



FEMA

CFO BULLETIN Office of the Chief Financial Officer

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MAY 12 2009

ALL FEMA EMPLOYEES

Subject: **SPLIT PAY FOR TRAVEL REIMBURSEMENT**

Effective April 6, 2009 FEMA will begin reimbursing all travel vouchers using the "Split Pay" method. Under Split Pay, travel voucher reimbursements are disbursed between the Traveler and the contracting Bank of the Government-issued Travel Card. The Split payment method is intended to reduce and/or eliminate the Traveler's outstanding balance due on the travel card for official travel expenses. The FEMA Finance Center (FFC) will send an electronic payment to the Contracting Bank on behalf of the Traveler for all official mandatory expenses charged against their Travel Card. All other reimbursable expenses (under discretionary) will be paid via an Electronic Funds Transfer (EFT) directly to the Traveler's financial institution.

However, an employee may request that the FFC submit payment for any discretionary expenses directly to the contracting bank. This is in addition to payment of the mandatory expenses. The discretionary expenses must be listed as authorized travel expenses on the current voucher being processed for split pay. The Traveler must indicate the additional amount to be sent to the bank in the comment section of the voucher (SF 1012) along with their signature (see sample voucher attached). Additional money sent to the bank on the Traveler's behalf cannot exceed the portion of the reimbursement that is due directly to the Traveler under the split pay process.

Under split pay, all vouchers will be processed according to the guide below.

Split Pay Reimbursement Guide

A. Mandatory Expenses

Reimbursement for the following expenses will be sent, via EFT, to the traveler's Government-issued Travel Card Account:

- Common Carrier (Air, Rail, Bus)
- Travel Management Center (TMC) Transaction Fees
- Lodging

B. Discretionary Expenses

Reimbursement for the following expenses will be sent, via EFT, directly to the Traveler's personal financial institution:

- M&IE
- Mileage
- Phone Calls

- Lodging Tax
- Rental Car
- ATM Fees (Machine Usage Fees & Percentage Charged by Contracting Bank)
- Conference / Registration Fees
- Miscellaneous "Transportation" Expenses
 - Gasoline
 - Public Transit
 - Taxi / Airport Shuttle / Limo, etc.
 - Parking
 - Tolls
- Miscellaneous "Other" Expenses
 - Baggage / Excess Baggage Fees
 - Laundry
 - Other Miscellaneous Authorized Expenses

All FEMA travel charge cardholders receive a monthly account statement from the contracting bank. The monthly statement will reflect all transactions on the account --- charges, credits and payments, including "Split payments" that the Agency has made to the account. Split Pay may not necessarily eliminate the total balance due on the card if you have a forwarding balance or do not elect to send additional funds. Cardholders must pay the balance due, in full, by the due date listed on the monthly charge card statement. Being away from home either on official travel/deployment or for personal reasons does not excuse the cardholder from his/her responsibility to review their account activity and pay the balance due on time each month.

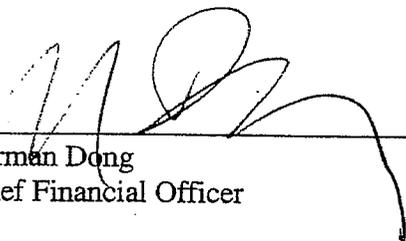
In accordance with the Federal Travel Regulation, all employees are required to use their Government-issued Travel Charge Card for all official travel expenses. If a FEMA cardholder (government-issued travel card) uses a personal card to pay for any of the official travel expenses listed under the "mandatory" column for split pay, he or she will not be given an exemption from Split Payment. Reimbursement for the charges will be sent to the contracting bank, and it will be incumbent upon the traveler to document and request any credit/refund. Travelers should continue to voucher for all expenses incurred (including mandatory expenses) while on official travel and attach all required receipts. In accordance with FEMA Travel Policy, all employees are required to submit travel vouchers within 5 days of the end of the trip or every 14 days if on extended travel.

All travel vouchers should be completed using the agency's current travel software (Travel Manager 8.2). A printed voucher from Travel Manager produces the standard form 1012 and included with this form is an "accounting detail" sheet that must be submitted along with the voucher. The accounting detail sheet is for information only and is used by the FFC for processing payments. Travelers are reminded to monitor their government-issued travel card account to note payment amounts.

FEMA utilizes an "ACH Payment Notification" to notify travelers when travel voucher payments are issued. ACH Payment Notifications are e-mail notices sent to the travelers when a travel voucher request has been processed and a payment has been sent via EFT to your personal banking institution and/or the contracting bank on your behalf. If you are not currently enrolled in ACH Payment Notification, it is recommended that you sign

up for this service. To sign up for this service please send an e-mail request to ACH.Payments@dhs.gov, providing an e-mail address to which you would like your notification sent. Please note that the e-mail address does not have to be a government issued e-mail account, you may use a personal e-mail account for ACH Payment Notifications.

To check on the status of your travel voucher payments, please call the FEMA Finance Center Travel Help Line, 1-800-310-3169, Monday – Friday, 8am – 4:30pm ET. For questions concerning this policy please call the Office of the Chief Financial Officer, Financial Policy Staff, Tange Drake at (202)646-2983 or Relda Larguet at (202)646-3179.



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Attachment

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