



General Services Administration

November 2, 2010

GSA SMARTPAY SMART BULLETIN

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SMART BULLETIN NO. 014**

**GSA SmartPay – Non-Department of Defense (DOD) Organization Option to Use
Travel Card for Local Travel**

EFFECTIVE DATE: This Smart Bulletin becomes effective upon issuance and shall remain in force until modified or rescinded.

BUSINESS LINE(S) AFFECTED:

Travel, Integrated (Travel)

SUMMARY:

Federal Travel Regulation (FTR) Amendment 2010-02 which became effective on June 4, 2010, deleted references to local travel and clarifies that the FTR applies only when an employee is on temporary duty (TDY) travel. (See Federal Register/Vol. 75, No. 86, pg. 24434).

The GSA SmartPay2 master contract anticipated this FTR change, and allows an option for non-DOD customer organizations to permit use of the travel charge card for local travel in accordance with agency/organization policies and procedures.

In order to assist agencies/organizations that are intending to utilize the travel charge card for local travel, OCCM has developed a Local Travel Management Plan template that includes considerations when developing policies and procedures. The template will assist agencies/organizations in outlining implementation details and proper controls/oversight for use of the travel charge card for local travel.

IMPORTANT ITEMS:

1. If an agency/organization would like to receive feedback on Local Travel Management Plans and/or proposed policies and procedures for local travel, they may submit the information to the OCCM customer service e-mail box at the

following address: gsa_smartpay@gsa.gov with the following title: "Local Travel Management Plan." The template for this plan is provided as an additional document to this Smart Bulletin.

2. DoDFMR Vol. 9, Ch. 3 currently allows for the use of contractor-issued travelcards for authorized local travel and the recent FTR amendment has no effect on those DoD policies and procedures.
3. Note that the Office of Management and Budget (OMB) may address this new use of the travel charge card in a future update Circular A-123, Appendix B, "Improving the Management of Charge Card Programs."
4. OCCM will update its publications and training modules, and require the contractor banks to make appropriate changes to their cardholder agreements, within six months of the date of this Smart Bulletin.
5. Updated cardholder agreements will be provided by the banks when current printed stock is depleted. It is anticipated the banks' current stock will be depleted in 6 to 9 months from the issue date of this document.
6. The travel card design will also be slightly modified to read "FOR OFFICIAL USE ONLY." The new plastic will be issued through the normally scheduled card re-issuance cycle.

ACTION:

Any non-DoD agency or organization that wishes to pursue the use of travel cards for local travel should review the attached Local Travel Management Plan template and develop agency/organization specific policies and procedures to be utilized for use of the travel charge card in support of local travel. Agencies/organizations may submit a copy of their Local Travel Management Plan and/or proposed policies and procedures for feedback from OCCM.

David J. Shea
Director
Office of Charge Card Management

If you have any questions or comments regarding this Smart Bulletin, please contact OCCM at 703-605-2808 or via email at: gsa_smartpay@gsa.gov

[END]