



## **Travel Card Policy Training**

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**Office of the Chief Financial Officer (OCFO)**

2011 GSA SmartPay2<sup>®</sup> Conference

Wednesday August 17, 2011

2:00 – 3:10 PM

The Venetian, Las Vegas: Room # Galileo 903 – 904

# Agenda

- **Travel Card Policy Changes**
  - Draft Regulation Highlights
  - Status of Regulation
- **Travel Card Maintenance**
  - Reporting Features
  - Housekeeping
- **Travel Card Training**
  - Importance
  - Annual Requirement/Available on AgLearn
  - Tracking
- **Declining Balance Cards**
  - Invitational Travelers
  - FFIS Pilot
  - Benefits



# Travel Card Policy Changes

## *Draft Regulation Highlights & Status*

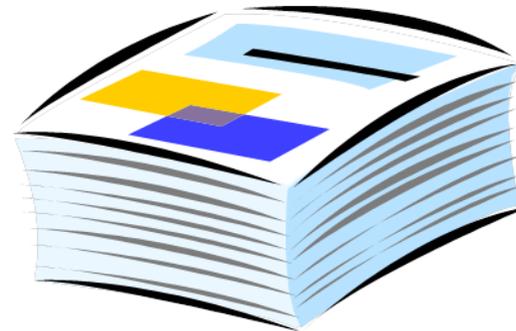
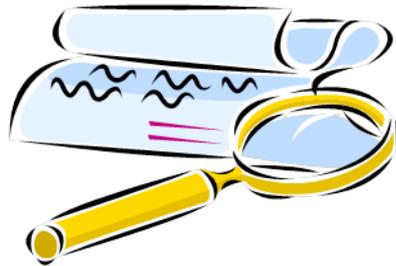
- **Required use of card**
  - Travel more than 5 times a year
  - All travel expenses are to be put on the card
- **Allows reinstatement for canceled card**
  - After 2 years
  - Meet established criteria
- **60 Days vs. 90 Days**
  - Canceling accounts after 90 days of nonpayment
  - Suspending accounts after 60 days of nonpayment
- **Administrative Actions**
  - More emphasis on OHRM
  - Nonpayment of Travel Card is considered misuse and misconduct

# Travel Card Maintenance

## *Reporting Features & Housekeeping*

- **Monthly Reports**

- Cardholders



# Travel Card Training

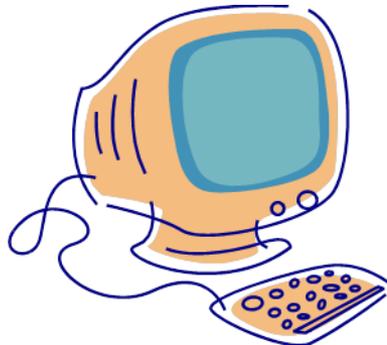
- **Importance**

- A-123 Appendix C Requirement
- Impact on delinquent accounts

- **Annual Requirement**

- Include in AgLearn Learning Plan

- **Tracking**



# Declining Balance Cards

## ■ **FSIS Pilot**

- Training 6,000 employees, including co-sponsored State employees from March 2011 to September 2011
- Training sessions are 2 weeks long
- An average of 500 employees travel to each training session

## ■ **Benefits**

- Agency billed only for the amount used on the card
- Funding can be increased/decreased on the card immediately
- Increased fund controls in place for emergency cancellations or last minute changes in travel plans
- Increased security by limiting the amount of cash on hand
- Lost/stolen card replacement available within 24 hours

# Questions

