



FEMA

CFO BULLETIN
Office of the Chief Financial Officer

Number 136

July 28, 2009

TO: ALL FEMA EMPLOYEES

SUBJECT: FEMA Travel Charge Card Program / Credit and Cash Advance Limits for Restricted and Unrestricted Accounts

On February 28, 2009, FEMA converted to the JPMorgan Chase (JPMC) Travel Charge Card Program. This bulletin provides guidance to all employees regarding the use of the DHS/FEMA travel card and establishes credit and cash limits for restricted and unrestricted accounts.

As required under DHS travel policy, all FEMA employees who travel two or more times per calendar year must obtain a JPMC travel charge card. Each FEMA organization has designated "Organizational Program Coordinators" (OPCs) to assist employees with the application process. The OPC contact list can be found on the agency's intranet homepage (<http://online.fema.net>) under "Travel Policies and Guidance" in the "Credit/Charge Card" section. Please direct all questions regarding your JPMC travel charge card to your OPC.

Every travel charge card applicant is subject to a credit worthiness evaluation that is performed by either the bank or FEMA. If the applicant elects to have the evaluation performed by FEMA, he/she will need to submit DHS Form 1570 "Alternate Credit Worthiness Evaluation". This form can be found on the FEMA intranet at: http://ofmhome.fema.net/cfopol_forms.php. The results of either evaluation are used to determine the credit worthiness ("Restricted" or "Unrestricted") of each cardholder, which is in turn used to establish credit and cash advance limits.

Effective immediately, the FEMA Credit and Cash Advance Limits are as follows:

CREDIT WORTHINESS RATING	CREDIT LIMIT [UP TO]	CASH ADVANCE LIMIT
RESTRICTED	\$10,000	\$220/week
UNRESTRICTED	\$20,000	\$420/week

It is recommended that credit limits are lowered to \$1 for cardholders who are not traveling. Credit limits can be raised, as needed, by the OPC when cardholders are pending active travel status. Employees who are authorized to travel should contact their designated OPC prior to departure to have the limits increased. Failure to contact your OPC may result in your charges being declined.

Each cardholder is responsible for properly managing his or her JPMC travel charge card account. To assist cardholders in keeping personal information updated, and paying and reviewing monthly statements, JPMC provides online account access at: <https://gov1.paymentnet.com>. JPMorgan Chase also offers customer support, by phone, 24 hours/day and 365 days/year. The JPMC Customer Service number is 888-297-0781. Cardholders may also call collect at 847-488-4442.

While on official travel, ATM cash withdrawals are available to access advances of the authorized Meals & Incidental Expense (M&IE) entitlement. The JPMC travel charge card is accepted worldwide and should be the cardholder's choice for payment of meals and all other expenses incurred on official travel. Cardholders are encouraged to minimize the use of cash since it is easily lost or stolen and unrecoverable if either occurs.

JPMorgan Chase will assess a fee on all cash withdrawals obtained with the card. In addition, ATM machine user fees may be charged. Per DHS/FEMA travel policy, both fees can be reimbursed via a travel voucher.

The JPMC fee for cash advances is:

2.5%, \$3.00 minimum charge per transaction

Cardholders must make direct payment to JPMC for the amount of cash withdrawn from the card. Failure to repay cash and withdrawals taken while not on official travel is considered abuse of the travel charge card.

If you have any questions regarding this bulletin, please contact the Agency OPC, Steve Alligood, on (540) 542-7311 or the Lead OPC, Catherine Mattens, on (540) 542-7388. For travel card policy questions, please contact Tange Drake on (202) 646-2983 or Relda Larguet on (202) 646-3179.


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