



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Government Contractor-
Issued Travel Charge Card Program

Date:
JAN 14 2003

From: Assistant Administrator for
Financial Services and Chief
Financial Officer, ABA-1

Reply to
Attn. of:

To: Management Board
Regional and Center Directors

As stated in my memorandum of July 10, 2002, we plan to change some of our policies relating to the travel charge card program. We need to take this step to enhance internal controls. One change we want to implement immediately is to reinstate delinquency reports.

Please have your credit card coordinators begin reviewing your office's travel charge card accounts, and forwarding to managers the names of employees who are in pre-suspension, pre-cancellation, suspension, and cancellation categories. Your managers should take any necessary actions to bring employees back into compliance with the requirements of the program. The Office of Financial Management has issued additional guidance to the regional/center accounting offices to assist in this effort.

The other changes that were discussed in the July 10 memorandum must still be negotiated with the respective bargaining unions. Once the negotiations are completed, we will inform you of our next steps to strengthen the internal controls in the travel charge area.

/S/

Chris Bertram

cc:
ABA-1/2, AFM-1/300/330, Travel
Charge Card Coordinators

WP: C:\Data\word\travelchargecardpolicychg4.doc
AFM-330:MIIsaac:mi:267-7062:11/4/2002