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GSA SMARTPAY® SMART BULLETIN

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SMART BULLETIN NO. 009**

GSA SmartPay® – Clarification Regarding Selected Uses of Purchase and Travel Charge Cards

EFFECTIVE DATE: From Issuance until superseded

INTRODUCTION:

The Center for Charge Card Management (CCCM) frequently receives inquiries from customer agencies regarding proper use of GSA SmartPay® charge cards for local travel, on official business transit fare purchases (such as Washington, DC Metro farecards and SmarTrip card reloads, taxis, and rental shuttles (vans, buses, etc.), and the rent of conference meeting space for conferences and other purposes. This bulletin therefore provides clarifying guidance regarding selected uses of the GSA SmartPay® purchase and travel charge cards. CCCM intends to add other selected charge card uses to this Smart Bulletin from time to time as needed in order to provide clear information to customer agencies regarding proper charge card use.

BUSINESS LINE(S) AFFECTED:

Purchase, travel and integrated (purchase & travel)

SUMMARY:

1. Travel Charge Card - Use for Official Travel Only - Federal Travel Regulation (FTR) Section 301-51.6 states that the "Government contractor-issued travel charge card may be used only for official travel related expenses." As a result, the GSA SmartPay® travel charge card may not be used for local travel expenses at this time, as the employee is not then in official travel status. CCCM is working with the GSA Office of Government-wide Policy in support of removing this language from the FTR. When and if the FTR is so modified, OCCM will issue operational guidance regarding the use of the GSA SmartPay® travel charge card for local travel.
2. Purchase Card – Use for Purchasing Transit Services in Support of Local Travel on Official Business – Use of the GSA SmartPay® purchase card to acquire subway

tokens (farecards, SmarTrip card reloads, etc.), taxi fares, rental shuttles, vans and buses for use by employees to accomplish local travel on official business is permitted. Use of the purchase card for other than official business is prohibited and could result in the cardholder facing disciplinary and criminal penalties.

3. Purchase Card – Use for Obtaining Rental Conference Space – Use of the purchase card to obtain short-term conference/meeting space for official business is permitted.

Section CP.3.6 of the GSA SmartPay® master contract states that GSA SmartPay® purchase charge cards may not be used for travel or travel-related expenses.

ACTION:

Agency/Organization Program Coordinators (A/OPCs) shall ensure their charge card programs are operated and managed in accordance with applicable GSA and agency regulations, policies and procedures, including those provided above.

David J. Shea
Director
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If you have any questions or comments regarding this Smart Bulletin, please contact GSA SmartPay at 703-605-2808 or via email at: gsa_smartpay@gsa.gov

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