

MPR 9730.1
REVISION I-1

EFFECTIVE DATE: November 5, 2019
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MARSHALL PROCEDURAL REQUIREMENTS

RS01

TRAVEL CARD OPERATING PROCEDURES *With Change 1 (10-28-20)*

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		12/16/2003	Establishes MSFC procedure on the issue and use of the Government travel card.
Revision	A	9/10/2004	Changes per HQ Rules Review Action. Changed font, changed MPG to MPR.
Revision	B	6/7/2005	Changes per the MSFC Transformation Review. Changed url references throughout the document.
Revision	C	3/13/2008	Revised 2. Applicability statement to reflect transition of MAF from GOCO to GOGO.
Revision	D	1/30/2009	Revision to reflect changes related to contractual agreement with new Travel Card vendor. Minor editorial changes.
Revision	E	4/16/2010	Revision to reflect minor changes related to GSA SmartPay. Paragraphs 3.9.4 and 3.9.5 added concerning cancellation of travel card. Format changes as requested. Added Appendices A and B.
Revision	F	2/13/2012	Revision to reflect minor changes related to ATM cash advances. Added paragraphs c. and d. under Applicability. Added paragraphs 2.2.1 and 2.2.2. Changed P.1 Purpose statement, moved text to appendices, and other editorial changes.
Change	I	3/21/2016	On 3/21/16, at the request of the OPRD, an administrative change was made changing NPR 1441.1 citations to NRRS 1441.1.
Revision	G	1/27/2017	Updated to new template. Added 2.3.1 and 2.3.2 to address ATM charges.
Revision	H	6/5/2017	Updated Chapter 2, sections 2.1, 2.2, 2.3.1, and Appendix F.2 LIMITED REVIEW: Reviewers - Please limit comments to the highlighted paragraphs containing changes.
Revision	I	11/5/2019	Deleted sections 2.4.3, 2.4.3.1, and 2.4.4. Updated number of days in Appendix A Definition Past Due from "45" to "61." Updated Appendix F Travel Card Billing Cycle.
Change	I	10/28/2020	On 10/28/20, at the request of the OPRD, an administrative change was made updating links at E.3 and E.4, Reference Documents.

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PREFACE

P.1 PURPOSE

This MPR document implements requirements from Public Law 105-264, 41 CFR Part 300-1, and 41 CFR Part 301-51 for obtaining, utilizing, and maintaining proper use of a Government travel card (a.k.a travel card).

P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR applies to the Michoud Assembly Facility.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPR applies to all MSFC employees who travel on official Government business.

P.3 AUTHORITY

- a. Public Law 105-264, October 19, 1998
- b. Federal Travel Regulation, 41 CFR Part 300-1
- c. Paying Travel Expenses, 41 CFR Part 301-51

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Federal Travel Regulation 301-51.2
- b. NRRS 1441.1, Schedule 9, NASA Records Retention Schedules
- c. Agreement Between the Agency/Organization Employee and the Bank Card Company

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P.5 MEASUREMENT/VERIFICATION

NONE

P.6 CANCELLATION

MPR 9730.1I, Travel Card Operating Procedures, dated November 5, 2019.

Electronically approved by

Jody Singer
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 According to the NSSC Service Delivery Guide NSSDG-9700-0001, (Appendix E) the NASA Shared Services Center is tasked with:

1.1.1 Reimbursing the employee within 30 calendar days of submitting a proper travel claim to the Marshall Financial Travel Office.

1.1.2 Notifying the employee within 7 business days of any error preventing payment of the claim within 30 calendar days.

Note: The Agency is subject to payment of interest to the employee if the employee is not reimbursed within 30 calendar days.

1.2 The Cardholder/Employee shall:

1.2.1 Complete the required Government Travel Card training via SATERN prior to issuance of the travel card and every 3 years thereafter as long as the employee holds the travel card.

1.2.2 Make timely payments for all charges incurred with the Government travel card.

1.2.3 Contact the Center/Agency Program Coordinator (C/APC), an employee of the Marshall Financial Travel Office, for any special assistance concerning use of the Government travel card.

1.2.4 Adhere to the agreement with the Bank Card Company and this MPR.

Note: The travel card is for use on official Government travel and cannot be used by anyone other than the cardholder.

1.2.5 Submit a proper travel voucher within 5 business days of completion of travel or every 30 calendar days while on extended travel.

1.2.6 Follow the Bank Card Company dispute process for charges that are incorrect.

Note: All charges made to the travel card, regardless of source, as well as bank card fees/interest, are the responsibility of the cardholder.

1.2.6.1 Initiate the dispute process within 30 calendar days or forfeit the right to dispute charges.

1.2.7 Receive reimbursement for lodging and meals & incidental expenses - not to exceed the allowable rate for the geographic locality where the TDY is performed, as published in the General Services Administration (GSA) Per Diem Tables.

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1.3 The C/APC shall:

1.3.1 Provide information to new cardholders.

1.3.2 Conduct periodic employee training.

1.3.3 Issue MSFC activity notices.

1.3.4 Monitor the Bank Card Company activity reports.

1.3.5 Issue a letter of warning to the travel cardholder, their Directorate head or designee and the employee's supervisor, when his/her bill is past due or a check has been returned for insufficient funds. (Appendix D.1.2)

1.3.6 Submit a copy of the warning letter to Office of Human Capital for review.

1.4 Supervisors shall:

1.4.1 Determine an employee's need to perform TDY travel that requires employee application for the travel card.

1.4.2 Take disciplinary action when there is evidence of misuse of the travel card.

1.5 The Center Employee Relations Specialist shall:

1.5.1 Work with the supervisor and C/APC when there is misuse of the travel card.

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CHAPTER 2. PROCEDURES

2.1 Purpose of the Card – The travel card provides Government travelers with the means of paying for most official travel expenses without using personal funds. The use of the travel card and ATM cash advances eliminates the need for Government-issued travel advances or transportation tickets. This saves the Government money. The travel card is imprinted with the notice “for official Government travel only.”

2.2 Purchase Limit – There is not a single purchase limit. However, the card limit is \$10,000, which is the maximum balance that can be charged on the travel card.

2.3 ATM Cash Advances – The Bank Card Company shall issue each cardholder a PIN for use at an ATM. Daily limits are set by the ATM, and are usually \$300 per day and/or \$300 per week. Cash advances can be obtained after travel orders have been approved, but no sooner than 3 business days prior to departure, and no later than the last day of travel. Transaction fees for use of ATM are claimed on the travel voucher.

2.3.1 Because all travelers are required to have and use a travel card, the occasions when an ATM charge is appropriate is limited to those exceptions under Federal Travel Regulation 301-51.2.

2.3.2 Claims for ATM charges on the voucher should be accompanied by a justification for use in line with those exceptions.

2.4 Requesting the Card:

2.4.1 MSFC employees who are scheduled for official travel on Government business shall apply for a travel card by completing the online application. (Appendix D.1 and D.1.1)

2.4.2 By signing the card, employees agree that they have read the card agreement and agree to be bound by the terms of the agreement.

2.5 Activating the Card – Instructions for activating the Government travel card are provided on the card when a new card is issued. The card should be activated as verification that it was

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received. Non-activation could result in the account being closed and this would require the traveler to apply for a new card.

2.6 Authorized Purchases – The travel card shall be used for the purchase of airline tickets, rental car (if authorized), lodging, meals and other travel-related expenses while on official Government travel, reference Public Law 105-264.

2.7 Unauthorized Purchases – Any purchase made with the Government travel card while the employee is not on official Government travel is unauthorized. Additionally, while on official Government travel, the travel card cannot be used to pay conference fees, purchase personal items at retail stores, or for any other purchase not stated in paragraph 2.6 above.

2.8 Payment of Travel Card Charges – Payment is due by the “due date” specified on the billing statement from the Bank Card Company. It is the employee’s responsibility to submit a proper travel claim for reimbursement of travel expenses. Lack of reimbursement does not release the employee of their responsibility to pay the Bank Card Company. (See Agreement Between the Agency/Organization Employee and the Bank Card Company) 5 CFR 2635.101(b) (12) requires that employees shall satisfy in good faith their obligations as citizens, including all just financial obligations. (Appendix E.1)

2.9 Late Payments:

2.9.1 Payment not received by the Bank Card Company 61 calendar days after the due date on the statement in which the charge first appeared, shall result in suspension of the travel card.

2.9.2 Payment not received by the Bank Card Company 126 calendar days after the due date on the statement where the charge first appeared, shall result in cancellation of the travel card.

2.9.3 Cancellation shall also result if the travel card has been suspended twice in a 12-month period, for non-payment of undisputed principal amounts that are past due again.

2.9.4 Cancellation shall also result if the account has had 2 payments returned for “Non-Sufficient Funds.”

2.9.5 Once an account is closed by the Bank Card Company due to misuse, returned payments due to insufficient funds, or delinquency, the C/APC will not request another account be issued on behalf of the Center employee.

2.9.6 Appendix F gives an explanation of the travel card billing cycle.

2.10 Exemptions – Use of the travel card is not required where the use of the travel card is impractical, e.g., group meals or where the card is not accepted, where the vendor does not accept the card or when its use results in unreasonable burdens or costs. Use of the card is not required by individuals traveling on invitational travel, employees who have an application pending for the travel card, or employees who are not eligible to receive a travel card.

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2.11 Consequences of Travel Card Misuse – Use of the travel card by anyone other than the designated cardholder is prohibited. Agencies have authority to take disciplinary action if employees misuse the travel card, fail to make payment of appropriate bills, or have their card suspended or cancelled by the Bank Card Company. Suggested disciplinary action depends on the particular circumstances, and shall be addressed on a case-by-case basis. The NASA Desk Guide for Table of Disciplinary Offenses and Penalties provides guidance, as does 41 CFR Part 301-51 (Appendix E.4). In addition, an employee’s salary could be garnished for failure to pay the travel card bill.

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Appendix A Definitions

Automated Teller Machine (ATM) – A machine for obtaining cash advances.

Bank Card Company – Bank issuing the Government travel card in accordance with the Center’s General Services Administration (GSA) contract.

Billing Statement – Statement issued by the Bank Card Company to the Government employee each month showing charges to the Government travel card for the current billing period.

Cardholder – MSFC employee who is issued a Government travel card.

Center/Agency Program Coordinator (C/APC) – MSFC employee responsible for managing the Center’s travel card program.

Delinquency and Collection charges and late fee – Described in the agreement between Agency/organization employee and the Bank Card Company.

Employee’s Supervisor – Official supervisor of employee.

Government travel card – Credit card issued to federal employees for their use while in a travel status conducting official Government business.

Meals and Incidental Expenses (M&IE) – A type of authorized purchase.

Misuse of the Card – Misuse includes, but is not limited to, use of the Government travel card while not on official travel, or for purchases that are not travel-related, and is subject to disciplinary action. Obtaining ATM advances in excess of the amount authorized, or while not on travel, and/or allowing another individual to use the employee’s Government travel card is misuse. See 2.11 for consequences of travel card misuse.

Past Due – Bank Card Company travel card payment that has not been received within 61 days after the due date on the statement of account in which the charge first appeared.

Per Diem – “Per Day” allowable maximums determined for lodging and M&IE expenses, at various locations. Per Diem Tables can be accessed from the GSA Web site at <http://www.gsa.gov/portal/category/21287>.

Personal Identification Number (PIN) – A number used in obtaining ATM cash advances.

Temporary Duty (TDY) – A type of work status.

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Appendix B (Reserved for Acronyms)

NONE

Appendix C (Reserved for Verification Matrix)

NONE

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Appendix D Records

D.1 Records are the completed Bank Card Company Application Forms or online applications, the MSFC activity notices, and the letters of warning sent to employees.

D.1.1 The Bank Card applications will be retained by the Marshall Financial Travel Office/RS20, for as long as the credit card is approved for use in accordance with NRRS 1441.1, Schedule 9/20/C (Agency Filing Scheme (AFS) #9730).

D.1.2 The MSFC activity notices and the letters of warning will be retained by the Marshall Financial Travel Office/RS20 for 2 years after the date they are produced, in accordance with NRRS 1441.1, Schedule 9/20/A (AFS #9730).

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Appendix E References

E.1 5 CFR Part 2635.101(b)(12), Basic Obligation of Public Service

E.2 GSA Per Diem Tables, <http://www.gsa.gov/portal/category/21287>

E.3 NASA Shared Services Center, NSSDG-9700-0001, Domestic and Foreign Travel Service Delivery Guide,

[https://search.nssc.nasa.gov/servlet/sm.web.Fetch/NSSDG-9700-0001_Rev. 24.0 - FINAL.pdf?rhid=1000&did=980785&type=released](https://search.nssc.nasa.gov/servlet/sm.web.Fetch/NSSDG-9700-0001_Rev.24.0_FINAL.pdf?rhid=1000&did=980785&type=released)

E.4 NASA Desk Guide for Table of Disciplinary Offenses and Penalties,

https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NDG03_TableofPenalties.pdf?rhid=1000&did=778169&type=released

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Appendix F Travel Card Billing Cycle

Travel Card Billing Cycle

F.1 Statements are mailed on the 10th of each month.

F.2 Statement balances are due in full to the Bank Card Company on approximately the 7th or the 8th of the following month.

F.3 Account suspends at 61 calendar days past due on the 8th of the month. (Letter sent to cardholder, Branch Chief and Director.)

F.3.1 Note: If an account suspends 2 times in a 12 month period, the Bank Card Company has the authority to close the account permanently.

F.3.2 Account remains suspended until past due balance is paid in full.

F.4 Account closes at 120 calendar days past due and the Bank Card Company has the authority to refer the debt to a Collection Agency. (Letter sent to cardholder, Branch Chief, Director and Human Capital.)

F.5 As per 2.9.5, “Once an account is closed by the Bank Card Company due to misuse of the card, returned payments due to insufficient funds, or delinquency, the C/APC will not request another account be issued on behalf of the Center employee.”

Example of billing timeline (calendar days):

