travel. No more than \$550 per day (with a maximum of \$1,100 per week on extended or overseas government travel) may be withdrawn. The maximum number of ATM withdrawals is **two** if you are traveling for more than two days, but less than a week.

The ATM transaction fee is 1.9 percent of the total amount withdrawn. You can claim this fee on your electronic travel Voucher in miscellaneous expenses. You don't need a receipt if the fees are under \$75.00.

## Using the Government Travel Card

Do not use the government travel card for personal expenses. “That great looking sweater in the store window” must be purchased with your personal credit card. (See page 18 for additional information about travel audits and penalties for abuse/misuse)

### **YOU ARE ONLY ALLOWED TO USE THE CARD FOR BUSINESS TRAVEL**

Using the government travel card prevents mixing personal and business expenses, which can create problems for you, especially if you were to use a personal card offering bonus incentives.

You may use the government travel card for the following:

- Transportation costs (airline, train, and taxi and limousine shuttle services).
- Hotel accommodations
- Meals.
- Supplies (fax, reproduction services, FedEx, computer needs).
- Emergency needs. (**Lost Luggage?** You may purchase necessities on the card, however they are at your expense.) You must provide an explanation on the memo section of the voucher if you make this kind of purchase.

FSA travelers are expected to take the same care in incurring expenses that a prudent person would incur if traveling for personal business or pleasure. If you want to incur an FSA travel cost that you would not pay for yourself...think twice about charging it to your government travel card.

# GUIDE TO TRAVELING

Generally your supervisor will initiate your need to travel. Each division has its own pre-travel procedures, so be sure to ask your manager for specifics. Depending on your individual unit's procedures, you may be asked provide a "Pre-Travel Form." Prior to travel you **must** create and have certified a travel Authorization via Gelco Travel Manager, the Department's electronic travel management system.

## **Travel Management Center**

Our Travel Management Center (Carlson Wagonlit Travel) can assist you with the following:

- Airline and train reservations.
- Hotel reservations.
- Rental car reservations.

FSA staff in Washington, DC can reach Carlson Wagonlit Travel on (202) 484-0065; fax number is (202) 484-0043.

Regional offices can contact Carlson Wagonlit Travel toll free on (877) 337-5946; fax number is (877) 530-5527.

You will need to provide Carlson Wagonlit Travel with a Travel Authorization Number, which is obtained when you have completed a travel Authorization through Gelco Travel Manager. The first time you call Carlson Wagonlit Travel, you will be asked to provide your government travel card number. They will also ask about your personal travel preferences for their traveler profile. This will help them meet your specific needs for future travel.

When making reservations remember that you are expected to arrive at the travel location the day of or the day before the work begins and leave the day the work ends or a day later. You should receive an itinerary and/or confirmation notice prior to your departure. Check

with the Travel Management Center (Carlson Wagonlit Travel) before you change any plans as you may incur additional expenses.

## **Traveling by Air**

### *Cheapest rate*

You are required to travel at the cheapest available government rate. This usually means traveling from one DC (or Regional) airport over another. You must obtain approval through your Authorization using Gelco Travel Manager to travel at a cost above the least expensive government rate. Deadlines and responsibilities of your position are acceptable reasons. Personal convenience is not an acceptable consideration.

If you fly for business and want to take a different route for personal reasons, you can do so, but the TMC (Carlson Wagonlit Travel) may only issue a ticket for the government portion of the trip. You may exchange that government issued ticket to include personal travel at your **own expense**. You **won't** get the government rate on the personal portion of your trip.

### *Contract Carrier*

A contract carrier are airline companies with which the Federal Government has signed an agreement to provide scheduled airline passenger transportation service between selected cities (city pairs) at reduced costs.

You may use an airline other than the contract carrier if you (or your staff) find an airfare that is equal to or lower than the least costly contract carrier. However, you **must** have the (TMC) Carlson Wagonlit Travel book the flight for you...don't book it yourself.

The traveler should return all unused airline tickets either prior to or at the time the Travel Voucher is submitted. For tickets purchased through the use of the government-issued charge card, the traveler is responsible for ensuring that the unused tickets are returned to the (TMC) Carlson Wagonlit Travel and that a credit is issued to the government-issued charge card for all unused tickets.

## Per Diem Rates

Per Diem rates are the daily maximum amounts allowed for lodging, meals and incidental expenses (M&IE) at the location you must travel to. The General Services Administration (GSA) establishes the Continental United States (CONUS) per diem rates for Federal travelers on an annual basis. Per Diem rates are divided by lodging (without taxes) and “Meals and Incidental Expenses (M&IE)” and may be found on <http://www.policyworks.gov> web site.

Here are additional things you should know about per diem:

- **First** and **last** day of travel; you are only allowed to claim  $\frac{3}{4}$  of the allowed Meals and Incidental expenses (M&IE).
- If you extend your trip for personal reasons, you will not receive per diem for the additional days.
- If you are on a trip for less than 12 hours, you are not entitled to per diem.
- GSA regulations require that the M&IE rate be reduced if a **meal is furnished without charge** to the traveler. If all meals and lodging are furnished, the traveler receives a daily amount of \$2 for incidental expenses. But, if a hotel gives you a meal, e.g., a free breakfast, you still get the full M&IE allowance.

## Hotels

Make sure the hotels you choose meet the Federal Safety Standards. These standards and a list of hotels that meet them are on the Internet at <http://www.usfa.fema.gov> hotel costs (without taxes) should not exceed the maximum hotel per diem allowance set for lodging in that City.

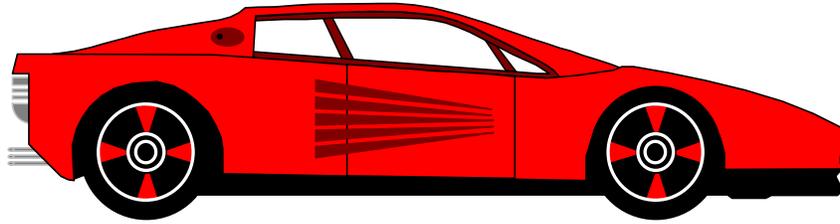
Many states offer tax exemptions to Federal government travelers. Don't leave home without it! The State Tax Exemption Listing and forms are on the "Policyworks" web site, <http://www.policyworks.gov>, under the "Travel Management" section. You may also get a tax exemption form from the FSA Travel Coordinator Sharon Lawrence. If the lodging tax brings the cost over the allowed rate, you or the person preparing your travel voucher should include that cost in the "expense" section under lodging taxes in your travel voucher.

If you cannot get a hotel rate that is equal to or lower than the allowed lodging amount, or if there is a justifiable reason for exceeding the hotel per diem allowance, you must get approval **prior to your trip** for the actual costs. Requests for "actual subsistence" will be considered if:

- You have checked with at least three other hotels and there is no room available within the allowed rate.
- You need to be on-site for conference presentations or panels.
- The hotel of choice is less costly if the transportation costs from a remotely situated hotel are considered.

Approval for actual subsistence must be **Pre-approved before traveling**. You must give reasons in your travel Authorization through Gelco Travel Manager stating your needs. The Authorization then goes electronically to Eugene Jones in OCFO for approval.

If you stay with relatives or friends, you won't receive any of the lodging reimbursement. However, FSA does have a Travel Gainsharing Program. (See page 16 for additional information about the Travel Gainsharing Program.)



## Taxi/Rental Car

Taxicabs may be used by FSA employees when official business is performed in excess of four (4) blocks of a subway/bus stop. Certain travel cases may justify the waiver of the four-block requirement.

FSA employees should try to use airport limousine service or public transportation wherever possible. Employees should also consider limiting the taxi ride to and from the point where more economical transportation is available, for example to a metro stop.

A taxi may be approved for the following **extenuating circumstances**:

- If heavy or bulk materials are being carried by FSA employees.
- If the FSA employee is disabled.
- If use of a taxi would be cost effective to FSA.

If you need a rental car on travel you must check the appropriate block in your electronic travel Authorization and provide a justification in the comments section. The rental of cars and other vehicles may be authorized when **advantageous** to the government. Personal convenience is not a good enough reason to rent a car.

Your rental must be the least expensive car available. Take into account the number of people who will accompany the driver. Only government employees and those traveling on behalf of the government may travel in your rental car. You must make special arrangements if a relative or dependent will join you while on official duty travel. Carlson Wagonlit Travel can make arrangements. Please see your Travel Coordinator for additional details. Insurance is already included in the GSA agreement with rental car companies that offer government rates. You will not be reimbursed for additional insurance. Reimbursement is made for gas or other costs for

maintaining the car. Keep your receipts for these expenses and attach them to your travel voucher.

## Allowable Expenses

### Privately Owned Vehicles (POV)

You may drive your own vehicle to the airport and part there if the total charge (POV mileage + parking) does not exceed the cost of a taxi ride to and from the airport. You will be reimbursed a certain allowance per mile. Current POV mileage rate is 36.5 cents per mile and is posted on the policyworks website, <http://www.policyworks.gov>, under the "Travel Management" section.

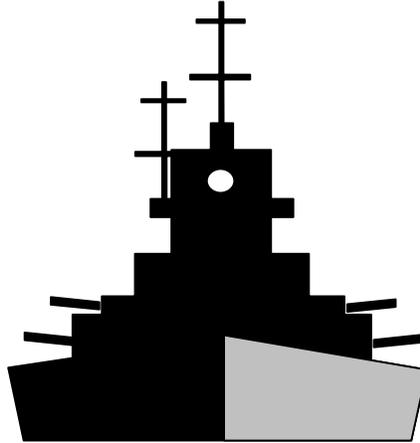
### Telephone calls and Calling Cards

You are allowed actual cost up to \$7.00 per lodging night for personal phone calls without receipts. All business calls are reimbursed with receipts.

If you need a telephone calling card to perform your official duties, you will be issued one. No personal calls may be made on the card. You may download a Telephone Calling Card Request Form from the ConnectED website, <http://connected>. Once your request is submitted, the calling card takes approximately 30 days to arrive.

### Miscellaneous Expenses

- As noted above, lodging taxes are considered miscellaneous expenses and should be reported in the expense section of your travel voucher.
- Meeting room costs may be placed on your government travel card. However, a purchase order is preferred and required prior planning. Contact your administrative officer if a purchase order needs to be prepared.
- ATM services and fees (no receipt necessary if under \$75).
- Laundry expenses that are separately authorized on the Travel Authorization for travel in excess of four days.
- **Effective July 1, 2000**, Carlson Wagonlit Travel will charge travelers a processing fee. Claim this fee on your electronic travel Voucher under the expense section, "Agent Ticket Fee".



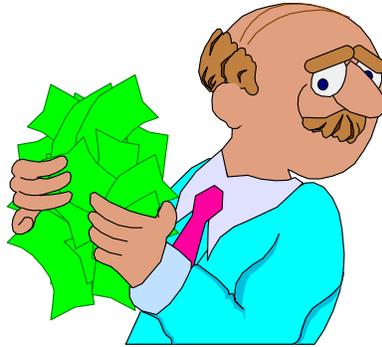
## **Foreign Travel**

Permission to travel to a foreign destination is much more complicated than travel in the Continental United States.

Pre-planning is the key. Allow at least one month to complete ED's approval process and allow additional time for immunizations, passports and visas, if needed.

Here's what you must do:

- Prepare a separate authorization for each traveler.
- Prepare a memo describing the purpose of the travel. It should be addressed to the Secretary's Chief of Staff through Office of Under Secretary (OUS) from Teri Shaw, Chief Operating Officer (COO) in FSA. The memo can be downloaded from the Department's website at:  
[http://connected.ed.gov/Documents/ref\\_execsec\\_intljust.doc](http://connected.ed.gov/Documents/ref_execsec_intljust.doc)
- Route the memo for the following approvals:
  - Division Director
  - Channel Manager
  - Chief Operating Officer
  - Departmental Executive Secretary
  - Departmental Chief of Staff



- Electronically submit your Authorization through Gelco Travel Manager with your international travel included. Both the electronic Authorization and hard copy memo must be completed.

### Travel Gain-sharing Program

If you are enrolled in a frequent flyer program and (saves FSA the cost of a common carrier ticket), you are entitled to one-half the savings of the ticket. You must fill out the appropriate savings form when you return from travel. You can get forms from the FSA Travel Coordinator Sharon Lawrence, Room 54D4 UCP or call (202) 377-3027.

If lodging expenses are below the maximum allowable lodging rate for your destination, you are entitled to one-half of the amount FSA saves after a cumulative savings for the trip or a series of trips of \$400. If you stay with a friend or relative and have no lodging expenses, you will receive one-half of the lodging rate.

The Travel Gainsharing Program is a way to reward employees who save FSA money while traveling by using less expensive lodging. This program is voluntary and you may not be coerced into participation. You are not expected to stay in hotels that are sub-standard. Remember you must stay in hotels that meet the Federal Safety Standards. The Travel Gainsharing Benefits Program is outlined in Appendix D with instructions for completing the Travel Gainsharing Form. Travel Gainsharing is a **bi-annual program**; payment must be processed **before COB of the current fiscal year**. Completed Travel Gainsharing forms **must**

be sent to the Travel Coordinator, Sharon Lawrence in Room 54D4 UCP for processing.

# UPON YOUR RETURN

**Please note that Ed's Finance Office (Finance) will only process the payments twice a year at the end of March and September. Please ensure that your Travel Gainsharing Forms are received by Finance by midpoint of each of those months.**

You must create your travel Voucher through Gelco Travel Manager. Many divisions have a person designated to prepare travel vouchers who are known as group administrators. However, if your office does not use a group administrator you need to prepare your own. In the regional offices, most travelers prepare their own. See your support staff for instructions. According to Federal Travel Regulations Section 301-52.7, your travel Voucher must be completed within five (5) business days of the conclusion of travel. Submitting travel vouchers as soon as you return from a trip speeds up your reimbursement. Make sure you or your support staff are completing and submitting your travel Vouchers through Gelco Travel Manager in a timely manner. If a Group Administrator creates your Voucher, remember to sign the Voucher yourself. A Group Administrator cannot sign and route a Voucher on your behalf.

The following should be submitted with the completed voucher:

- Hotel receipt and approval for actual subsistence, if used.
- Transportation receipts (cab fares over \$75).
- Receipts for other reimbursable travel related purchases (gasoline, supplies).
- Airline receipts along with itinerary.

Reimbursement will be electronically deposited in your pay account within 72 hours of certification of the voucher by your Certifier.

## **Paying the Bill**

***It is your responsibility to pay your government travel card bill.*** You must pay your bills by the due date listed on the statement. If your account becomes 60 days past due, the card will be suspended. Charging privileges will not be restored until the delinquent amount is paid in full. At 120 days past due, the card will be cancelled.

# AUDITS

## **Travel Audits**

Travel Vouchers are audited regularly. Per Diem rates and travel rules protect the taxpayer's dollars and your budget. The government is not unreasonable and knows there are extenuating circumstances.

Keep in mind that waivers are required to use non-contract carriers and to exceed Per Diem or the cheapest airfare. In addition, you are required to keep lodging and all receipts over \$75 for seven years in case of an audit—even if you leave your job.

If your travel Voucher(s) is audited and problems are found, depending on the seriousness of the situation, any combination of the following may occur:

- You may be asked to return part of your reimbursement
- Your card may be cancelled.
- Your job may be affected.

# WATCH OUT

**The government travel card is not intended for personal use. Any employee using the card for other than business travel will be disciplined and the card may be cancelled. No future advance funds will be provided; the traveler must use his/her own funds for official travel and will be reimbursed upon return from the trip. While airline tickets will be provided, no travel advances or purchase orders for hotel rooms will be granted.**

## **Cancelled Government Travel Cards**

Cards that are 120 days past due will be cancelled. When a card has been canceled Bank of America will charge a \$20 a month late fee each month that the card has an overdue balance. After 180 days past due the account will be referred to an outside Collection Agency and reported to a credit bureau. If your government travel card is cancelled it cannot be re-instated.

## **Suspended Government Travel Cards**

Cardholders must pay their travel card bills by the due date listed on the statement, regardless whether they have been re-imbursed by the government yet. Cards that are 60 days past due will be suspended. Once a card has been suspended, charging privileges will not be restored until the delinquent amount is paid in full. Bank of America may cancel a card, which has been suspended three times in a 12-month period.

# FAQS

- 1. Will I be reimbursed for Per Diem expenses if my official travel is 12 hours or less?** No, but transportation costs will be reimbursed on the travel voucher.
- 2. When making hotel reservations, the hotel charged me one night in advance of my stay. Can I get reimbursed immediately?** No. When making your reservations through the TMC, they know which hotels will not charge in advance.
- 3. Can I claim telephone calls (and other travel related expenses) from a prior trip on a travel voucher for a current trip?** No. The claim must be put on an Amendment to your original Travel Authorization for that trip through Gelco Travel Manager.
- 4. May I use my personal credit card for business expenses?** No. Use of the government travel card is mandatory. Federal Travel Regulation (FTR) Amendment 90 was effective February 29, 2000 (Appendix D).
- 5. Can I charge personal phone calls on the government travel card while on travel?** Yes, you may use the government travel card to charge personal calls while on government travel. However, you may only claim up to \$7.00 for each **lodging night** on your voucher.
- 6. While on government travel, my spouse called me. Can I claim the cost of the telephone calls made by the spouse?** No. You cannot be reimbursed for calls made to you at the hotel. A government employee can only claim telephone calls that you made (up to \$7.00 per lodging night) while on government travel.
- 7. If I am allowed to withdraw \$25 from the ATM machine, but the machine only dispenses in \$20 increments, may I round up to \$40?** Yes, The withdrawal may be rounded up to the

nearest increment that the machine allows. The transaction fee is currently 1.9% of the total advance withdrawn.

- 8. Can I use my government travel card to call the office while on government travel?** Yes. All calls made to the office for official business will be reimbursed with a receipt.
- 9. I got a free airline ticket for voluntarily vacating my seat when an airline over-booked a flight. Do I have to turn in the ticket?** According to the FTR 301-3c “Employees who voluntarily give up their seats may retain these payments only under the following conditions. Employees should not voluntarily give up their seats if it will interfere with the performance of official business. If an employee voluntarily gives up his or her reserved seat, and as a result incurs additional travel expenses beyond those that he or she would have normally incurred, these additional expenses must be offset against the payment received by the employee. If the employee’s travel were delayed during official duty hours as a result of the employee giving up his or her seat, the employee would be charged annual leave for the additional hours. If the employee is on their own time, they may keep the ticket.”
- 10. Who do I contact if I am having problems with my electronic Travel documents in Gelco Travel Manager?** Contact the EDCAPS Help Desk at 202-401-6238 from the hours of 8:30 – 5:30 EST. You may also contact Christopher Dursin, FSA PO Administrator at 202-377-3461 during normal business hours.

# APPENDIX A

Return copy to:

Bank of America  
Government Card Services  
P.O.Box 1637  
Norfolk, VA 23501-1637  
Facsimile: 757-624-6323  
Toll Free Fax: 877-217-1033

### Individually Billed Card Account Setup/Application Form

TO BE COMPLETED BY EMPLOYEE                      Please type or print all information.

First Name:    Last Name:                      M.I.  
Social Security No:                      -                      -  
Agency Name:  
Mother's Maiden Name (for security purposes):  
Mailing Address: Home \_\_\_\_\_ Business \_\_\_\_\_ (check one)

\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_  
Zip Code/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

E-Mail Address:  
Office and Telephone Number:  
Country and Area Codes:  
Number:

By signing below, I (a) request that a Government Card be issued in my name, (b) agree to use the Card for official travel and official travel related expenses only, and to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card, and (c) attest to the best of my knowledge, that the information I have provided herein is true and correct.

PLEASE RETAIN A COPY FOR YOUR RECORDS

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Note: See attached Agreement between Agency/Organization Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account.

Return copy to:  
Bank of America  
Government Card Services  
P.O.Box 1637  
Norfolk, VA 23501-1637  
Facsimile: 757-624-6323  
Toll Free Fax: 877-217-1033

**TO BE COMPLETED BY AGENCY PROGRAM COORDINATOR**  
Please type or print all information.

Employee First Name:  
Employee Last Name:  
M.I.:  
Social Security No: - -

It is critical you provide the Central Account information below.

Central Account Number: - - -

Provide Account Hierarchy

HL1 HL2 HL3 HL4 HL5 HL6 HL7 HL8

FIPS Code or Cost Center:  
Contract City Pair Access: Yes\_\_\_ No \_\_\_  
If yes, Mandatory\_\_\_ Non-mandatory\_\_\_  
Authorized to Receive Travelers Checks: Yes\_\_\_ No\_\_\_  
Card Design Type: Standard\_\_\_ QuasiGeneric\_\_\_ Generic\_\_\_  
Cash/ATM Access: Yes\_\_\_ No\_\_\_  
Cash/ATM L\$ Limit \_\_\_\_\_ Daily\_\_\_\_\_ Weekly\_\_\_\_\_ Cycle\_\_\_\_\_

The following information will default to that of the central account number identified above unless completed otherwise.

Agency Name: \_\_\_\_\_  
Phone Area and Country Code No. \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_  
Zip Code/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

**ACCOUNT SPENDING LIMITS (If in accordance with Agency policy):**

Apply Limit: Daily\_\_\_ Weekly\_\_\_ Cycle\_\_\_  
\$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_

Merchant Spending Limits:  
MCC Retail:  
Apply Limit: Daily\_\_\_ Weekly\_\_\_ Cycle\_\_\_

\$ \_\_\_\_\_ Number of Transactions \_\_\_\_\_

By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Government Card be issued to the employee named above. PLEASE RETAIN A COPY FOR YOUR RECORDS.

Name of Agency Official \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Individually Billed Card Account Setup/Application Form

### Instructions:

Cardholders: Fill out “To be completed by Employee” section. APCs: Fill out “To be completed by Agency Program Coordinator” section. Please print or type all information. Mail or fax to:

Bank of America  
Attn: GCSU  
P.O. Box 1637  
Norfolk, VA 23501-1637  
Fax: (757) 624-6323  
Fax: 1 (877) 217-1033 (toll free)

### Field Descriptions:

For your assistance, listed below are field descriptions of elements on the form.

**First Name, Last Name, MI** – Employee’s first name, last name and middle initial.

**Social Security Number** – Employee’s Social Security Number or other unique identifier.

**Mother’s Maiden Name** – self-explanatory. This field may be used by the Government Card Service Unit (GCSU) at Bank of America to verify that a caller is indeed the cardholder.

**Mailing Address (include Street, City, State/Province, Zip Code/Postal Code, and Country)** – Where the employee’s travel card bills should be mailed. Check whether this address is a Home or Business address.

Email Address – **List cardholder’s email address if available**

**Office Telephone Number** – Employee’s work telephone number, including Country and Area Codes.

**Employee Signature** – Employee signature.

**Date** – Date employee signs this form.

### (Section to be completed by the Agency Program Coordinator)

**Accounting Code** – If applicable, provide the Master Accounting Code of the applicable Central Account Number.

**Central Account Number** – Provide the 16-digit roll-up account number assigned to this account’s Central Account.

**HL1 – HL8 – Hierarchy Level** – Provide name and/or hierarchy number under which the new account will be established.

**FIPS Code or Cost Center** – Federal Information Processing Standard Code, for the identification of Federal and Federally-Assisted Organizations. See Publication 95-1, or download from <http://www.nist.gov/itl/csl/fips/fips95-1.txt>.

**Contract City Pair Access** – Please contact your Bank of America Account Manager if you need assistance.

**Authorized to Receive Travelers Checks – Yes or No** – Check whether or not Travelers Checks will be available to this account holder.

**Card Design Type (Standard, QuasiGeneric, or Generic)** – Check card design.

**Cash/ATM Access: Yes or No** – Check whether or not ATM access is available to the cardholder.

**Agency Name** – Provide name of the applicant's Agency.

**Phone Number – Area and Country Code** – work telephone number of the APC to include area and country codes.

**Agency Address** (include City, State/Province, Zip Code/Postal Code, and Country) – physical address of the APC's agency.

**Account Spending Limits – Apply Limit: Daily\_\_ Weekly\_\_ Cycle\_\_ \$\_\_\_\_\_ Number of Transactions \_\_\_\_\_**

Enter total spending limitations at the account level, by dollar and/or number of transactions. These controls are designed to limit the spending of a cardholder on a daily, weekly, or per cycle basis. If no dollar amount is entered, the limit will default to that of the Agency.

**Merchant Spending Limits**

**MCC Retail: – Apply Limit: Daily\_\_ Weekly\_\_ Cycle\_\_ \$\_\_\_\_\_ Number of Transactions \_\_\_\_\_**

Enter MCC limits by dollars and/or number of transactions. Merchant level controls are designed to limit or restrict retail purchases made by a cardholder on a daily, weekly, or per cycle basis. Additional limits to restrict purchases from specific merchant(s) or type(s) of merchant(s) can be imposed by contacting GCSU or making changes in EAGLS.

**Name of Agency Official** – Print name of the agency official authorized to approve application requests.

**Title** – Print title of the agency official.

**Signature** – Agency official's signature.

**Date** – Date of agency official's signature.

AGREEMENT BETWEEN AGENCY/ORGANIZATION EMPLOYEE AND BANK  
OF AMERICA, N.A. (USA)

**IMPORTANT:** BEFORE YOU SIGN THE INDIVIDUALLY BILLED CARD ACCOUNT SETUP/APPLICATION FORM, OR USE THE GOVERNMENT CARD, READ THIS AGREEMENT THOROUGHLY. PLEASE RETAIN THIS AGREEMENT FOR YOUR RECORDS.

1. **DEFINITIONS.** In this Agreement, the word "Agreement" means this document as modified by any amendment issued pursuant to Section 13. The word "we" "Bank of America" or "us" refers to Bank of America, N.A. (USA), the issuer of the Card. The "GSA Contract" refers to the General Services Administration Contract No. GS-23F-98004. The word "Program" means the card program established pursuant to the GSA contract. "Agency/Organization" means the United States federal agency, bureau, division, office or other organizational entity participating in the program that has requested/authorized Bank of America to open an account for you. The word "cardholder", "you", or "your" means the Agency/Organization employee whose name appears on the Card. The word "Government Card", "Card", or "Cards" mean the card issued to you by us under the Program. "Account" means the account established by us in connection with the Government Card. "Cash Advance" is a cash advance obtained through use of the Account at any participating affiliated automated teller machine ("ATM") or other establishment authorized to process and grant you a cash advance.
  
2. **ACCEPTANCE OF THE AGREEMENT.** BY SIGNING THE INDIVIDUALLY BILLED CARD ACCOUNT SETUP/APPLICATION FORM, ACTIVATING, SIGNING OR USING THE CARD AND/OR THE ACCOUNT, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, CUT THE CARD IN HALF AND RETURN THE PIECES TO BANK OF AMERICA.
  
3. **PROMISE TO PAY; LIABILITY.** All amounts charged to the Account including purchases, Cash Advances and fees will be called "Charges." You promise to pay for all Charges made by you or anyone you allow to use the Account until paid in full. Official travel and travel-related expenses charged to the Card will be reimbursed by the Agency/Organization under the Agency's/Organization's expense reimbursement procedures applicable to you. You also agree to report your expenses promptly to the Agency/Organization in accordance with its expense reimbursement procedures. You, as the Cardholder, are responsible for making payment to Bank of America. You are responsible for all Charges made with the Card even if you let someone else use the

Card or voluntarily relinquish physical possession of the Card. You must retrieve the Card from that person to avoid further liability.

4. **DISCLOSURE OF ACCOUNT INFORMATION.** In addition to routine uses under the Privacy Act, you authorize Bank of America to: (1) provide information about your Account to Bank of America's service providers administering your Account under the GSA Contract; (2) disclose all necessary Account information to outside attorneys representing Bank of America in connection with any legal or administrative proceeding involving your Account or Bank of America's actions under this Agreement; (3) provide all necessary Account information to Bank of America's auditors in the course of any audit; (4) disclose all necessary Account information to outside attorneys, collection agencies or credit bureaus if we refer all or part of the Account for collection in accordance with the GSA Contract and your Agency/Organization's Task Order. You understand that past due Accounts will be reported to your Agency/Organization. By signing the Individually Billed Card Account Setup/Application Form, you are providing your written consent to the disclosure of Account information as provided in Section 4.
5. **USE OF GOVERNMENT CARD.** You agree to use the Card only for official travel and official travel related expenses away from your official station/duty station in accordance with your Agency/Organization policy. You agree not to use the Card for personal, family, or household purposes. Charging privileges on the Card are provided by Bank of America pursuant to the GSA Contract and the Task Order of your Agency/Organization. No other person is permitted to use the Card issued to you for Charges or for any other reason.
6. **Payment.** We will send statements of all Charges to you. All payments are due by the due date specified on your statement ("Due Date"). You should notify us immediately of any change in your billing address by calling the number indicated in Section 14. Payments must be made in U.S. currency, in electronic form or with a money order payable in U.S. dollars, or with a draft or a check drawn on a bank in the U.S. and payable in U.S. dollars. If we decide to accept a payment made in some other form, payment will not be credited to your Account until your payment is converted into one of the forms just mentioned. We may accept late payments, partial payments or checks and money orders marked "payment in full" or with other restrictive endorsements without losing any rights under this Agreement or under the law.
7. **SUSPENSION AND CANCELLATION.** Suspension or cancellation does not affect the terms of this Agreement, including without limitation your obligation to pay the balance of your Account, until your obligation to Bank of America under this Agreement has been satisfied.

- A. **Suspension:** Bank of America may suspend your Account and prohibit further Charges if (i) payment for any undisputed principal amount is not received within 61 calendar days from the closing date on the statement in which the unpaid Charge first appeared, or within the timeframe specified in the Agency/Organization task order, unless otherwise directed by the Agency/Organization Program Coordinator, or (ii) the Agency/Organization or GSA request the suspension. Bank of America will reinstate your suspended account upon full payment of the amount due unless otherwise directed by the Agency/Organization.
  - B. **Cancellation by Cardholder:** You may cancel the Card at any time by notifying Bank of America, cutting the Card in half and returning the parts to Bank of America.
  - C. **Cancellation by Bank of America.** (i) **Automatic Cancellation:** The Card and the Account will automatically be canceled upon (a) termination of your employment with the Agency/Organization regardless of the reason; (b) termination or expiration of the GSA Contract and/or Agency/Organization task order; (c) request of the Agency/Organization or GSA; or (d) request of Bank of America with the permission of the Agency/Organization. Upon cancellation you agree to return the Card immediately, cut in half, to Bank of America. (ii) **Cancellation Due to Delinquency:** Bank of America may cancel your account if (a) the Account has been suspended two times during a 12 month period for non-payment of undisputed principal amounts and is past due again; for purpose of this section 7.C.(ii).(a), “past due” means payment is not received within 45 calendar days from the closing date on the statement of Account in which the Charge first appeared; (b) the Account is 126 calendar days past due from the closing date on the statement of Account in which the unpaid Charge first appeared, or within the timeframe specified in the Agency/Organization task order, unless otherwise directed by the Agency/Organization Program Coordinator, or (c) the Agency/Organization or GSA requests the cancellation. Bank of America may reinstate a canceled Account upon full payment of the amount due and any late fee assessed. Account statements may not (at the option of Bank of America) be sent after an Account has been cancelled.
8. **ATM USAGE.** If your Agency/Organization is participating in the Bank of America ATM Program for Government Cardholders, you will separately receive a Personal Identification Number (“PIN”). You may then obtain Cash Advances at a AT when authorized in accordance with Agency/Organization procedures.
9. **NO WAIVER OF BANK OF AMERICA’S RIGHTS.** All rights and remedies of Bank of America are cumulative and may be pursued

singularly, successively or together, at the option of Bank of America. Except as expressly provided below in this Section 0, Bank of America's failure at any time to exercise any of its rights hereunder or any other rights shall not constitute a waiver nor otherwise bar the exercise of any of these options or rights at a later date. Bank of America waives its right to suspend the Account for a particular Charge if suspension procedures are not initiated within 180 calendar days of the closing date on the statement of Account in which the Charge first appeared. Bank of America waives its right to cancel the Account for a particular Charge if cancellation procedures are not initiated within 180 calendar days of the closing date on the statement of Account which the Charge first appeared.

10. **TRAVELERS CHECKS.** If your Agency/Organization is participating in the Bank of America Travelers Check Program for Government Cardholders you may purchase travelers checks when authorized in accordance with Agency/Organization procedures and a Travelers Check Fee of 1.5% of the total amount of the checks purchased will apply. If your Agency/Organization has negotiated a lower Travelers Checks Fee, the lower amount will apply.
  
11. **CHARGES.** You agree to pay the following Charges unless your Agency/Organization has negotiated a lower rate or fee, in which case, you will pay the lower amount. \* Return Check Fee. \$20.00 for any payment which is returned for any reason. \* Cash Advance Fee. 1.9% of the amount of each Cash Advance. \* Delinquency and Collection Charges. If Bank of America refers our Account to any attorney for collection, you will be responsible for attorney's fees, if any, not to exceed 25% of the Account balance plus all other costs of collection and court cost except where prohibited by law. \* Late Fee. If your Account has been canceled, \$20.00 for any payment not received within 120 calendar days past the closing date on the statement of Account in which the Charge first appeared.
  
12. **CONVERSION OF FOREIGN TRANSACTIONS.** Charges made in a foreign currency will be converted into U.S. Dollars. The conversion rate used will be at least as favorable as an interbank rate or where required by law, an official rate. This rate shall be the one in existence at the time the transaction is processed.
  
13. **CHANGE IN TERMS.** Bank of America may, with the written consent of GSA and your Agency/Organization, change the terms of this Agreement upon 30-day written notice to you. You agree that the new terms provided in any such notice may apply both to your new transactions and to your Account balance on the date the change becomes effective. If you do not agree to a change in terms of this agreement, then prior to the effective

date of the change, you must notify us, cut the card in half and return the pieces to us.

14. **LOST OR STOLEN CARD/REPLACEMENT.** If your Card is lost or stolen, or if you think another person may use your Account without your permission, you must notify Bank of America immediately by calling the numbers listed below. Telephone Numbers: Within the United States 1-800-472-1424. Collect Calls from out of United States (757) 441-4124. You may confirm your notification by writing to: Bank of America, Security Department, P.O. Box 1350, Norfolk VA 23501. If there is any unauthorized use of your Card or Account you agree to cooperate with Bank of America during its investigation, which will include your competition of a Cardholder Statement of Disputed Item. Should you need a replacement card, please call the same telephone number listed in this Section 14 for lost or stolen Cards.
15. **LIMITATIONS OF DAMAGES.** In no event shall Bank of America be liable to you for any consequential, special, indirect or punitive damages of any nature.
16. **COLLECTION/TELEPHONE MONITORING.** You agree that if you do not pay your Account, Bank of America or its collection agency may call you regarding the collection of your Account. You understand that the calls could be automatically dialed and a recorded message may be played. You agree such calls will not be “unsolicited” calls for purposes of local, state or federal law. You agree that we may monitor telephone calls between you and us to ensure quality of the customer service we provide.
17. **CHANGES TO NAME, ADDRESS, OR EMPLOYMENT.** You understand that Bank of America will send Account Statements, replacement or renewal Cards, or other noticed at the address shown in its records. You will promptly notify Bank of America of any change in your name, address or employment.
18. **NONTRANSFERABLE.** Each Card is nontransferable.
19. **SEVERABILITY.** The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement.
20. **SUCCESSORS AND ASSIGNS.** You agree that Bank of America may at any time assign or transfer to another person your Account, your Account balance, or this Agreement. The persons to whom Bank of America transfers or assigns your Account, your Account balance, or this Agreement will have all of Bank of America’s rights under this Agreement. You will not assign or transfer any of your rights or duties under this

Agreement, and this Agreement is binding on your successors, heirs and legal representatives and upon anyone to whom you assign your assets or who succeeds to them.

21. **GOVERNING LAW:** This Agreement and your Account are subject to GSA Contract and shall be governed by Arizona law and the laws of the United States. This Agreement is entered into in Arizona and all credit will be extended by Bank of America from Arizona.

**PRIVACY ACT NOTICE:**

In accordance with the Privacy Act (5 U.S.C. 522a), the following notice is provided: The information requested on the card application form is collected pursuant to Executive Order 9397 and chapter 57, title 5, United States Code, for the purposes of recording travel expenses incurred by the employee/member and to claim entitlements and allowances prescribed in applicable federal travel regulations. The purpose of the collection of this information is to provide Government agencies necessary information on the GSA travel card contract which provides travelers with charge cards for official travel and related expenses, attendant operational and control support, and management information reports for expense control. Routine uses which may be made of the collected information and other account information in the system of records entitled "Travel Charge Card Program GSA/GOVT-3" are as follows: (1) transfers to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, administrative, or regulatory investigations; (2) pursuant to a request of another Federal agency in connection with hiring, retention, issuing a security clearance, reporting an employee investigation, clarifying a job, letter or contract or issuing a license, grant, or other benefit; (3) to a Member of Congress or to a Congressional Staff Member in response to an inquiry of the Congressional Office made at the request of the individual about whom the record is maintained; (4) to officials of labor organizations when necessary to their duties of exclusive representation; (5) to a Federal agency for accumulating reporting data and monitoring the system; (6) GSA contract level agents assigned to agencies for billing of travel expenses; (7) listing, reports, and records to GSA by the contractor to conduct audits of carrier charges to the Government; and (8) any other use specified by GSA in the system of records entitled "Travel Charge Card Program GSA/GOVT-3," as published in the Federal Register periodically by GSA. The information requested is not mandatory. Failure to provide the information will nullify the application, and a charge card will not be issued to the employee/member.

# APPENDIX B

## **Mandatory Use of the Travel Charge Card**

- The Implementation date for the Federal Travel Regulation (FTR) Amendment 90 is February 29, 2000, and will apply to official Government travel performed after February 29, 2000.
- There are three main areas covered under FTR Amendment 90. They are:
  1. Mandates the use of the Government contractor issued travel charge card for all official travel expenses unless traveler has an exemption.
  2. Requires the Department to reimburse travelers within 30 calendar days after a proper voucher is submitted to the approving official.
  3. Allows the Department to collect undisputed delinquent amounts owed to a government travel charge card contractor from an employee's disposable pay.

### **1. Mandatory Use of the Government Contractor Issued Charge Card**

- FTR Amendment 90 mandated the use of the Government travel charge card for all official travel expenses unless you have an exemption. The following travel expenses are exempt from the mandatory use of the Government contractor travel charge card.
  - Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card.
  - Laundry/dry cleaning
  - Parking
  - Local Transportation System
  - Taxis
  - Tips
  - Meals (when use of the card is impractical, e.g., group meals or the Government contractor-issued travel charge card is not accepted.
  - Phone calls (when a Government calling card is available for use in accordance with agency policy.)
    - The following classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card:
      - An employee who has an application pending for the travel charge card;
      - Individuals traveling on invitational travel
      - New appointees

- An employee whose card has been suspended/canceled due to personal abuse or non-payment.
  - When an employee falls under one of the above exemption categories their common carrier fare will be provided for by a Centrally Billed Account (CBA). All other expenses are paid out of pocket by the traveler and will be reimbursed once their voucher has been processed. Those who are eligible will be issued a cash advance to cover expenses.
  - Below are the guidelines on appropriate disciplinary action for not using the Government contractor-issued travel charge card:

Offense:	Minimum Penalty:	Maximum Penalty:
First Offense	Written Reprimand	Removal
Second Offense	Ten-day suspension	Removal
Third Offense	Fourteen-day suspension	Removal

## **2. Requirement to reimburse travelers within 30 days of when a proper voucher is submitted to the approving official.**

- The Department is required to reimburse travelers within 30 calendar days after a proper voucher is submitted to the approving official.
- The Executive Offices will need to ensure that it uses a satisfactory record keeping system to track submission of travel claims. When Executive Offices receive a hard copy of a travel voucher, the hard copy will need to be date stamped.
- The voucher must be reviewed within seven calendar days of its receipt. When improper vouchers are filed, the traveler must be notified within seven calendar days that his/her voucher is improper and the reason why the voucher is not proper must be provided.
- If the Department fails to reimburse a traveler within 30 calendars days after a **proper travel voucher** is submitted, the traveler will receive a late payment interest fee. Late payment interest fees are calculated using the prevailing Prompt Payment Act Interest Rate beginning on the day after the required payment date (31<sup>st</sup> day) and ending on the date on which payment is made (the date the reimbursement is processed at NFC).
- In addition to this fee, the Department must also pay an amount equivalent to any late payment charge that the card contractor would be able to charge you for not paying the bill. For instance, after an account reaches 120 days past due, Bank of

America charges a \$20 a month late payment fee for each month there is an overdue balance. Therefore, if a traveler has still not received his reimbursement within that period the Department must pay the traveler \$20 a month late payment fee Bank of America will charge the traveler for not paying their bill.

- The Internal Revenue Service (IRS) has determined that the Prompt Pay Interest Rate late payment fee is in the nature of interest (compensation for the sue of money) and will not be reported as wages on a W-2 Form, but will be reported on a 1099.
- However, the additional fee, which is equal to any late payment charge that the card contractor would charge because the bill was not paid will be considered income and will be reported as additional wages on a W-2 Form.
- NFC will reimburse travelers the Late Payment Interest Free for any travel vouchers, which weren't paid within 30 days of submitting a proper voucher.
- There is a \$1.00 threshold for the late payment interest fee. The late payment fee will only be paid when the computed fee is \$1.00 or greater.

#### **4. Collecting Undisputed Delinquent Amounts Owed to a Government Travel Charge Card Contractor**

- The Department, upon written request from the contractor (currently Bank of America), can collect undisputed delinquent amounts owed to a government travel charge card contractor from an employee's disposable pay.
- Disposable pay is your compensation after the deduction from earnings of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as health insurance, savings bonds, charitable contributions, etc.
- Deductions may be made from any type of pay received from the Department, e.g. basic pay, special pay, retirement pay, or incentive pay.
- The following are the due process requirement the Department must comply with before collecting undisputed amounts.

- Provide the traveler with written notice of the type and amount of the claim, the intention to collect the claim by deduction from their disposable pay, and an explanation of their rights as a debtor;
- Give the traveler the opportunity to inspect and copy their records related to the claim;
- Allow an opportunity for a review within the agency of its decision to collect the amount; and
- Provide the traveler with an opportunity to make a written agreement with the contractor to repay the delinquent amount of the claim.
  - The Department may only collect undisputed delinquent amounts for which the traveler has been reimbursed. However, if the traveler has not submitted a proper travel claim within the timeframe requirement, the Department may collect the undisputed delinquent amounts based on the amounts charged on the travel charge card.
  - The maximum amount the Department may deduct from a traveler's disposable pay is 15 percent a pay period, unless the traveler agrees in writing to a larger percentage.
  - FMP&APG will handle the processing of undisputed delinquent amounts.

# APPENDIX C

# UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL OFFICER

May 8 1995

## MEMORANDUM

TO: All Department of Education Employees

FROM: Donald Wurtz, Chief Financial Officer

SUBJECT: Pilot Travel Savings Shared Benefits Programs

I am pleased to announce that based on a suggestion received by the "Low Hanging Apples" team and recommendations of other offices within the Department of Education (ED), we will begin a pilot program which rewards employees who save ED money while on official temporary duty travel. These savings will come from the use of less expensive lodging and/or from use of frequent flyer benefits to purchase airline tickets for official travel.

This program will be conducted on a pilot basis for one year, effective the date of this memorandum. Upon completion of the one-year pilot, this program will be evaluated for continuance based on the savings and benefits to all.

A copy of the agency policy and procedures for the Travel Savings Shared Benefits Program along with a blank Travel Savings Award form and completion instructions are available from your Executive office, Secretary's Regional Representative, Regional Component Head or Council and Commission Head. You should obtain a copy of this package before participating in this program. This program is voluntary and you may not be coerced into participation.

If you have question or need additional information please do not hesitate to contact Neller Johnson, Director Cash Management/Travel Support Group (202) 401-0897.

d. All ED employees who may travel are encouraged to apply for the Bank of America card and use it for payment of all hotel-lodging costs unless the card is not acceptable by the hotel. This will allow ED to maximize the amount of the sponsor refund from Bank of America. Accommodations with friends or relatives are excluded from the charge card requirement.

e. When a room is shared while on official travel there will be a lodging savings. The employees should arrange to be billed separately. If this is not

possible, a daily rate must be determined for each employee. Divide the total lodging costs by the number of employees and the number of nights to arrive at a daily rate for each employee.

f. All employees are encouraged to stay in a hotel, which meets the requirements of the Hotel and Motel Fire Safety Act of 1990.

g. Lodging costs incurred on personal times (annual leave) during official travel will not be counted as lodging savings under this program.

h. Employees who stay with someone while on official travel and avoid lodging expenses will receive credit for one half of the lodging rate for the locality toward the travel savings cash award.

4. Redemption of Frequent Flyer Benefits: Employees who obtain a free coach class ticket with Frequent Flyer Benefits earned on official government travel are eligible for the travel savings award. Savings will be measured against the contract rate in effect at the time of the flight. If there is no contract rate, then the lowest available non-restricted coach fare shall be used as the basis for measurement.

5. Amount of Award: The amount of the award for each employee will be 50 percent of the savings on lodging expenses and the contract carrier airfare. Because taxes will be withheld (Federal, State; FICA) on the award, the lowest award that can be received is \$200.00

6. Criteria for Award: The savings to ED must be at least \$400.00 before the employee is eligible to receive an award.

7. Separation of Employee: Travel Savings Awards for employees who separate from the agency will be processed during the exit clearance process. Amount of award must be at least \$200.00.

## TRAVEL SAVINGS SHARED BENEFITS PROGRAM

1. General: The Government Employees Incentive Awards Act, 5 U.S.C., paragraphs 4501-4507, authorizes an agency to pay a cash award for “efficiency” or “economy.” ED will begin a program which rewards employees who save ED money while on TDY travel. These savings will come from use of less expensive lodging or from use of Frequent Flyer benefits to purchase airline tickets for official travel. Employee participation in the program is optional.
2. Kinds of Travel lodgings plus method. Transportation costs to the TDY site and return to the hotel will be factored into computing the savings. All employees are encouraged to obtain and use the tax exemption certificates for hotel taxes where appropriate. This will increase the savings for ED and the amount of the award to the employee.
  - a. Awards will not be made to the individual employees on travel where lodging was prepaid or prearranged and lower hotel rates were the result of contractual arrangements with the hotel. However, any savings resulting from shared accommodations under such an arrangement do qualify for the travel savings award.
3. Under the “preferred property” concept, the Federal Supply Service (FSS) (GSA) is pursuing reduced hotel rates on a contractual basis in **Covered: All TDY travel with lodging expenses, foreign and domestic, will be covered under this program.**
  - b. **Lodging Savings**: Employees who participate in the program can receive cash awards for incurring lodging expenses at a daily rate which is less than the maximum lodging rate for the locality under he major cities. When this program becomes effective for ED employees, awards will not be made for lodging savings for a hotel promoted as preferred property in that program. A listing of these hotels will be provided upon Ed’s implementation of that program.
  - c. Awards for lodging savings must be reduced when the employee incurs additional reimbursable transportation expenses while staying at a lodging more distant from the TDY site. For example, if the employee incurs excessive taxi expenses from a more distant place of lodging, then the excess must be deducted from the savings.

8. Process and Responsibilities: The Travel Savings Form (Attachment) will be completed and submitted by the employee for all trips which show lodging savings or redemption of Frequent Flyer benefits. Each trip will be submitted with the appropriate voucher to the travel approving official. The employee and the travel approving official will initial each trip and sign each completed Travel Savings Form. Travel Savings Awards will be processed semi-annually (March 4 September). All completed Travel Savings Forms with total cumulative savings of \$400.00 or more will be submitted to the award approving official. The award approving official will complete ED Form EP-5, Recommendation for Special Act Cash Award, and submit it with supporting Travel Savings Forms through channels to the Executive Office (EXO). The EXO will process the awards through to the Payroll Service Office. Accumulated travel savings of less than \$400.00 will be carried forward during the semi-annual award process. (March savings can be carried into the second period.) Savings cannot be carried forward crossing fiscal year.

9. Availability and Completion of Forms: Instructions for completion of the Travel Savings Form are contained in attachment 2. The Travel Savings Form (Attachment 4) will be reproduced locally. A completed Travel Savings Form (attachment 3) is provided as an example of how the form would look for different travel situations.

10. Distribution of Forms: At the end of the fiscal year, the award approval official will send copies of completed Travel Saving Forms (Attachment 4) to the Financial Services Support Staff (FSSS) at the address at the bottom of this page. This will allow FSSS to measure the results of the program and determine its cost effectiveness. The ED official who authorizes the award will submit ED Form EP-5 (Attachment 4) with supporting travel savings documents through office channels to the EXO. They will process the forms to the Denver Payroll Center.

11. Disputes/Discrepancies in Awards: Employees who dispute or find discrepancies concerning the amount of a travel savings award or proof of travel savings shall attempt resolution at the employee/supervisor level. If resolution cannot be reached at this level the employee may elevate the dispute/discrepancy to the Deputy for Financial Management for a final decision.

## COMPLETION OF THE TRAVEL SAVINGS FORM

### **Instructions for Completing Form:**

Enter your name and Social Security number at the top of the form. Enter the fiscal year. An example of a completed Travel Savings Form which illustrates how to record the lodging savings and frequent flyer benefits has been provided (Attachment 3). Three separate trips have been recorded in the example, and the second trip illustrates lodging savings for an employee who stayed with friends or relatives.

**Line 1:** Enter the maximum lodging rate for the TDY locality for each night's lodging (see Attachment 3 for example). For the first trip which began on Sunday \$84.00 for the first night was recorded.

**Line 2:** Enter the actual lodging cost plus applicable taxes, unless tax exemption certificates were used, for each night's lodging. For the first night in the example, actual was \$64.50. For the second trip, the employee stayed with relatives or friends and incurred no lodging costs. The amount is \$0.00.  
**travel authorization number for each trip reported on the form. The date and day of the week can be entered if this helps in recording the lodging expenses for each night. You can enter up to three separate trips on each form. Employees reporting savings for the first 30 days of extended TDY must use two forms. Initial the Travel Savings Form and submit it for each trip with lodging savings or redemption of frequent flyer benefits to the travel approving official with the applicable voucher. The employee and the travel approving official will sign and date all Travel Savings Forms with cumulative savings of \$400.00 or more prior to their submission to the awards approving official at the end of the**

**Line 3:** Enter any additional reimbursable transportation expenses incurred while staying at a lodging more distant from the TDY site. A determination must be made by the reviewing official that the transportation expenses are excessive. These amounts must be deducted from the maximum hotel rate. The example shows an employee who incurred additional transportation expenses of \$6.00 per day as a result of staying at lodging some distance from the TDY site. The employee will subtract \$6.00 for each day.

**Line 4:** Subtract lines 2 and 3 from line 1 for each night's lodging from the maximum lodging rate. This will give you the lodging savings for ED. The first night's savings for first trip was 13.50, the second trip was \$50.00 for each night, and the third was \$14.00

**Line 5:** Multiply the amount of lodging savings on line 4 for each night and enter the amount in "Total Lodging Savings" boxes on line 5 for each trip. For

the first trip the amount is \$54.00. For the second trip, the amount is \$200.00, and the third was \$42.00.

Line 6: When frequent Flyer benefits are used to obtain free coach class airfare, find the Government contract fare amount for that date from the Federal Travel Directory and enter the amount on line 6 under the applicable trip. In the example, the round-trip fare was \$420.00.

Line 7: Enter the totals from the “Summary Data” boxes on line 5 and line 6 for each trip in the “Total Savings for GSA” box. The total saving was \$716.00 for all three trips.

Line 8: Multiply the amount on line 7 (\$716.00) by 50 percent. This is the amount that will count toward the travel savings cash award. In the example, the employee will receive an award amount of \$358.00.

## **AWARD CRITERIA AND JUSTIFICATION**

### **Spot Cash Award**

Results in a net payment of \$150.00. May be made to recognize contributions within or outside of assigned job responsibilities such as producing high quality work under tight deadlines; performing added or emergency assignments; demonstrating exceptional courtesy, tact, or responsiveness as an individual or team member; or exercising extraordinary initiative or creativity in addressing a critical need or difficult problem.

### **Time Off From Duty Award**

May be given for recognition of contributions to the quality, efficiency or economy of government operations. See spot cash award for criteria.

### **Cash Award**

May be made to an employee as an individual or member of a group based on: superior accomplishment or other personal effort that contributes to the efficiency, economy, or improvement of government operations or archives a significant reduction in paperwork; a special act or service in the public interest in connection with or related to official employment; or performance.

### **Cost Savings Disclosure Award**

A lump sum cash award in the amount of 1 percent of the savings to government (limit \$10,000.00) may be made for disclosures about fraud, waste, and mismanagement. The justification must include an explanation of the amount of savings to the government, which must be confirmed by the Inspector General. Employees making disclosures directly to the IG may remain anonymous, and in these cases, the IG may initiate the award action.

## Suggested Award

May be made to recognize employees who submit ideas which directly contribute to economy in, or the effectiveness of, government operations. Award amount (\$25.00 - \$35,000.00) is based on a percentage of savings to the government. Justification must include the suggestion, contribution, and related cost savings.

## Non-Monetary Award

Honor awards such as letters of commendation or appreciation, certificates, plaques, pins, etc. May be awarded in lieu of or in conjunction with, monetary awards. These awards are administered by each PO.

## Justification

Please address below or attach a brief statement. The justification must address the basis for the award; i.e., what special effort and/or special circumstance made the act or effort a substantial one. Cost Saving and Suggestion awards must include cost saving Information.

# APPENDIX D

## TRAINING/BUDGET/TRAVEL COORDINATORS

### CHIEF OPERATING OFFICER

Janet Sharps 202-377-3001

### CHIEF FINANCIAL OFFICER

Sharon Lawrence 202-377-3027

Christopher Dursin 202-377-3461

### CHIEF INFORMATION OFFICER

Joy Burton 202-377-3510

Dee Goldsmith 202-377-3511

### ACQUISITION

Lisa Clayton 202-377-3604

Sheila Clark 202-377-3605

### FSA UNIVERSITY

Debbie May 202-377-3905

Diarra Toye 202-377-3935

Angela Turner 202-377-3908

### OMBUDSMAN

Stephanie Robinson 202-219-1741

### FINANCIAL PARTNERS

Wanda Simms 202-377-3306

### COMMUNICATIONS

Elise Cook 202-377-4004

### STUDENTS

Michele Brown 202-377-3203

Tia Fails 202-377-3214

Chris Farr 202-377-3215

### STUDENT CHANNEL REGIONAL

#### Regions

V. Berdine Thompson 312-886-1610

Tasha Walker 1-800-868-1810 FAX 312-886-5488

IX. Barb 415-487-5060 FAX 415-487-7785

IV. Bessie Shelton	404-562-6026	
Quincy McDaniel	404-562-6030	
Don Kimble	404-562-6073	
Robe	404-562-6026	FAX 404-562-6008

## **SCHOOLS**

Bruce Claiborne	202-377-4306
Tammy Quade	202-377-4297
Malika Melton	202-377-4299
Barbara Morgan	202-377-4305
Bill Peterson	202-205-9192
Teri Tom	415-556-4206

## CASE MANAGEMENT (TRAVEL/TRAINING COORDINATORS)

### **Regions**

I.	Joanne Miller	617-223-4905	
II.	Arlene Gonzalez	212-264-4022	
III.	Cynthia Laws	215-656-6438,	Janice Stibbing 215-656-5929
IV.	Pam Berry	404-562-6313	
V.	Steven Jakymec	312-886-8767	
VI.	Anna Perez	214-880-3042	
VII.	Cheryl Nowell	816-880-4048	
VIII.	Sherry Cole	303-844-3677	x107
IX.	Kimerly Wu	415-556-4295	
X.	Lyn Blyden	206-287-1966	
(HQ)	Veronica Greene	202-377-4275	

## DIRECT LOAN (TRAVEL/TRAINING COORDINATORS)

### **Regions**

I.	David Sola	617-565-5810	
II.	Marie Carroll	212-637-6398	
III.	Gary Smith	215-656-5792	
IV.	Connie Kaschub	404-562-6257	
V.	George Gevelinger	312-886-8335	
VI.	Ed Farrar	214-880-2417	
VII.	Mark C. Walsh	816-880-4088	
VIII.	Mike Clark	303-844-3677	x121
IX.	Bonnie Gonzalez	415-556-4210	
X.	Barry Shine	206-287-9850	

# APPENDIX E

**USEFUL TRAVEL INTERNET LINKS** (click title to open page)

[Bank of America Travel Cards information from ConnectED](#)

[Employee Responsibility with Bank of America Travel Cards from ConnectED](#)

[Federal Travel Regulations Quick Reference Guide](#)

[Government Travel Information page from ConnectED](#)

[Department of Education Travel Policies from ConnectED](#)

[International Travel Guidelines from ConnectED](#)

[Gelco Travel Manager](#)

[Carlson Wagonlit Travel](#)

[Federal Travel Regulations](#)

[Federal Travel Regulations Amendments](#)

[Gelco Travel Manager User Documentation](#)