

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)

Minutes - August 22, 2000

Attendees: Program Analysts, Administrative Officers
Timekeeper: James Hogan
Recorder: Mary Granese
Speakers: Jon Fine, Yvonne Moy
Location: ACT-1 Conference Room
Start: 1:30 PM

Jim Hogan –

- The Accounting Officer's Conference is being held this week here at the Sheraton Inn. Many of the ACT-30 employees are attending. During this conference the timeline of the new DELPHI system will be updated. We will share this information with you during the next meeting.
- The 3rd Quarter Review was held on July 26, Ops funding was released soon after.
- Last week ARARMT met here at the Technical Center to work on the Ops FY 2001 Budget requirements.

Jon Fine –

Travel Charge Card Delinquencies - Employee travel charge card can be suspended after 60 days delinquent and cancelled for the following reasons:

1. The traveler's account card has been suspended twice during a twelve month period for undisputed amounts and is again past due.
2. The traveler's account card is 120 days past due for undisputed amounts and the procedures for suspension of the account have been met.
3. The traveler's account card has been used for other than authorized purchases and cancellation is approved by the agency program coordinator.

Note: If an employee loses the privilege of using the travel charge card because of suspension or cancellation the employee is responsible for travel using alternative methods such as a personal charge card. An employee using an alternative method to procure an airline ticket is not entitled to the government rate. Reimbursement will only be in the amount the government would have incurred had the employee used the government charge card.

The Central Account for procuring transportation tickets can only be used for:

1. Infrequent travelers – defined as, 1 trip or less every 18 months.
 2. New employees – defined as, just coming on board. They are required to apply for a travel charge card before they are processed through the Central Account.
- **Meals Provided at Conferences** - when meals are provided at conferences and the meals are paid for in the registration fee the traveler can not claim full per diem on those days. Please advise your travelers to properly adjust their per diem. The step by step process is as follows:

Voucher in Travel Manager

- press Lodging/MI&E
- highlight the day to be adjusted then press update (each day must be done separately)
- under meals provided in the middle of the window press the appropriate meal provided (breakfast, lunch, dinner).

Note: The FAA's travel policy regulation is located in the Financial Management Website under Travel. Chapter 301-11.9 breaks out the per diem details. Important to note that the Accounting Branch Travel Team will be conducting a 100 percent audit on vouchers of travelers that attend conferences.

Yvonne Moy

Inactive Obligations Status –

ODF Action Item due August 31, 2000

ERDS Report Action Item due August 31, 2000

Yearend Memo Highlights –

September 15, 2000 all credit card authority is withdrawn from credit card users.

September 20, 2000 last day NACCS does downloads. (ask Larry)

Yearend NACCS Schedule - and credit card accruals process.

- The final day that Oklahoma will load invoices into the NACCS system will be 9/22/00.
- Purchases made on 9/20/00 are the last ones that have a chance to get into NACCS. (There is a two day window from the time the Bank of America receives the purchase to the day it is loaded into NACCS)

What needs to be accrued?

- All purchases made after 9/20/00.
- All purchases made prior to 9/20/00 which have not been loaded into NACCS by 9/23/00.

We urge all invoices in NACCS to be updated and approved by COB 9/26/00.

- A standardized spreadsheet will be issued to all Organizations to submit their accruals. This will enhance the accrual process by making it easier to monitor the accruals during the following Fiscal Year.

Feedback- Due to your requests, the September meeting is cancelled.

Next Meeting scheduled for Tuesday, October 24 in the ACT-1CR at 1:30PM.