

# MS 801 Travel Card Program

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**Responsible Office:** Transportation Division

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## Issuance Memo

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### **Centrally Billed Travel Card Procedures**

### **Individually Billed Travel Card Procedures**

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#### **1.0 Purpose**

This Manual Section establishes the Peace Corps policies for the management and use of the Travel Card Program, which uses charge cards (Travel Cards) to pay for expenses incurred in connection with Official Travel. Under the Travel Card Program, the Peace Corps issues two types of Travel Cards more fully described in 4.0:

- (a) The Centrally Billed Travel Card is used to pay for the travel undertaken by all Peace Corps employees (including personal services contractors and invitational travelers) and Volunteers who are not eligible to be issued an Individually Billed Travel Card.
- (b) The Individually Billed Travel Card is used to pay for the travel undertaken by Peace Corps employees (including personal services contractors).

## **2.0 Authority**

5 CFR Part 1315, *Administrative Personnel – Prompt Payment*

41 CFR Ch. 301, *Public Contracts and Property Management*

CP-FSS-1-C, *General Services Administration SmartPay2 Master Contract*

OMB Circular A-123 Appendix B, *Improving the Management of Government Charge Card Programs*

P.L. 105-264, *Travel and Transportation Reform Act of 1998*

P.L. 109-115 Sec. 846, *Transportation, Treasury, Housing and Urban Development, The Judiciary, The District of Columbia, and Independent Agencies Appropriations Act of 2006*

P.L. 112-194, *Government Charge Card Abuse Prevention Act of 2012*

## **3.0 Definitions**

Definitions for certain capitalized terms not otherwise defined in this Manual Section are set forth in the Procedures.

## **4.0 Policy**

### **4.1 Centrally Billed Travel Card**

- (a) All overseas posts are required to maintain and utilize a Centrally Billed Travel Card to pay for Official Travel funded by Peace Corps.
- (b) Headquarters offices, and Regional Recruitment offices whose staff undertakes significant amounts of travel and are designated by M/AS/T, are required to maintain a Centrally Billed Travel Card and must utilize it to pay for Official Travel when possible.
- (c) Any Peace Corps direct hire employee or a personal services contract employee regardless of their citizenship status may be appointed as a Cardholder for the Centrally Billed Travel Card Program. Individuals under non-personal services contracts are not eligible to be Cardholders.
- (d) The Travel Card must only be used for allowable charges as described in the Procedures.
- (e) All payments payable on a Travel Card account will be made by the Office of Chief Financial Officer (CFO).

### **4.2 Individually Billed Travel Card**

- (a) Any Peace Corps employee or a personal services contract employee who is a citizen of the U.S. may be issued an Individually Billed Travel Card; provided that the individual is determined to be qualified under the requirements set forth in the procedures.
- (b) The following are required to apply for an Individually Billed Travel Card, and, if issued, must use the Travel Card for all official travel, unless otherwise exempted in writing by the Agency Program Coordinator (APC):

- (1) Any employee stationed outside the contiguous U.S., no matter the amount of Official travel, and
  - (2) Any domestic employee, who expects to conduct Official Travel three or more times per calendar year.
- (c) The Travel Card must only be used for allowable charges as defined in the Procedures.
- (d) All payments payable on a Travel Card account are the sole personal responsibility of the Cardholder.

## **5.0 Roles and Responsibilities**

### **5.1 Agency Program Coordinator (APC)**

The Transportation Division in the Office of Management (M/AS/T), headed by the Chief of Transportation, is responsible for overall administration and oversight of the Travel Card Program. Specific responsibilities include the following:

- (a) Establishing training that adequately satisfies the requirements of OMB Circular A-123 Appendix B.
- (b) Notifying Cardholders of Individually Billed Travel Cards of any past-due balances on their travel cards.
- (c) Establishing controls to assess the creditworthiness of Cardholders of Individually Billed Travel Cards.
- (d) Providing monthly Centrally Billed Travel Card account statements to CFO for disbursement to the Card Contractor.
- (e) Coordinating the establishment, maintenance, transfer, and closure of accounts.
- (f) Utilizing reports and tools provided by the Card Contractor to review on a monthly basis, at a minimum, and monitor Travel Card usage ensuring that usage is appropriate and consistent with the intent of the Travel Card Program.
- (g) Serving as the liaison with the Card Contractor.
- (h) Reporting any improper use of the Travel Card to designated offices.
- (i) Reviewing this Manual Section annually to ensure it is consistent with Federal regulations.
- (j) Reviewing the listing of Merchant Category Codes received from the Card Contractor on a semi-annual basis and adding or removing codes as appropriate.

### **5.2 Approving Official**

Approving Officials are “A” Delegates, Country Directors and their designees. They are authorized to appoint direct hire employees and personal services employees to serve as Cardholders for the Centrally Billed Travel Card Program. Specific responsibilities for all Approving Officials include the following:

- (a) Ensuring that purchases made by the Cardholder are for Official Travel and in accordance with established policies and procedures.
- (b) Ensuring adequate funding has been obtained prior to purchase.
- (c) Reviewing, approving, and signing the Cardholder’s monthly statement of account to include review of all supporting documentation.
- (d) Certifying and submitting the Cardholder monthly statements in accordance with the Procedures.
- (e) Reconciling the monthly statement for the Cardholder in the event of the Cardholder's absence.
- (f) Assisting the Cardholder in resolving disputes.
- (g) Ensuring that the Card Contractor and APC are notified in the event of a lost or stolen card.
- (h) Notifying the APC when a Cardholder is leaving the Peace Corps, when a Cardholder's duties have changed, or when any other action occurs that revokes the Cardholder’s authority to maintain a Travel Card.
- (i) Reporting all suspected Travel Card misuse and abuse to the APC.

### **5.3 Cardholder**

Specific responsibilities for all Cardholders include the following;

- (a) Reading and complying with the Card Contractor’s Cardholder Account Agreement.
- (b) Monitoring the Travel Card account of the Cardholder on the Card Contractor’s website to ensure all posted transactions are valid.
- (c) Disputing any unauthorized charges posted to the account.
- (d) Securing the Travel Card in the same manner as a personal charge card. The Travel Card should not be held by anyone other than the Cardholder, Approving Official or APC.
- (e) Notifying the Card Contractor and APC immediately upon learning that the Travel Card has been lost or stolen.

- (f) Notifying the APC of any anticipated termination of employment with Peace Corps or transfer to a new position within Peace Corps.

### **5.3.1 Centrally Billed Travel Cardholder**

Centrally Billed Travel Cardholders are appointed in writing by an Approving Official. Specific responsibilities applicable to Centrally Billed Travel Cardholders include the following;

- (a) Obtaining proper approval and obligating funds prior to making a purchase with the Centrally Billed Travel Card.
- (b) Maintaining proper documentation for all transactions posted to the Centrally Billed Travel Card account.
- (c) Utilizing tax exemptions in all states within the U.S. that allows exemptions from paying state and local taxes.
- (d) Allocating and submitting the monthly statement to the Approving Official for approval.

### **5.3.2 Individually Billed Travel Cardholder**

Individually Billed Travel Cardholders are employees who have been approved by their supervisor to obtain an Individually Billed Travel Card. Specific responsibilities applicable to Individually Billed Travel Cardholders include the following;

- (a) Filing a travel voucher through CFO within five working days of completing travel in order to recoup charges incurred on their Travel Card. Additionally, for travel extending beyond 45 calendar days, Cardholders are responsible for filing interim/accrual vouchers through CFO.
- (b) Paying the full undisputed amount of the monthly statement from the Card Contractor by the due date listed on the statement. Cardholders are required to make full payment on time even if they have not been reimbursed by the Peace Corps.
- (c) Utilizing tax exemptions in the U.S. where they are available.

### **5.4 Card Contractor**

The Card Contractor is responsible for administering the Centrally Billed Travel Card Program in accordance with General Services Administration contract CP-FSS-1-C and any Department of State task orders or contract modifications.

### **5.5 Travel Committee**

The Travel Committee, which is an inter-office Committee established under MS 812, is responsible for reviewing and recommending revisions to this Manual Section and reviewing and approving changes to the implementing procedures under this Manual Section.

Implementing procedures for the Travel Card Program authorized in this Manual Section are set forth in the Procedures.

## **6.0 Improper Use**

Cardholders must use their Travel Card only for Official Travel. Peace Corps regards improper use of the Travel Cards as a serious offence. Employees will be held personally liable for improper charges; improper use may result in the revocation of Travel Card privileges and other disciplinary and administrative actions as defined in the procedures.

## **7.0 Effective Date**

The effective date is the date of issuance.