



# FEDERAL EMERGENCY MANAGEMENT AGENCY

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	Date	Number
<b>INSTRUCTION</b>	August 8, 2002	6200.2

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## Contractor-Issued Government Travel Charge Card Program

**1. Purpose.** This instruction revises the Federal Emergency Management Agency's (FEMA's) policies and procedures regarding use of the individually billed, contractor-issued, Government travel charge card for official travel and Automated Teller Machine (ATM) use. The policy has also been revised to include the deduction from pay provision as authorized by the Travel and Transportation Reform Act of 1998. FEMA contracts with a commercial provider for U.S. Government travel charge cards using the General Services Administration (GSA) SmartPay contract. Use of the contractor-issued Government travel charge card (referred to hereafter in this instruction as the charge card) is mandatory when traveling on official business.

**2. Applicability and Scope.** The provisions of this instruction are applicable to all FEMA employees in headquarters, regions, disaster field offices, and all other field establishments where travel on official business is required.

**3. Supersession.** This instruction supersedes FEMA Instruction 6200.2, Contractor-Issued Government Charge Card Program, Dated August 9, 1999; and FEMA Manual 6200.1, Travel Regulations, Chapter 9.

#### **4. References.**

- a. FEMA Manual 6200.1, Travel Regulations.
- b. FEMA Instruction 1100.1, Standards of Conduct.
- c. 41 Code of Federal Regulations, Part 101-41.203, Procurement of Passenger Transportation Services.
- d. Federal Travel Regulation, Chapter 301, Subpart C, effective July 1, 1998.
- e. CFO Bulletin # 75, New Travel Card-Citibank Visa, dated November 3, 1998
- f. Travel and Transportation Reform Act of 1998, Public Law 105-264, dated October 19, 1998.

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g. Government Issued Credit Card Penalty Guide, dated May 1995.

h. Inspector General Act of 1978 (IG Act), 92 Statute 1101, and amended by P.L. 100-504, 102 Statute 2515, October 18, 1988.

5. **Definitions of Terms**. For the purpose of this instruction, the following terms are defined:

a. The Agency Program Coordinator (APC) is an employee designated by the Chief Financial Officer, Financial and Acquisition Management Division (FAMD), to administer and monitor the charge card program in FEMA.

b. The charge card is a General Services Administration (GSA) contractor-issued charge card for use by FEMA travelers to cover major travel and transportation expenses such as passenger transportation tickets, rental vehicles, lodging, and meals in connection with official travel. The term excludes personal charge cards issued to employees based upon their own financial merit by charge card companies.

c. The contractor is a bank selected by FEMA from the GSA master contract. The contractor provides individually billed charge card services, ATM services, traveler's checks (where applicable) and centrally billed account services.

d. The Organization Program Coordinator (OPC) is an employee designated by Assistant Directors, Administrators, Chief of Staff, Regional Directors, Staff Office Directors, or heads of field establishments to be the authorized representative to monitor and administer the charge card program for their organizational element.

e. Automated Teller Machine (ATM) services are provided by the contractor and allow cash withdrawals from participating ATM's to be charged to the charge cards.

f. Disposable pay is the dollar amount left after tax levies, properly withheld taxes, FICA, Medicare, Health and life insurance premiums and retirement contributions.

6. **Responsibilities**.

a. Assistant Directors, Administrators, Chief of Staff, Regional Directors, Staff Office Directors, and heads of field establishments are responsible for the following:

(1) Ensuring all outstanding charges are paid by employees in a timely fashion in accordance with the cardholder agreement and this instruction;

(2) Ensuring that supervisors work with the Human Resources Division (HRD), to pursue appropriate disciplinary action against employees who fail to adhere to the terms of the cardholder agreement, and/or FEMA policy regarding the use of the charge card; and

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(3) Designating an employee to serve as the organization's OPC.

b. The Chief Financial Officer (CFO) is responsible for:

(1) Establishing Agency policy and administration of FEMA's charge card program;

(2) Designating an APC;

(3) Notifying employees within seven days of any error in the travel claim, which would prevent payment within 30 calendar days. When travel claims are not paid within 30 calendar days of submission, the FAMMD will calculate and pay the employee (1) late fees using the prevailing Prompt Payment Act Interest Rate and (2) an amount equivalent to any late fee charges that the bank would have been able to bill the employee if the employee had not paid the bill.

(4) Providing and notifying the employee of due process rights prior to initiating a deduction in pay.

(5) Notifying the Human Resources Division to process the deduction in pay after due process requirements have been met; and

(6) Collecting, by deduction from pay, any amount of funds the employee owes to the contractor as a result of delinquencies not disputed by the employee. Deduction from pay may occur only after reimbursement of the employee and upon written request from the contractor. The deduction will be limited to 15% of the employee's disposable pay unless the employee chooses to have a higher percentage deducted to repay the debt more quickly.

c. The APC is responsible for:

(1) Monitoring the overall charge card program.

(2) Maintaining an updated list of all OPC's, notifying the contractor of any changes.

(3) Coordinating contractor requests for collection assistance with the FAMMD's debt collection office after verifying that employees identified for collection assistance:

(a) Are still employed by FEMA;

(b) Have been reimbursed for their travel vouchers; and

(c) Are eligible for deduction in pay (they do not have other deductions from pay, which would cause more than 15% of disposable income to be deducted).

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(4) Coordinating with the OPC and supervisor before the collection process is initiated.

d. The OPC's are responsible for:

(1) Keeping Assistant Directors, Administrators, Chief of Staff, Regional Directors, Staff Office Directors, heads of field establishments, and the APC informed of the status of all charge card accounts assigned to employees within their organizational elements;

(2) Processing applications for new charge card accounts by:

(a) Ensuring the employee completes and signs the Employee Card Application and Agreement;

(b) Obtaining appropriate supervisory approvals;

(c) Forwarding the original Employee Card Application to the contractor;

(d) Providing the employee with a copy of the application, along with a copy of this instruction and other Agency policy pertaining to use of the card; and

(e) Ensuring the employee signs the FEMA Contractor-Issued Travel Charge Card Policy Employee Acknowledgement form (Attachment A).

(3) Reviewing activity and delinquency reports and providing a copy to the appropriate supervisors and coordinating with the HRD;

(4) Notifying the contractor as employees/coordinators change duty stations, move to new organizations, or separate from the Agency; and

(5) Maintaining a file for each cardholder containing a copy of the signed Employee Card Application and cardholder agreement as well as, the original Employee Acknowledgement Form.

e. The contractor is responsible for:

(1) Issuing a charge card in the name of the employee upon the request of the OPC;

(2) Mailing the charge card and personal identification number (PIN) to the participating employee's home address (or other specified location) upon receipt of the completed application;

(3) Providing reports to the APC and OPC's;

(4) Maintaining a listing of cardholders by organization and OPC;

(5) Providing a toll free customer service number listed on the back of the charge card;

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(6) Performing normal account maintenance procedures on all charge card accounts. This includes: issuing billing statements to individual charge card holders every 30 days when there is a balance due; sending other periodic communications as necessary to maintain accounts in good standing; and informing card holders of charge card account activities; and

(7) Requesting collection assistance from the Director of FEMA, or his designee, in writing.

f. Supervisors are responsible for:

(1) Determining which employees in their organization are authorized to receive a charge card;

(2) Countersigning the Employee Card Application and agreement before it is processed by the OPC;

(3) Reviewing activity and delinquency reports provided by the OPC and coordinating with the HRD when delinquency and misuse occur;

(4) Counseling employees on the appropriate use of the charge card and providing employees with a copy of this Instruction, acknowledgement of receipt and other Agency policy pertaining to the use of the card; and

(5) Initiating appropriate disciplinary actions for delinquency and unauthorized use of the charge card, in accordance with FEMA's current penalty guide governing misuse and delinquency.

g. Employees are responsible for the following:

(1) Complying with all Federal laws, regulations and Agency policies regarding employee conduct and use of the charge card that has been issued for official authorized travel related expenses only;

(2) Completing and submitting travel vouchers within 5 workdays after completion of travel. In the case of extended travel, employees are required to complete and submit a travel voucher every two weeks;

(3) Paying the undisputed balance in **full** on their charge card account within 25 days of the billing statement date;

(4) Contacting the contractor and OPC in a timely manner when a change of name, address, office location, or other significant change occurs;

(5) Returning their charge card to the OPC when it is no longer required to meet Agency travel requirements or prior to retiring, resigning, or transferring to another Federal Agency; and

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(6) Filing a written dispute with the contractor immediately, and no later than 60 calendar days from the original official invoice, for any unauthorized charges or other billing discrepancies.

h. The Inspector General is responsible for exercising all authority regarding audits, inspections, and investigations of FEMA programs, activities, and functions pursuant to the Inspector General Act of 1978 (the IG Act), 92 Statute 1101, and amended by P.L. 100-504, 102 Statute 2515, October 18, 1988.

i. The Office of General Counsel (OGC) As part of their due process rights, listed in section 21 of this instruction and defined at 31 USC, §3716(a), an employee may request a review within the agency. OGC is responsible for processing these requests and conducting the reviews. The reviewing official shall issue a final decision at the earliest practicable date and by no later than 60 days after the employee files a petition requesting the review.

j. The Human Resources Division is responsible for:

(1) Publishing guidance pertaining to penalties for unauthorized use and delinquency of the card;

(2) Providing guidance and assistance to supervisors and managers on dealing with misuse and delinquency and recommending penalties consistent with Agency practice; and

(3) Processing deduction from pay requests received from FAMD and coordinating the deduction from pay with NFC.

k. The National Finance Center (NFC) is responsible for calculating the employee's disposable pay using the definition at FTR Part 301-76.2. No more than 15% of the employee's disposable pay for any given pay period will be collected. NFC will deduct the appropriate amount from the employee's pay.

**7. Application Process.** The following procedures must be used to obtain a charge card and PIN:

a. The employee must read and become familiar with the agreement between Agency/organization, employee, and the contractor;

b. The employee must complete the "Employee Information" and "Applicant Signature" sections of the application; and

c. The completed application must be approved and signed by the supervisor and forwarded with additional form(s), if any, to the respective OPC.

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### 8. Use of the Charge Card.

a. The Travel and Transportation Reform Act of 1998, Public Law 105-264, dated October 19, 1998, mandates the use of the Government contractor-issued travel charge card for payment of all expenses relating to official authorized Government travel. Therefore:

(1) Employees are required to use the charge card when purchasing their own common carrier transportation. Federal Travel Regulations prohibit employees from using personal charge cards for purchasing common carrier transportation. Charges for common carrier transportation charged to a personal charge card will not be reimbursed. In addition, employees that have been issued official charge cards are not authorized to charge transportation to the Government Travel Account (GTA);

(2) The charge cards will be used whenever possible for meals, car rentals, and reimbursable miscellaneous expenses (such as taxi fares and parking fees). In those instances when an establishment does not accept the charge card, an ATM travel advance may be used to obtain cash. ATM travel advances using the charge card are usually limited to the amount authorized for Meals & Incidental Expenses (M&IE) per travel day, depending on temporary duty location and may not exceed \$350 per week;

(3) Travelers should make every attempt to find a place of accommodation (hotel or motel) that accepts the charge card and complies with the Hotel and Motel Fire Safety Act. In those instances when the place of accommodation does not accept the charge card, an ATM withdrawal to cover lodging expenses will be authorized;

(4) Possession and use of the charge card does not exempt employees from utilizing Government city-pair contract carriers, American-Flag carriers, or FEMA's Travel Management Center (TMC), as required by FEMA Manual 6200.1;

(5) Card holders must use prudent travel practices and observe the rules and regulations governing official travel as set forth in FEMA Manual 6200.1;

(6) Use of the charge card is limited to expenses incurred by the employee for official authorized Government travel. Use of the card to cover either unauthorized expenses or official authorized expenses for people other than the cardholder is **prohibited**. Family member use of the card is **prohibited**. However, in certain circumstances, common or shared services or facilities (rooms, meals, etc.) with family members or business associates may be charged to the charge card while the employee is on official travel. Only the authorized official portion of the charged expense may be claimed on the SF 1012. Charges in excess of authorized and allowable official travel expenses are the financial responsibility of the employee and are **not reimbursable**. Payment in full to the contractor by the due date is required even if the employee has not been reimbursed by FEMA;

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(7) When employees are not on official travel, the charge card shall **not** be used. Use of the card for personal unauthorized expenses is **prohibited**; and

(8) Abuse of the card may result in disciplinary action by FEMA. Disciplinary actions may range from a reprimand to removal as prescribed by applicable Agency policy and as administered by the Human Resources Division.

**9. Obtaining Passenger Transportation Services.** Tickets shall be purchased from the TMC. When obtaining transportation services, the traveler must complete a FEMA Form 60-2, Official Travel Authorization (TA), for all official travel and **provide the TA number to the TMC** when reservations are made. Tickets are only to be charged to the Government Travel Account (GTA) when authorized in advance on the TA. The GTA will be used when an employee does not have a charge card. The issuing office of the TA is responsible for notifying and providing a copy of the TA to the TMC authorizing the charge to the GTA.

**10. Travel Voucher Claims.** Employees are reimbursed for authorized and allowable official travel and transportation expenses, supported by receipts, in accordance with applicable travel policies and procedures. Use of the charge card does not change the procedures for completing and submitting a claim for reimbursement of travel expenses. Employees must (a) prepare and submit a SF 1012, Travel Voucher; (b) submit claims for travel reimbursement within 5 workdays after completion of a trip; and (c) when on extended travel, more than two weeks, submit travel vouchers every two weeks to keep the charge card account current.

### **11. Customer Service/Help.**

**a.** The charge card contractor has a toll free customer service number listed on the back of the charge card. The customer service staff has charge card account history available electronically and can answer many questions about use of the charge card; and

**b.** If your charge card declines at a point of sale while you are traveling, call the customer service number located on the back of the charge card. If the decline is due to an electronic block placed on the charge card, you will need to call the FEMA APC to resolve the situation.

**12. Unused or Partially Used Tickets.** The following procedures must be used to obtain credit for unused or partially used tickets:

**a.** Submit unused or partially used tickets and passenger coupons to the TMC to obtain a charge card refund notice. Retain the refund notice and unused ticket receipt until the appropriate credit is issued on a subsequent charge card statement. **Do not submit unused tickets with the SF 1012;**

**b.** Submit partially used tickets, copies of the passenger coupon and the refund draft issued by the TMC, charge and refund credit slips, and a completed SF 1012 to obtain reimbursement; and

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c. If a credit is due and it is not reflected on your statement, call the bank's customer service representative, or view your account on line, before paying the bill to see if the credit has been posted. If the credit has not been posted, follow these procedures:

(1) Subtract the amount of the credit from the balance due on the statement;

(2) Make the payment only for the adjusted amount;

(3) Send a copy of the refund credit receipt to the contractor; and

(4) Allow 6-8 weeks from the date of the refund credit receipt for the charge card statement to reflect the credit.

**13. Lost Tickets.** The following procedures are used for obtaining a replacement for a lost ticket:

a. Explain the ticket loss to the ticket agent and request an alternate ticket. Most carriers attempt to reissue a ticket in accordance with airline procedures. Most carriers comply if boarding passes have not already been issued against the lost ticket, and if the employee can produce proper identification, and a copy of their travel orders. However, if an alternate ticket cannot be provided, the employee must purchase a new ticket and immediately file a Lost Ticket Application with the TMC where the original ticket was purchased;

b. Submit a copy of the Lost Ticket Application and a letter of explanation to the address given by the contractor to obtain a credit on the charge card statement; and

c. Submit a copy of the Lost Ticket Application, SF 1012, and charge slip if the lost original ticket was partially used. Employees are personally responsible for the cost of the lost ticket(s) and Lost Ticket Application service charges.

**14. Travel Advances.** Travel advances shall be obtained through an ATM using the charge card. Infrequent travelers/non-card holders may request an advance via Treasury payment through their supervisor and OPC. Employees, who have lost their charge card privileges due to non-payment, please see section 20, Suspensions and Cancellations, for the policy on Travel Advances under those circumstances.

**15. ATM Services.** Employees participating in the Charge Card ATM Cash Advance Program must adhere to the following rules without exception. Violations of these procedures and rules are violations of FEMA's standards of conduct.

a. Enrollment. Supervisors shall determine, based on the type of required travel, which employees may enroll in the ATM program. The employees will be requested to complete an enrollment form for Agency approval and submission to the contractor. Within approximately 2 weeks each employee enrolled will receive a randomly assigned PIN issued by the contractor.

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**b. Use.** ATM advances are obtained solely for authorized Government travel. When authorized, the charge card may be used to obtain cash travel advances at ATM's worldwide. The charge card contractor will bill the amount of the withdrawal, the applicable transaction charge, and any bank surcharges to the employee. An employee may **not** withdraw any amount unless authorized to do so. Withdrawals may not exceed the advance limitations stated on the employee's travel authorization (usually limited to the M&IE rate for that temporary duty location) or \$350 per week, which ever is less. **Abuse of ATM privileges will result in disciplinary action.**

**c. Vouchering for ATM Transactions.** With regard to ATM transactions and cash purchases, the SF 1012, should reflect a claim for per-diem and other authorized miscellaneous expenses paid for in cash. The amount of the ATM withdrawal is **not** claimed; however, applicable transaction charges and bank surcharges should be claimed and will be reimbursed. The ATM receipt should be attached to the travel voucher. Claims for ATM fees are disallowed in cases where:

(1) Withdrawals are in excess of the amount authorized on the travel authorization, except cases of denomination rounding; or

(2) Withdrawals are made after the last day of travel.

**d. Cancelled trip.** If an ATM advance is obtained and the trip is cancelled thereafter, the employee shall send a check for the amount of the advance to the contractor upon receipt of the bill. ATM fees are reimbursable and should be claimed by submitting a voucher with a receipt for the ATM fees and an explanation of why the trip was cancelled.

**16. Lost or Stolen Charge Card.** An employee is not responsible for any charges incurred against a lost or stolen charge card provided the employee promptly reports loss of the charge card to the contractor under the terms of the card member agreement. Employees should call the customer service number on the back of the card immediately after realizing the card has been lost or stolen. Customer service may be reached 24 hours a day, seven days a week to report lost or stolen charge cards.

### **17. Separating, Retiring or Transferring to Another Agency.**

**a.** When an employee resigns, retires, or transfers to another agency, the OPC must:

(1) Immediately notify the contractor by telephone to cancel the account and check for outstanding balances; and

(2) Ensure that the charge card is destroyed.

**18. Billing Information.** The terms of the contract require billing and payment to be performed in the following manner:

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a. The contractor bills charges directly to the individual employee each month. These charges must be paid in full within 25 calendar days of the billing date. The **full amount** of undisputed transactions is due on the date indicated whether or not you have been reimbursed for your travel expenses. There is no minimum payment that can be made to keep the account from becoming overdue. **Full payment must be submitted.**

b. Employees who are on travel for extended periods of time are responsible for making timely charge card payments. These employees must make appropriate arrangements to have their bills paid on time by a family member, bill paying service or have their bills forwarded to their duty station. Employees must call the contractor customer service number for the current balance or access the contractor's secure web-based electronic access system to view the account balance and submit payment accordingly; and

c. When all outstanding charges are paid, you will receive a statement the next month to reflect the payment and zero balance. If you have no outstanding transactions at the next billing cycle date, you will not receive a bill.

### 19. Disputed Charges.

a. When you receive your charge card bill, verify all of the charges listed. If you have a discrepancy try to resolve it with the merchant first.

(1) If the merchant agrees that you are due a credit, file a formal, written dispute with the charge card contractor explaining that the merchant should post a credit to your account. This will prevent you from having to pay an erroneous charge in order to avoid incurring a delinquency; and

(2) If the merchant says it is a legitimate charge to your account, request a copy of documentation such as a signed receipt. If, after receiving the information from the merchant, you do not agree that it is a legitimate charge, file a formal written dispute with the charge card contractor.

b. Dispute forms are available from your OPC or from the contractor's customer service representative. You must fill out, sign, date and submit the dispute form within 60 days from the date that the erroneous charge first appeared on your billing statement. **You relinquish your right to recover a disputed amount if you do not dispute it in writing within 60 days.** Keep a copy of all correspondence to the contractor in your files.

### 20. Suspensions and Cancellation.

#### a. Past Due.

(1) If payment for the full amount of undisputed charges has not been received by the date on the billing statement, the account will be considered past due. If an account becomes 15

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days past due (45 days from the statement closing date in which the charge first appears), the contractor will initiate collection action; and

(2) The consequences for being past due are as follows: Bank representatives will call and send letters to you. The APC and your OPC are notified that the account is past due and your supervisor will be notified. Your supervisor will contact the HRD for guidance on the appropriate disciplinary action.

### b. Suspension

(1) If payment for the full amount of undisputed charges has not been received by the time an account becomes 30 days past due (60 days from the closing date on the statement in which the charge first appears), the account will be suspended; and

(2) The consequences for having your account suspended are as follows: You will be unable to use the charge card. Bank representatives will call and send letters to you. The APC and your OPC will be notified. Your supervisor and, in some instances, a higher-level official are notified. ATM privileges will be suspended and you will not be entitled to an advance. If you are required to travel, your supervisor will ensure that you obtain transportation using the GTA and are reimbursed for official, authorized travel expenses upon completion of official Government travel. Your supervisor will contact the HRD for guidance on appropriate disciplinary action.

### c. Cancellation

(1) If payment for the full amount of undisputed charges has not been received by the time an account becomes 90 days past due (120 days from the closing date on the statement in which the charge first appeared), the account will be cancelled. In addition, ATM privileges will be cancelled and you will not be entitled to an advance. If you are required to travel, your supervisor will ensure that you obtain transportation using the GTA and are reimbursed for official, authorized travel expenses upon completion of official Government travel. Your supervisor will contact the HRD for guidance on appropriate disciplinary action;

(2) The charge card may also be cancelled for the following:

(a) The charge card has been suspended two times during a 12-month period and becomes past due again;

(b) The charge card is used for other than authorized purchases;

(c) At the discretion of the APC and the GSA SmartPay contracting officer; and

(d) If an employee writes two or more non-sufficient checks within a 12-month period.

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(3) The consequences for having your account cancelled are as follows: You will be unable to use the card and it will not be reinstated without very good reasons submitted to the bank, in writing, by the Chief Financial Officer. When the first charge on the past due account becomes 90 days past due (120 days from the closing date on the statement on which the charge first appeared), the bank will assess a monthly late fee on the entire past due balance (all charges may not have reached 90 days past due at the time the late fee is assessed). Employees will not be reimbursed for the late fee. The bank may begin private collection actions. The cancellation will be reported to credit bureaus and your personal credit rating may suffer. You may be liable for attorney's fees related to collection actions. These fees are not reimbursable expenses. Your job performance may be affected if you are unable to travel for FEMA. You may be subject to disciplinary actions as administered by the HRD. When the account becomes 181 days past due (211 days from the closing date on the statement on which the charge first appeared) it is written off as a bad debt by the bank and credit bureaus are again notified, further damaging your credit rating. FEMA may deduct the past due amount from your salary upon written request by the contractor.

### **21. Deduction from Pay**

a. The contractor may request collection assistance in writing from the head of the agency. When this occurs, The APC will coordinate with FAMD. The FAMD will initiate debt collection procedures resulting in a deduction from pay on behalf of the contractor. The employee will be sent a letter from FAMD explaining the following due process rights:

- (1) Written notice of the type and amount of the claim, including the charge card contractor's name and the account number;
- (2) The intention of the head of FEMA to collect the claim by deduction from the employee's disposable pay;
- (3) An opportunity to inspect and copy the records related to the claim;
- (4) An opportunity for a review within FEMA, regarding FEMA's decision to collect the debt on behalf of the contractor; and
- (5) An opportunity to make a voluntary written agreement with the contractor to repay the delinquent amounts.

b. After the employee has been afforded these rights, FAMD will proceed with the collection by notifying HRD. The HRD will notify and coordinate with NFC on the collection. NFC will calculate the maximum allowable deduction (a total of 15% of disposable pay for all deductions) and initiate the deduction from pay. The deduction from pay will continue until the amount of debt has been repaid in full. FEMA will not assess interest charges on the amounts presented for collection or administrative fees for processing the collection.

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**22. Contractor Limitations.** Under the terms of the contract with GSA, the contractor may not:

- a. Establish expenditure limits;
- b. Conduct credit checks on employees designated to receive charge cards;
- c. Release credit information to other than authorized employing Agency officials or the individual card holder;
- d. Sell or otherwise provide employee names or addresses to other commercial interests;
- e. Charge membership fees;
- f. Include commercial advertisements or other forms of solicitation with monthly billing statements;
- g. Issue, suspend or cancel employee charge cards without the concurrence of the employee's supervisor or the APC; and
- h. Hold employees or their offices liable for any charges made with lost or stolen cards, provided the employee notifies the contractor promptly upon discovering that his/her charge card has been lost or stolen.

**23. Privacy Act Notice.**

a. The following information is provided to comply with the Privacy Act of 1974, as amended. The information requested on the application form is required under the provisions of 5 United States Code, Chapter 57, as amended, for the purpose of recording travel expenses incurred by the employee and to claim other entitlement and allowances as prescribed in FEMA Manual 6200.1. The information requested on the application is required to provide Government departments and agencies with the following:

(1) Necessary information on the commercial travel and transportation payment and expense control system, which will provide travelers with charge cards for official travel and related expenses;

(2) Attendant operational and control support; and

(3) Management information reports for expense control purposes.

b. The information is used by Federal department and agency officers and employees who have a need for such information in the performance of their duties. Information is transferred to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions, or pursuant to a requirement by GSA or other such agency in connection with the hiring or firing, security clearance, or other such investigations of the

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performance of official duty in Government service. The information requested is not mandatory. However, failure to provide the information invalidates the application and prevents the issuance of the charge card.

**24. Misconduct. Misuse of the charge card and account delinquency are considered misconduct and subjects the cardholder to disciplinary actions ranging from reprimand to removal.** Charge card privileges may also be cancelled. The contractor provides the OPC's with reports that help them monitor card usage and identify potential delinquency and abuse. The OPC's will inform Assistant Directors, Administrators, Regional Directors, Chief of Staff, Staff Office Directors, and heads of field establishments of all misuse and delinquent charge card accounts in their respective organizations.

**25. Forms Prescribed.** This instruction prescribes the use of the following forms, which may be obtained, from the Printing, Publications and Graphics Section, Administration and Resource Planning Directorate:

- a. FEMA Form 60-2, Official Travel Authorization;
- b. Standard Form 1012, Travel Voucher;
- c. FMS Form 2231, Direct Deposit; and
- d. Contractor-issued charge card application.

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Acting Chief Financial Officer