



REVISION: This directive revises TSA MD 1000.5, *Government Travel Cards*, dated August 3, 2005.

SUMMARY OF CHANGES: The attachment entitled *Guide to Corrective/Disciplinary Actions for Delinquent and Unauthorized Use of the Government Travel Charge Card* has been removed. Section 6, Policy, has been revised to incorporate TSA MD 100.75-3, *Addressing Performance and Conduct Problems*, Sections 7, Procedures, adds references to appropriate authorities.

1. **PURPOSE:** This directive provides TSA policy and procedures for governing the use of government travel cards issued by TSA to its employees for use while on travel for transportation, lodging, meals and incidental expenses.
2. **SCOPE:** This directive applies to all TSA organizational elements and to the use of government travel cards that are individually billed to employees.
3. **AUTHORITIES:**
 - A. Section 2 of the Travel and Transportation Reform Act of 1998, PL 105-264, Oct. 19, 1998.
 - B. Section 639 of Division H of the Consolidated Appropriations Act, 2005, PL 108-447, December 8, 2004.
 - C. Appendix B of the Office of Management and Budget (OMB) Circular A-123, August 5, 2005.
 - D. [TSA MD 1000.6, Temporary Duty Travel Policy](#).
4. **DEFINITIONS:**
 - A. Agency Program Coordinator (APC): An individual designated by the Office of Financial Management to administer and monitor a particular contractor-issued TSA card program at the agency level.
 - B. Frequent Traveler: Employee who routinely travels at least twice a year.
 - C. Organization Administrator (OA): An individual designated within each TSA program or field office responsible for oversight of the contractor-issued card activity within his/her respective area.
 - D. Program/Field Office: An organizational unit within TSA that has the ability to commit and/or obligate TSA funds on its behalf (*e.g.*, airport offices, Office of Financial Management (OFM), *etc.*) within the limits of TSA's budget execution and acquisition policies.
5. **RESPONSIBILITIES:**
 - A. OFM is responsible for:
 - (1) Providing an Agency Program Coordinator who will serve as the liaison between Citibank and TSA on issues dealing with the program.
 - (2) Referring potential cases of fraud and abuse, as appropriate, to the TSA Office of Inspection or DHS Office of Inspector General.

TSA MANAGEMENT DIRECTIVE No. 1000.5
GOVERNMENT TRAVEL CARD

B. Agency Program Coordinator (APC) is responsible for:

- (1) Monitoring the travel card usage of all TSA employees and program offices to ensure that the policies and standards in this guidance are followed.
- (2) Promoting correct and efficient use of the travel card, encouraging standardization, and automating the program throughout TSA.
- (3) Coordinating with the Office of Human Capital on the establishment of guidelines for appropriate disciplinary action, for undisputed delinquencies, and for non-official use of the travel card by employees.
- (4) Establishing internal control procedures and performance metrics to monitor fraud, waste, and abuse of the government travel card. This should include the creation of reports to monitor delinquency, misuse, spend analysis, and other transaction activities.
- (5) Ensuring that OAs review and act upon the activity, suspension, and cancellation reports provided by the APC.
- (6) Ensuring that OAs are properly trained to manage their travel cards and have refresher training at a minimum of every three years on travel card management.
- (7) Ensuring all employees take the General Services Administration (GSA) training on proper use of the government travel card before submitting an application.
- (8) Assisting in collecting undisputed delinquent amounts owed on employees' individually billed account in accordance with the Federal Aviation Administration Travel Policy (FAATP) and the GSA SmartPay Contract through the salary offset program.
- (9) Establishing standard charge card account limits to be applied across the agency.
- (10) Periodically reviewing the limits for appropriateness and requiring supervisory approval for limits beyond the established standards.
- (11) Approving, as appropriate, requests from TSA employees to have increased dollar limits due to extraordinary circumstances.
- (12) Retrieving the travel cards of employees separating from TSA as part of the checkout process and promptly canceling the card with Citibank. In addition, reminding separating employees that they are still responsible for outstanding charges and must pay in full by the billing due date.
- (13) Informing OFM of potential cases requiring referral to the Office of Inspection or DHS Office of Inspector General.

C. Program and Field Offices are responsible for:

- (1) Designating an OA responsible for oversight of the government travel card within the program or office.
- (2) Implementing and enforcing travel charge card policies and procedures.
- (3) Requiring OAs and supervisors to ensure that card misuse and payment delinquencies are addressed and corrective actions are taken to prevent further occurrence.

D. Organization Administrators are responsible for:

- (1) Implementing government travel card policies and procedures.

TSA MANAGEMENT DIRECTIVE No. 1000.5
GOVERNMENT TRAVEL CARD

- (2) Reviewing government travel card applications for accuracy, approving and forwarding to Citibank for processing.
- (3) Maintaining and updating travel card accounts under their purview.
- (4) Serving as an intermediary between the cardholder, the TSA local management (*e.g.*, an Airport office), and the OFM.
- (5) Monitoring all travel card transactions of local cardholders.
- (6) Working with cardholders to eliminate delinquencies.
- (7) Providing a monthly delinquency/misuse report to OFM.
- (8) Ensuring travel card applicants have taken the GSA travel card training before an application is processed.
- (9) Ensuring all travel card applications are kept on file along with the GSA travel card training certificates.
- (10) Ensuring travel card holders take refresher training on use of the travel card every three years.
- (11) Ensuring that all travel card training certificates are kept on file.
- (12) Adhering to privacy act requirements at all times.
- (13) Coordinating with Citibank on behalf of cardholders who receive a zero dollar credit line, restricted government travel card to have the restricted limit raised to the TSA authorized \$3,500 credit line and ATM access of 6 percent of available cash. If a greater amount is required; requests must be submitted to the APC for approval.
- (14) Establishing alternate OAs with Citibank and notifying OFM of this action.

E. Travel Card Holders are responsible for:

- (1) Monitoring travel card transactions to avoid paying for fraudulent charges.
- (2) Using the government travel card only for official travel business.
- (3) Paying travel card bills on time in order to avoid having delinquencies.
- (4) Completing the GSA travel card training **prior** to applying for a card.
- (5) Submitting a travel voucher within five working days after completion of a trip.
Cardholders on long-term travel must submit vouchers every 15 days.
- (6) Contacting the OA for the government travel card when their cards need to be cancelled.

6. POLICY: Generally, the Travel and Transportation Reform Act of 1998 mandates that the government travel card must be used by all U.S. Government personnel to pay for costs incident to official business travel.

TSA MANAGEMENT DIRECTIVE No. 1000.5
GOVERNMENT TRAVEL CARD

A. Government Travel Cards:

- (1) Use of the government travel card is mandatory for all official travel expenses except for those exempted by GSA and TSA.
- (2) TSA employees may only use the card for expenses incurred in connection with official business travel.
- (3) The government travel card may not be used to pay travel-related expenses for others.

Note: ATM withdrawals should only be used for the purposes of paying the exempted expenses listed in paragraph 6.C, below. If an ATM withdrawal is needed for another purpose it should be noted on the travel authorization or voucher.

B. Abuse/Misuse of Government Travel Cards:

- (1) Use of the government travel card for any expense or withdrawal of funds for other than the official business or authorized purposes for which the card was issued shall be considered abuse/misuse of the card.
- (2) Abuse/misuse of the government travel card may subject the cardholder to disciplinary action. Any disciplinary action must be consistent with the provisions outlined in [TSA MD 1100.75-3, *Addressing Performance and Conduct Problems*](#). Such actions must be coordinated with designated field counsel and headquarters Office of Human Capital Employee Relations staff.

C. Expense Exemptions: The following official travel expenses are exempt from the mandatory use of the government travel card:

- (1) Expenses incurred at a vendor that does not accept the Citibank government travel card
- (2) Laundry/dry cleaning
- (3) Parking
- (4) Local transportation system
- (5) Taxi
- (6) Tips
- (7) Meals, when use of the card is impractical, e.g., group meals or when the Citibank government travel card is not accepted
- (8) Phone calls, when a government calling card is not available for use
- (9) Relocation allowances, except for en-route travel and house hunting trip expenses.

D. Employee Exempt from Mandatory Travel Card Usage: The following categories of individuals are exempt from the mandatory use of the government travel card:

- (1) Individuals who have an application pending for the government travel card,
- (2) Individuals traveling on invitational travel,
- (3) New appointees,
- (4) Employees who are not frequent travelers.

TSA MANAGEMENT DIRECTIVE No. 1000.5
GOVERNMENT TRAVEL CARD

E. Suspension, Cancellation, and Reinstatement of Government Travel Cards: Travel cardholders must pay their travel card account in full by the due date. If payment is not received by the due date the account will be considered delinquent. If the cardholder's account becomes delinquent by over 61 days the account will be automatically suspended by Citibank. However if payment is made in full by 90 days the account will be reopened. If the cardholder's account becomes delinquent by 101 days the account will be cancelled by Citibank. In this case the cardholder **must** meet the criteria outlined below to have his/her card reinstated.

- (1) All travel card balances and charges must be completely paid off.
- (2) The cardholder's account must not have reached the point where the debt is written off by the Citibank; *i.e.*, 181 days past due.
- (3) The cardholder's account must not have been paid with checks returned by the financial institution for insufficient funds (NSF) two or more times in a 12 month period unless the financial institution provides documentation of bank error.
- (4) The cardholder must provide an explanation to the APC of the extenuating circumstances, if any, causing the account to be delinquent. Keep in mind, card cancellation occurs at 101 days past due; *i.e.*, 131 days from when the first invoice is sent.
- (5) The APC must review the explanation and supporting documentation provided by the traveler and determines if the request should be forwarded to the appropriate bank official in order to have the card reinstated. If the APC determines the delinquent amount was the result of the cardholder not paying his/her government charge card bill for items previously reimbursed via TEServ to the cardholder, the cardholder will not be considered for reinstatement. The cardholder must provide the above information to the APC by e-mail or to the secure fax (TravelCard@dhs.gov or 703-603-0303).

Note: FAMS employees will provide the required information to his/her respective FAMS OA.

7. PROCEDURES:

A. Obtaining a Government Travel Card:

- (1) Complete the mandatory GSA Travel Card Training Course.
- (2) Download the Citibank Government Travel Card Package from [Office of Financial Management - Travel Card Program](#) and follow the instructions. Please be sure to read all materials and fill out all the forms completely and have them signed by the appropriate approving officials. Failure to do so will result in delays in receiving your travel card.
- (3) In accordance with the OMB Circular No. A-123, Appendix B, Chapter 6, Credit Worthiness, each agency must assess the credit worthiness of all new travel card applicants. In order for new applicants to receive a standard TSA government travel credit card with non-restricted limits (\$5,000 credit line with ATM access of 6 percent of available credit), the applicant must obtain a credit score of 660 or above.
- (4) Those first time travel card applicants that score below 660 or do not have an established credit history may receive a "restricted" government travel credit card. The TSA restricted limits will be: \$3,500 credit line and ATM access of 6 percent of available credit. The credit card will be mailed to the applicant with a \$0 credit line from Citibank. It will be the

**TSA MANAGEMENT DIRECTIVE No. 1000.5
GOVERNMENT TRAVEL CARD**

cardholder's responsibility to notify his or her respective OA to have the card set to the TSA restricted standard limits.

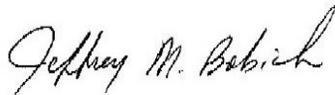
B. Obtaining Rental Cars with the Government Travel Card:

- (1) GSA has negotiated a federal government rate for car rentals with all of the major rental car companies. Included in this rate is insurance for coverage of any damages that may occur to the vehicle while in the employees possession (when the rental is authorized for official business).
- (2) However, there may be times when an employee must rent a vehicle from a location that is not covered under this agreement. In these cases, the rental must be obtained using a government travel card or other card specifically authorized for the purpose. If an accident occurs, the employee must use the insurance that is included with the TSA government travel card (or other authorized card). In order to use this insurance, Citibank must be informed of the accident within 30 days from the time of the accident. For further information, the employee may contact the TSA Office of Financial Management at TravelCard@dhs.gov.

Note: In either case, TSA employees must use the government travel card to obtain rental vehicles in order to be covered in case damage to the vehicle(s) occurs. Employees who do not use the TSA government travel card may be held liable for damages that occur to a rental vehicle while in their possession.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



Jeffrey Bobich
Acting Director of Financial Management

23 May 2006

Date

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