POLICY TITLE: Travel CHAPTER: General Administrative		PAGE 1 OF 21
	CHILD AND FAMILY SERVICES AGENCY Approved by:_____ Signature of Agency Director	PROFESSIONAL STANDARDS
EFFECTIVE DATE:	LATEST REVISION: January 25, 2010	REVIEW BY LEGAL COUNSEL: January 25, 2010

I. AUTHORITY	Sections 101, 107, 201, 202 and 321 of the District of Columbia Procurement Practices Act (PPA) of 1985, effective February 21, 1986, as amended, DC Official Code § 2-301.01 and 2-301.07, 2-302.01 and 2-302.02, and 2-303.21, 27 DCMR §1801-1802 *et seq.*, 27 DCMR, 6 DPM 2903, Office of Contracting and Procurement (OCP) Policy No. 2009-01).
II. APPLICABILITY	This policy applies to Child and Family Services Agency (CFSA) staff and anyone under the authority of CFSA for purposes of official government travel.
III. RATIONALE	As an Agency function, travel plays an important role. There are times when CFSA staff may be called upon to travel locally or outside of the city limits to engage in official government business. To expedite the processing of government travel responsibly, travel-enabled purchase cards are used to provide a fast and efficient procurement channel for official government travel. To ensure that CFSA complies with the mandates as established by the government of the District of Columbia's Office of Contracting and Procurement Purchase Card Program Policy and Procedures (OCP policy No. 2009-01), this policy shall provide guidelines for the instruction and management of CFSA's travel-enabled purchase card as well as procedures for staff, cardholders, non-cardholders, travelers, Agency clients, program officials, and non-governmental official travelers. For questions regarding CFSA's travel-enabled purchase card policy, contact a program official.
IV. POLICY	It shall be the policy of CFSA to provide uniformed standardized procedures for travel. This shall include instruction on the use, management, and operation of the CFSA travel-enabled purchase card program. This policy establishes a series of management controls that will provide direction to program officials, cardholders, and non-cardholder travelers. These procedures will help to prevent travel and travel-enabled purchase card abuses by exerting guidelines for those individuals who have been designated as official government travelers and/or travel-enabled purchase card cardholders. The implementation of this policy shall require active involvement by those responsible for managing and disseminating current travel and travel-enabled purchase card information.

V. CONTENTS	**A.** Roles and Responsibilities **B.** General Standard of Usage **C.** Cardholder Standard of Usage **D.** Unauthorized Use of Travel-Enabled Purchase Card **E.** Electronic Usage of Travel-Enabled Purchase Card **F.** Forms **G.** Travel-Related Acquisitions (Local and Out of Town) **H.** Meals and Incidentals **I.** Per Diem **J.** Making Lodging Reservations on Behalf of a Non-Cardholder **K.** Travel-Only Purchase Card Prohibited Acquisitions **L.** Travel-Only Purchase Card Permissible Acquisitions **M.** Permissible Travel by Non-Governmental Personnel **N.** Local Travel **O.** Reconciliation of Travel Activity **P.** Cardholder Dispute Transactions and Transaction Errors **Q.** Compliance Requirements **R.** Tax Exempt **S.** Suspension and Reinstatement of Travel Enabled-Purchase Card Privileges **T.** Reporting **U.** Investigation and Audit **V.** Records Retention **W.** Cancellation of Travel-Enable Purchase Card Accounts
VI. ATTACHMENTS	**A.** District of Columbia Tax Exemption Form **B.** Delegation of Contracting Authority **C.** DC Government Travel-Enabled Purchase Card Training Affidavit and User's Agreement **D.** Behavior Standards for Purchase Card Program Authorizing Officials **E.** Purchase Cardholder Behavior Standards **F.** Purchase Cardholder Sanction and Disciplinary Guidelines **G.** Purchase Card Approving Officials Sanctions and Disciplinary Guidelines **H.** Travel Authorization Form **I.** Travel Expense Form **J.** Local Travel Form **K.** Credit Card Statement Reconciliation Summary **L.** Definitions **M.** Acronyms
VII. PROCEDURES	**Procedure A: Roles and Responsibilities** The success of the CFSA travel card program depends on the coordination and cooperation of employees in assigned roles with responsibilities as follows: 1. **Agency Director (AD)** - As the chief executive officer the AD is responsible for all of the following activities: a. Assuring the proper management and oversight of travel card activities b. Ensuring compliance with procurement rules and regulations

c. Approving Agency travel budget

d. Reviewing information and reports concerning travel activity

e. Designating cardholders as Agency travel-enabled cardholder program participants

f. Advising the Program Management Office with respect to issues of waste, fraud, and abuse of travel-enabled purchase cards and program participation privileges within CFSA as outlined in the Purchase Cardholder Behavior Standards, Approving Official (AO) Behavior Standards for Purchase Card Program Authorization Officials, and Purchase Card Approving Officials Sanctions and Disciplinary Guidelines *(Attachment E, D, and G)*

g. Cooperating with the Program Management Office and audit and investigative authorities, with respect to identifying and mitigating suspected, alleged, or confirmed instances of waste, fraud, or abuse related to the travel-enabled purchase card program

h. Taking any appropriate disciplinary action against employees or travel program official found to be engaged in travel activity, waste, fraud, or abuse

2. **Agency Program Coordinator (APC)** - The APC is the individual appointed by the Agency director for managing all travel-enabled purchase card activities within the Agency, in cooperation with the Program Management Office. The APC is responsible for all of the following activities:

a. Overseeing the operation of the travel-enabled purchase card program within the Agency and coordinating all Agency program activities with Agency participants, and the Program Management Office

b. Completing all training requirements

c. Alerting the Program Management Office to cancel an account when determined appropriate by the Agency Review Team (ART) or when a cardholder is leaving the Agency

d. Informing the Program Management Office when a cardholder's role has changed

e. Serving as the Agency's point of contact for the coordination of cardholder applications, issuance and destruction of cards, establishment and review of reports, and card program training

f. Convening monthly ART meetings, preparing reports for ART meeting review, enforcing compliance with established reconciliation process deadlines, maintaining ART Report files, including original cardholder receipts, and submitting necessary materials to the Program Management Office

g. Coordinating with cardholder and Designated Billing Official to provide appropriate funding amounts and attributes to Office of Finance and Resource Management (OFRM) for travel card accounts in Agency of the issuance (or usage) of travel cards to cardholder's

h. Serving as the Agency liaison with the Program Management Office and the Bank Partner

i. Assuring that Approving Officials and cardholder maintain accurate accounting and balances of card transactions so as not to overspend delegated and budget limits

j. Establishing and managing Approving Officials and cardholder accounts, including mailing information, spending limits, Merchant Attachments (see H through K), Category Classification Codes, and account status

k. Enforcing cardholder compliance with the requirements of this policy, as well as 27 DCMR *Contracts & Procurement*

l. Preparing delegation of contracting authority *(Attachment B)*, purchase card spending limits (when applicable), and other official documents required to effect an efficient program; submit same for signature by the Chief Procurement Officer or other government officials and distribute such delegations once signed

m. Assuring that all Agency cardholders attend and complete training

n. Coordinating the initiation of and response to inquiries concerning suspected, alleged, or confirmed instances of travel card waste, fraud and abuse, and cooperating with the Program Management Office and audit and investigative authorities

o. Recommending program sanctions and disciplinary actions against cardholder to the Agency director, ART, and other appropriate authorities

3. **Approving Official (AO)** - The AO is the individual designated by the Agency director who is responsible for ensuring cardholder compliance with requirements of the CFSA Travel-Enabled Purchase Card Program and is responsible for all of the following activities:

a. Completing all training requirements

b. Assuring cardholder compliance with 27 DCMR *Contracts & Procurement*

c. Assuring responsible sourcing and vendor rotation on card transactions and assuring avoidance of split transactions

d. Assuring that cardholder maintain balances of card transactions so as not to overspend delegation limits and budget capacity, including coordinating with the APC to establish certified encumbrance modifications to assure sufficient budget capacity to cover card transactions

e. Approving Travel Authorization Forms in advance of the acquisition and the use of the travel-enabled purchase card. *(Attachment H)*

f. Recommending, instituting or uphold the progressive discipline of travelers, cardholders, and/or program requirements as outlined in the Purchase Cardholder Behavior Standards *(Attachment E)*

g. Reviewing cardholder transactions in Payment Net and approving or disputing transactions in accordance with reconciliation requirements and process deadlines

h. Obtaining original receipts by the 27th of each month from the cardholder under their jurisdiction and ensuring that the cardholder has reviewed all transactions in PaymentNet; the AO shall review each transaction to verify that the service was received, that the nature of the transaction was within programmatic guidelines, and that the receipts match the amount listed in PaymentNet; the AO must note any discrepancies in PaymentNet and will mark each transaction as Approved

i. Attending monthly ART meetings and assisting, as necessary, to assure efficient and timely reconciliation cycles

j. Recommending program sanctions and disciplinary actions against cardholder to the Agency director and other appropriate authorities *(Attachment F)*

k. Using Program Management Office sponsored and Bank Partner automated system resources to carry out AO responsibilities

l. Initiating and responding to inquiries concerning suspected, alleged, or confirmed instances of waste, fraud or abuse within the agency, and cooperating with the APC, Program Management Office, and audit and investigative authorities

4. **Cardholder** – The cardholder is a trained procurement or program employee of CFSA designated by the Agency Director or ART to whom a travel-enabled purchase card is issued. The cardholder is responsible for all of the following activities:

a. Completing all training requirements and obtaining proper authorization prior to receiving and using a travel card

b. Signing the Delegation of Contracting Authority Form *(Attachment B)*, and the DC Government Travel-Enabled Purchase Card Training Affidavit and User's Agreement Form *(Attachment C)*

c. Activating the travel-enabled card

d. Ensuring the price paid for travel services are fair and reasonable

e. Rotating the use of merchants and avoiding the unauthorized practice of splitting purchases

f. Obtaining an authorization for travel in advance of the use of the travel-enabled purchase card

g. Using the travel-enabled purchase card to acquire transportation and accommodations (as necessary) for direct and in-direct reports

h. Acquiring original receipts and travel authorizations associated with the use of travel-enabled purchase cards

i. Reviewing or disputing transactions and forwarding all required documentation to AO or APC as directed, within established deadlines

j. Keeping complete and accurate records of travel transactions, including maintaining copies of receipts with bank statements

k. Reviewing cardholder transactions in Payment Net and approving or disputing transactions in accordance with reconciliation requirements and process deadlines

L. Submitting and maintaining travel-related authorization forms to AO or APC as directed in a timely manner

M. Submitting original receipts by the 27th of each month to the AO or APC as directed, after reviewing transactions in PaymentNet

n. Maintaining balances of travel card transactions to avoid overspending delegated limits and available budget

o. Requesting and coordinating modifications for travel card accounts with the AO and APC in order to assure proper alignment between spending and travel card account capacity

p. Maintaining compliance with the Purchase Cardholder Behavior Standards *(Attachment E)*

q. Requesting a Credit Card Authorization Form from the lodging vendor and promptly respond as necessary; if the travel cardholder is making accommodation arrangements on behalf of another employee within CFSA, the cardholder shall request a Credit Card Authorization Form from the lodging vendor and promptly respond as necessary

r. Cooperating with the APC, Program Management Office, and audit and investigative authorities in the identification and mitigation of suspected, alleged, or confirmed instances of waste, fraud or abuse

s. Safeguarding the travel card and card account number at all times. The cardholder shall not allow anyone to use his or her card or account number; If the cardholder fails to safeguard the travel card or card account number, the cardholder shall be subject to disciplinary action in accordance with the Purchase Cardholder Sanctions and Disciplinary Guidelines *(Attachment F)*

t. Completing the cardholder approval section on the Travel Authorization Form *(Attachment H)*

5. **Designated Billing Official (DBO)** - The DBO is an employee of the CFSA Office of the Chief Financial Officer and is responsible for all of the following tasks:

a. Completing all training requirements

b. Monitoring Transactions

c. Using automated system (PaymentNet) to carry out responsibilities

d. Suspending the accounts when cardholder and/or AO is not complying with the established review and approval deadlines

e. Certifying or confirming advance funds certifications and/or travel authorization forms for travel card accounts

f. Attending monthly ART meetings

g. Cooperating with the APC, Program Management Office, and audit and investigative authorities in the identification and mitigation of suspected, alleged, or confirmed instances of waste, fraud or abuse

6. **Financial Reporting** - is a unit within the Office of the Chief Financial Officer at CFSA and is responsible for all of the following activities:

   a. Completing all training requirements

   b. Reconciling Cardholder Transaction and Account Summary Reports against amount withdrawn by Office of Finance and Resource Management (OFRM) for payment each month

   c. Monitoring the amount of funds encumbered to prevent Agency overspending resulting from travel card usage

   d. Using automated system (PaymentNet) to carry out responsibilities

   e. Making journal entries to reconcile expenses in System of Accounting Record from the single funding source for the travel card to the appropriate comptroller source group and object code line items

   f. Providing required funding attributes to OFRM for the travel cards, based on direction from the APC regarding location of funds and specific amounts allocated for the card

   g. Attending monthly ART meetings

   h. Cooperating with the APC, Program Management Office, and audit and investigative authorities in the identification and mitigation of suspected, alleged, or confirmed instances of waste, fraud or abuse

7. **Traveler** – the traveler or CFSA employee responsible for making official government travel arrangements shall follow each of these tasks:

   a. Be responsible for their travel and the arrangements of the clients, as applicable. The traveler shall request the government rate or lowest available rate and hotel.

   b. Complete the Travel Authorization form for travel and obtain appropriate management level approval. The travel request documents shall specify all anticipated expenses for the travel, including the conference fees, and shall include a detailed travel itinerary and a copy of the conference brochure and/or other information that provides the schedule of events for the conference or other travel activity.

   c. Confirm advance certification of funds availability with the budget office.

   d. Complete and submit to Office of the Chief Financial Officer Accounts/Payable Office an approved travel authorization form at least 15 calendar days prior to anticipated travel (it is preferred that requests be presented to Office of the Chief Financial Officer 30 calendar days before the designated travel date).

e. Be responsible for submitting payment of conference fees, travel costs, and the timely processing of requests for travel advances and submitting reimbursement request to Office of the Chief Financial Officer.

f. Coordinate with the cardholder and the Office of the Chief Financial Officer office to have transportation paid using the travel-enabled purchase card.

g. Submit a travel expense report to Office of the Chief Financial Officer within 7 business days of completion of travel. Adequate documentation (original receipts) of each expense must be maintained and submitted, with justification to the Office of the Chief Financial Officer for payment or reimbursement.

h. Personally sign the travel authorization form, travel expense form, and local travel form to confirm that the expenses requested and listed are for government purposes.

i. Notify the cardholder and the Office of the Chief Financial Officer office if you do not travel as scheduled or travel is canceled.

8. **Office of the Chief Financial Officer Accounts/Payable** shall complete each of the following tasks:

a. Check the travel advance request for proper authorization, per diem rates, partial day adjustments, and other items.

b. Notify the traveler with instructions to submit a reimbursement request via an expense report within 7 business days of the completion of travel if the advance request is not received in a timely manner.

c. Record the travel request in Invoice Tracking System.

d. Coordinate with the traveler, cardholder, and the Office of the Chief Financial Officer Accounts/Payable office to have transportation paid using the travel-enabled purchase card.

e. Review the expense report for compliance with travel reimbursement policies.

f. Confirm or obtain funding from Office of the Chief Financial Officer budget office.

g. Provide the employee with a copy of the reconciled expense report with adjustments and corrections properly annotated.

h. Produce an annual report, by traveler, shall also be produced.

i. Perform the following monthly tasks:

i. Review Invoice Tracking System daily for travel advances that are outstanding 7 business days or more following the completion of travel.

ii. Contact traveler(s) for travel advances that are outstanding 7 to 14 days following the completion of travel.

iii. Provide written notice to the traveler, supervisor, and program manager of those travelers who have outstanding travel expenses 14 to 21 calendar days following the completion of travel.

iv. Provide written notice to the traveler, supervisor, and program manager and administrator of those travelers who have outstanding travel expenses 21 or more calendar days following the completion of travel.

9. **Program Management Office (PMO)** -The PMO is the organizational unit within the District's Office of Contracting and Procurement responsible for the general management of the Travel-Enabled Purchase Card Program, Agency oversight, and compliance of all approved rules and procedures governing participation.

Procedure B: General Standard of Usage

1. The travel-enabled purchase cardholder, when using a travel-enabled purchase card, shall comply with all applicable rules and regulations. An individual who is issued a travel-enabled purchase card under the CFSA Travel-Enabled Purchase Card Program shall use the travel-enabled purchase card for *Official Government Business Only*, with a value that does not exceed $2,500 per single transaction and a total amount of $2,500 per card per day and $10,000 per card account per monthly cycle unless otherwise specified by the Chief Procurement Officer. Only travel transactions that are directly related to the programmatic function of the cardholder's Agency programs shall be made. An individual with a travel-enabled purchase card shall use it only to pay for travel and travel-related expenses for themselves or other employees within their organizational unit for "local and Out-of-town" *Official Government Travel* *Only* (Contact the APC for information on CFSA's limited authority for local travel expenditures).

2. Official government travel shall include, but not be limited to travel for the following purposes:
   a. Attending an authorized conference
   b. Convention
   c. Annual meeting
   d. Seminar
   e. Government meeting or professional training session
   f. Client visits
   g. Site/facility visits
   h. Travel and travel-related services for interviewing prospective employees of the District government

3. **General Agency Use** - In addition to the requirements and limitations stated in this policy, the Agency director, or his or her designee, may authorize additional conditions or limitations not in conflict with this policy, which may be necessary to accomplish the effective and economical use of the travel-enabled purchase card within the Agency.

	Procedure C: Cardholder Standard of Usage 1. **Travel-Related Government Usage** - An individual with a travel-enabled purchase card shall use it only to pay for travel and travel-related expenses for themselves or other employees within their organizational unit for Out-of-town *Official Government Travel Only* (contact the APC for information on CFSA's limited authority for local travel expenditures). 2. **Cardholder** - Only the person named as the cardholder, whose inscribed name displays on the travel-enabled purchase card, is authorized to present the travel-enabled purchase card (or card account number) for services. Any cardholder who possesses and is authorized to use a CFSA travel-enabled purchase card, shall exercise the same care in incurring expenses that a prudent and reasonable person would exercise in using his or her personal credit card. Excess costs and charges, indirect routes, delays, or accommodations, and services unnecessary or unjustified in the performance of official government business shall not be acceptable under this standard. Employees shall be held responsible for excess or unauthorized usage and any additional expenses incurred for personal preference or convenience. Any cardholder who violates this standard, or any provisions of this policy, may be suspended from further travel-enabled purchase card usage as well as disciplinary action in accordance with the Purchase Cardholder Sanctions and Disciplinary Guidelines *(Attachment F)*. 3. **Travel Exempt Usage** - When making travel-enabled purchase card transactions by any means, including in person, by mail, the Internet or telephone, the cardholder shall inform the vendor that the transaction is for official District Government purposes and that the District Government is exempt from and will not pay the following taxes: a. Federal Excise Tax b. District of Columbia Sales and Use Tax d. Sales Tax in jurisdictions maintaining a reciprocity agreement with the District
	Procedure D: Unauthorized Use of Travel-Enabled Purchase Card A cardholder who makes unauthorized purchases shall be liable to reimburse the District government for the total dollar amount of the unauthorized travel expense when the debt has been acknowledged by the cardholder in writing or reduced to a judgment, in accordance with 6 DPM 2903. Pursuant to DC Official Code §§1-629.01 et seq., DC Law 6-144, where the cardholder does not acknowledge the unauthorized purchase in writing or it is not reduced to a judgment, the name of the cardholder, the amount of the unauthorized travel expense, and supporting documentation shall be forwarded to the Office of the Attorney General for appropriate action. The cardholder may have his or her card charging privileges either suspended or cancelled and may be subject to disciplinary action in accordance with the Purchase Cardholder Sanctions and Disciplinary Guidelines *(Attachment F)*.

	Procedure E: Electronic Usage of Travel-Enabled Purchase Card A travel cardholder may make travel arrangements using electronic methods. Payments using PayPal or other payment intermediaries are prohibited. When travel arrangements are made electronically, the cardholder shall: 1. Notify the vendor that the travel expense is for official government use and that CFSA is tax exempt. 2. Confirm with the vendor that the company agrees to charge the card account no earlier than the time in which services are rendered.
	Procedure F: Forms Where applicable, the following forms shall be completed for travel approval: 1. **Travel Authorization Form:** The Travel Authorization Form *(Attachment H)* is required for all out of town travel. a. Cardholder making travel arrangements for themselves or on behalf of a CFSA employee, client, or non-governmental personnel *(See also Procedure J and M)* shall prepare a Travel Authorization form approving the travel event <u>before</u> completing the transaction on the Travel-Enabled Purchase Card. b. Travel advances and reimbursements will not be processed without an approved Travel Authorization Form *(Attachment H)*. 2. **Travel Expense Form:** The Travel Expense form *(Attachment I)* is required when a traveler requests an advance or a travel reimbursement. The travel expense form shall be submitted to the OCFO A/P office within 7 business days following the completion of travel with a copy of the approved authorization and original receipt. 3. **Local Travel Reconciliation Form:** This form is used for all local reimbursement. Local travel is defined as all travel within 50 miles of an employee's duty station. Reimbursement requests must be submitted monthly by the 7th business day of the following month to the OCFO A/P office. 4. **Credit Card Authorization Form:** In the event that a cardholder pays for lodging and/or travel services that a non-cardholder will consume in the absence of the cardholder, the cardholder shall submit a Credit Card Authorization form to the vendor in question. <u>The Cardholder shall obtain the Credit Card Authorization Form from the vendor/hotel</u> and shall personally complete and fax the completed form to the vendor prior to the travel event. 5. **Credit Card Statement Reconciliation Summary *(Attachment J)*:** This form should be completed by the cardholder, signed, and submitted to the AO and APC as directed with travel-enabled purchase card reconciliation documents.

	Procedure G: Travel-Related Acquisitions (Local and Out of Town) 1. Traveler or cardholder making travel arrangements for self or on behalf of an employee, client, or non-governmental personnel **(***See also Procedure J and M)* must complete a Travel Authorization form *(Attachment H)*. a. Complete the form in its entirety (including home address, street, city, state, and zip code). b. Obtain a quote for transportation. c. Obtain a quote for lodging and ground transportation when applicable. d. Calculate anticipated expenditures using the per diem schedule *(See Procedure I).* e. Attach back up documentation (i.e., training information, itinerary). 2. To receive a travel advance, the traveler shall submit a Travel Expense form *(Attachment H)*. 3. To receive a reimbursement for local or out of town travel, the traveler shall submit one or more of the following forms: a. Travel Expense form (Attachment I) for out of town travel within 7 business days following the completion of travel and include original receipts. b. Local Travel form *(Attachment J)* for local travel. This form must be submitted to OCFO A/P office by the 7th business day of the following month. Reconciliations submitted after this timeframe will be processed contingent upon funds availability. c. Reconciliations submitted in line with this procedure will be processed within 10 business days from the date of receipt in the OCFO A/P office. 4. Expenses that exceed General Services Administration's ceiling must be authorized by Agency director or designee.
	Procedure H: Meals and Incidentals 1. Travel-enabled purchase cardholders are <u>not</u> to use the travel-enabled purchase card <u>to pay for meals and incidentals</u> (i.e., fees and tips given to porters, baggage carriers, bellhops, hotel maids, and others). 2. The cardholder/traveler must submit a Travel Authorization form *(Attachment H)* 15 calendar days before traveling to receive a travel advance to cover meals and incidentals. 3. If the request for an advance is not submitted timely, the traveler must use their own funds to cover the cost of meals and incidentals. The traveler must be mindful of per diem limits and present original receipts (organized by date and affixed to plain white paper) and a travel expense form within 7 days following the completion of travel, to be reimbursed for expenses.

	Procedure I: Per Diem 1. The District of Columbia utilizes the federal per diem schedule. 2. To determine the accurate per diem rate, the traveler must know the city or local jurisdiction associated with the primary destination. 3. Rates are subject to change. 4. A Copy of the per diem schedule and rates are available at http://www.gsa.gov/graphics/ogp/FY10_Per_Diem_Rates_Revision_1.xls (select per diem rate). *Note: change the FY# in the link as applicable.*
	Procedure J: Making Lodging Reservations on Behalf of a Non-Cardholder In the event that a cardholder pays for lodging and/or travel services that a non-cardholder will consume in the absence of the cardholder, the cardholder shall submit a Credit Card Authorization form to the vendor in question. The Cardholder shall obtain the Credit Card Authorization Form from the vendor/hotel and shall personally complete and fax the completed form to the vendor prior to the travel event.
	Procedure K: Travel Only (Purchase) Card Prohibited Acquisitions 1. Prohibited items on travel enabled purchase cards are all non-travel and non-travel related goods and services that are not covered under Permissible Travel and Travel-Related Services such as but not limited to the following expenses: a. Non-travel and non-travel-related goods and services. b. Meals and incidentals should not be placed on travel-enabled purchase cards. Instead, cardholders should obtain the per diem allowance, either as a travel advance or upon return as a reimbursement, to cover all meals and incidentals. Per Diem rates should be in accordance with General Services Administration sanctioned per diem allowances *(Procedure I)*. c. Membership fees of any kind should be procured via a purchase order or on a purchase-enabled card. Membership fees should not be placed on cards that are travel-enabled only. 2. Payments using PayPal or other payment intermediaries are prohibited.
	Procedure L: Travel Only (Purchase) Card Permissible Acquisitions 1. All travel and travel-related purchases using the travel-enabled purchase card is limited to **out-of-town** travel. The travel-enabled purchase card should be used for coach class travel services with common carriers for the modes of travel services noted below: a. Domestic or international air travel b. Domestic or international railway travel

	c. Domestic or international ship travel (ship or ferryboat) d. Domestic or international bus travel e. Lodging costs f. Automobile rental and fuel cost g. Conference and/or Training Registration Fees (permissible on purchase-only enabled cards as well) 2. Contact the APC for information on CFSA limited authority for local travel expenditures.
	Procedure M: Permissible Travel by Non-Governmental Personnel The Procurement Practices Act and its regulations do not prohibit the use of travel cards for non-DC employees for whom the District has an obligation to pay travel. 1. Non-governmental personnel includes: commissioners; candidates for employment, wards of the District courts, relatives of the wards and necessary accompanying personnel. 2. The Agency purchasing the travel for the non-governmental personnel has the underlying authority to pay for the travel with its travel-enabled purchase card. Travel for non-governmental personnel, in which the District has an obligation to fund, must be approved by the Agency's director.
	Procedure N: Local Travel Local travel is official government travel to a location that is less than 50 miles from the workplace of the employee. The Local Travel Form for mileage reimbursement *(Attachment J)*: 1. must be used to track and be reimbursed for local mileage; 2. is to be used to request reimbursement of mileage for personal vehicles; 3. must be submitted monthly with in seven (7) business days of the following month to OCFO A/P office; and 4. must be completed in its entirety and shall include client information when applicable.
	Procedure O: Reconciliation of Travel Activity 1. **Travel Expense Reconciliation** - To receive a reimbursement for local or out of town travel, the traveler shall submit one or more of the following forms: a. Travel expense form *(Attachment I)* for out of town travel within 7 business days following the completion of travel and include original receipts. b. Local travel form *(Attachment J)* for local travel. This form must be submitted to OCFO A/P office by the 7th business day of the following month. Reconciliations submitted after this timeframe will be processed contingent upon funds availability.

	c. Reconciliations submitted in line with this procedure will be processed within 10 business days from the date of receipt in the OCFO A/P office. 2. **Travel Card Reconciliation** - Cardholder statements are available on-line at the close of the billing cycle which is generally around the 21st of the month. By the 26th of each month (within 5 business days of the close of the billing cycle) each cardholder shall follow the steps below to reconcile monthly cardholder account activity: a. Receive and review the cardholder statement at the close of the billing cycle. b. Assemble receipts and supporting documents (i.e., travel request forms, demand payment forms, and other justifications). Reconcile transactions in PaymentNet and submit to APC. c. The cardholder shall Review all transactions listed under their cardholder's account number in the PaymentNet System and provide vendor activity record with original receipts, budget codes, and any relevant documentation to the AO or APC as appropriate. d. Complete the Credit Card Statement Reconciliation Summary form *(Attachment J)* and submit to AO or APC with attachments as appropriate. e. By the 3rd of each month, the AO shall mark each transaction as approved in PaymentNet. The AO shall provide the CH activity record and forward original receipts to the APC for filing.
	Procedure P: Cardholder Disputed Transactions and Transaction Errors 1. When a transaction that the cardholder did not initiate appears in the PaymentNet Transaction list or when a transaction cannot be reconciled because of an error or itemized amounts that have been incorrectly attributed to the cardholder, the cardholder shall complete the following tasks: a. Contact the vendor and request that a correction be made. b. Select the dispute button on the Transaction Detail Screen in PaymentNet and select the reason for the dispute from the drop down menu. If the vendor refuses to make the correction and credit the cardholder account accordingly, the cardholder should select the dispute button on the Transaction Detail Screen in PaymentNet and select the reason for the dispute from the drop down menu. c. Notify the APC of the vendor's refusal to make the corrections. 2. The cardholder shall check the status of the dispute in PaymentNet and work closely with the vendor, APC, and the Bank Partner to resolve the issue.

3. If the AO disputes any charges, he or she must first discuss any such discrepancies with the affected cardholder. If the issue can not be resolved through the cardholder or merchant, the AO should select the dispute button on the relevant transaction detail screen in PaymentNet to alert the Bank Partner to take necessary action to resolve such discrepancies. The AO shall check the status of the dispute in PaymentNet and work closely with the vendor, APC, PMO, and the Bank Partner to resolve the issue.

Procedure Q: Compliance Requirements

1. **Non-Compliance** - If a DBO, APC, PMO or the ART observes cardholder failure to meet the deadlines of CH privileges in accordance with the Purchase Cardholder Sanction and Disciplinary Guidelines *(Attachment F)*, this privilege may be suspended or canceled.

2. **Travel Card Waste, Fraud and Abuse** - The use of the travel card, on behalf of an employee traveler, and its issuance to a cardholder, is a privilege and not a right of employment with the CFSA. Waste, fraud and abuse in the use of the travel card by the cardholder and or the employee traveler shall be grounds for suspension, cancellation, or other disciplinary action. In addition, any cardholder and or AO is subject to disciplinary action for waste, fraud, and abuse in accordance with the Purchase Cardholder Sanction and Disciplinary Guidelines for Travel Cardholder and Purchase Card Approving Officials Sanctions and Disciplinary Guidelines for AO *(Attachments F and G)*.

3. **Abuse–Misuse and Mismanagement** - Failure to comply with the reconciliation deadlines established in this policy shall be grounds for suspension or cancellation of a cardholder's card and charging privileges. In addition, any cardholder and/or AO is subject to disciplinary action for abuse as outlined in Behavior Standards for Purchase Card Program Authorizing Officials and Purchase Cardholder Behavior Standards *(Attachment D and E)*.

4. **Inquiries** - At any time, the PMO, ART or Office of Procurement Integrity and Compliance (OPIC) may directly request a written explanation from a cardholder for questionable practices. The cardholder must respond in writing within ten (10) business days. If the cardholder fails to respond as required, the PMO shall suspend cardholder's privileges until the matter is resolved and may refer the inquiry to the DC Office of the Inspector General, if deemed necessary.

5. Any CFSA employee who suspects waste, fraud, or abuse on the part of participants in the CFSA Travel Card Program may contact:
   a. CFSA travel card program officials
   b. The Office of Procurement Integrity and Compliance at 724-3969
   c. The DC Office of the Inspector General at 1-800-521-1639 (toll free), or (202) 727-0267 (Washington, DC area), or may send an email to: hotline@dcig.org. By law, government employees are protected from reprisals or retaliation by their employers for reporting to the Office of the Inspector General

Note: For additional information, see administrative issuance CFSA-08-10 Whistleblower Protection Act.

Procedure R: Tax Exempt

1. **Travel Exempt Usage** - When making travel-enabled purchase card transactions by any means, including in person, by mail, the Internet or telephone, the cardholder shall inform the vendor that the transaction is for official District government purposes and that the District government is exempt from and will not pay the following taxes (DC Official Code, Section 47-2005 and 9 DCMR §445):
   a. Federal Excise Tax
   b. District of Columbia Sales and Use Tax
   c. Sales Tax in jurisdictions maintaining a reciprocity agreement with the District
2. If it is determined that the above taxes have been charged to the District government, the cardholder, cardholder's Agency, and the vendor may be liable to reimburse the government for taxes paid.
3. The federal tax exempt number is listed on the face of the JP Morgan card.
4. A copy of the District of Columbia Tax Exemption letter is attached as *Attachment A*. The cardholder shall present a copy of the exemption letter to travel-enabled purchase card vendors on demand. In the alternative, when a vendor will not grant a tax exemption without a hard copy of the District government's tax exemption certificate, the cardholder may refer the vendor to the Bank Partner on the 800 number on the back side of the travel card. The Bank Partner will verify the tax-exempt status of the card and inform the vendor that a District government Sales Tax Exemption Letter is on file.

Procedure S: Suspension and Reinstatement of Travel-Enabled Purchase Card Privileges

Agencies, APCs, AOs, DBOs or cardholder can be suspended from participating in the District and/or CFSA Travel-Enabled Card Program.

1. **Causes for Suspension:**
   a. Cardholder or Approving Official
      i. A DBO may suspend a cardholder or AO for failure to comply with established reconciliation timeframes.
      ii. The PMO may suspend a cardholder or AO for any of the reasons set forth in the Behavior Standards for Purchase Card Program Authorization Officials and the Purchase Cardholder Behavior Standards *(Attachment D and E)*.
   b. Agency
      i. The Agency's ART fails to meet in accordance with these procedures or to provide the documentation required..
      ii. The Agency's ART fails to identify and/or address incidents of Waste, Fraud, Abuse or Mismanagement.
      iii. Repeated suspensions of Agency participants in the program for failure to comply with established requirements set forth in these procedures.

c. APC

- APC consistently fails to comply with or fulfill his or her responsibilities under these procedures.

d. DBO

- The DBO consistently fails to comply with or fulfill his or her responsibilities under these procedures.

2. **Ability to Suspend**

a. Any individual program participant or the ART team may recommend that the privilege of participation be suspended for a cardholder, AO, APC, or DBO.

b. The Agency director or PMO may suspend a cardholder, AO, APC, DBO, and/or Agency participation.

c. DBOs may suspend cardholder and AO.

3. **Suspension Process**

a. Individual Participant

i. Any program participant may recommend suspending the privileges of another program participant for violation of the Travel Card Policies and Procedures. An email should be sent to the DBO, APC, ART, and/or PMO describing the nature of the incident/infraction, including when it occurred, supporting evidence and proposed action. Supporting documentation must be attached.

ii. The DBO, APC, ART members, and/or PMO will review information provided and, if causes stated are sufficiently documented, suspend the program participant. If the individual is a cardholder or AO, the PMO shall deactivate the relevant account(s) within the PaymentNet system. The APC shall email the relevant program participant explaining that his/her privileges have been suspended. If an AO is suspended, a replacement AO shall be designated. For DBO suspensions, the OCFO/Agency Fiscal Officer (AFO) must designate a replacement DBO. The suspension notification will include the period of suspension and any conditions of reinstatement required. The suspension notification should copy the Agency Director and all affected stakeholders (APC, AO, and cardholder, DBO, Office of Chief Financial Officer (OCFO/AFO, and/or Office of Chief Financial Officer /Agency Chief Financial Officer.

iii. When transaction reviews and/or approvals have not occurred 30 days past the end of the billing cycle, the APC sends a warning email to the relevant cardholder and/or AO and copy the PMO, DBO, and ART team.

iv. When the reviews and/or approvals have not occurred 45 days after the end of the billing cycle, the APC will email the relevant program participant (and copy the PMO) explaining that his/her privileges have been suspended for at least 10 days, or until the required reviews and approvals have occurred.

v. If an AO is suspended, a replacement AO shall be designated. The APC or DBO shall send a suspension notification email to the cardholder or AO with a copy to the APC, PMO, DBO, ART team, and other affected stakeholders. The DBO will deactivate the relevant account(s) within the Payment system.

4. **Reinstatement Process**

a. Individual Participant

i. The suspended participant may have his or her privileges of participation reinstated if the APC, ART team, DBO, AFO, Agency director, or OCFO/ACFO provides a written request to the PMO and demonstrates the remediation of the infractions or causes of suspension and measures to prevent violations in the future.

ii. The individual(s) complete mandatory retraining, if applicable.

iii. For cardholder and AO, reinstatement must also be allowable under the Purchase Cardholder Sanction and Disciplinary Guidelines and Purchase Card Approving Officials Sanctions and Disciplinary Guidelines *(Attachments F and G)*.

iv. If the PMO determines that reinstatement is justified, the PMO shall reactivate the individual(s) within PaymentNet and email the affected stakeholders notifying them that the suspension has been lifted.

v. If privileges were suspended for failure to reconcile, the cardholder may resume use after becoming compliant and card has been reinstated.

b. Agency

The Agency director provides a written request to the PMO, with documentation of the remediation of causes of suspension and corrective measures to prevent violations in the future.

c. PMO

i. If the PMO determines that reinstatement is justified, the PMO shall reactivate the agency accounts within PaymentNet and email the affected stakeholders notifying them that the suspension has been lifted.

ii. If the PMO determines that reinstatement is not justified and the Chief Procurement Officer agrees that the suspension is appropriate, the employee or Agency may appeal the decision to the OCFO Office of Integrity and Oversight and follow the appeal process outlined in the Office of Contracting and Procurement (OCP) Policy and Procedures.

Procedure T: Reporting

1. The ART members shall provide the following reports to the PMO, as necessary:

a. Subsequent to uncovering instances of Fraud, Waste, or Abuse or participant failure to adhere to programmatic rules and guidelines, the APC shall enforce PMO program sanctions when applicable and send the PMO a Memo describing the recommended action along with documentation relevant to specified infractions.

	b. A copy of the sign-in sheet from the monthly ART team meetings shall be forwarded to the PMO within 30 days of the end of the billing cycle at pcard@dc.gov (if electronic) or Purchase Card Program Management Office: 441 4th Street NW-Suite 700 South, Washington DC 20001. 2. The APC shall provide regular reporting to key travel card program stakeholders. On request, the PMO shall produce and disseminate to Agency director, APC, AO, OCP Designated Contracting Officers , DBO and other appropriate stakeholders, the following set of reports: a. Delinquencies with current balance b. T&E Expense activity by cardholder c. Suspension & cancellations d. Unusual activity analysis e. Transaction audit f. Declines g. Transactions detail 3. As established in OCP, the PMO shall provide quarterly reports to council as established in Section 2-301.01 in the DC Official Code. 4. Any other reports on the CFSA Purchase Card Program as may be requested or needed for effective program oversight or compliance with statutory reporting requirements.
	Procedure U: Investigation and Audit If the Agency director, APC, AO, DBO or PMO determines that a cardholder or any other program participant may be involved with waste, fraud or abuse, or in violation of District or federal laws and ethical standards concerning the CFSA Travel-Enabled Purchase Card Program, those persons shall report the alleged violations to the appropriate agency or investigative officials for investigation and action. The Chief Procurement Officer, as well as the DC Auditor, the Inspector General, or the OCFO/ACFO, shall have the right to inspect, review, and audit CFSA's travel activity.
	Procedure V: Records Retention The APC shall be responsible for maintaining a file of ART reports and original receipts. The CH shall retain copies of receipts. Pursuant to the provisions of the District of Columbia General Record Schedules published by the DC Executive Office of the Secretary, Office of Public Records, all documents associated with the CFSA Travel-Enabled Card Program shall be maintained 7 years after the final payment.

	Procedure W: Cancellation of Travel-Enabled Purchase Card Accounts 1. A travel-enabled purchase card account may be cancelled under the following conditions: a. If a cardholder has been found to have engaged in waste, fraud, or abuse in violation of the Purchase Cardholder Behavior Standards *(Attachment E)* and cancellation is the appropriate sanction under the Purchase Cardholder Sanction and Disciplinary Guidelines *(Attachment F)* b. If a cardholder has left the Agency c. If a cardholder has left District Government service d. If a cardholder no longer needs access to a travel-enabled purchase card 2. The PMO will close the cardholder account in the PaymentNet system. 3. Cancellation of card accounts in PaymentNet effectively rescinds any associated delegations of authority.

ATTACHMENT A

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue

APR 14 2008

EXEMPTION NUMBER: 53-6001131
TYPE OF ORGANIZATION

- ☒ Instrumentality of the District of Columbia Sales Exemption
- ☐ Instrumentality of the Federal Government Sales Exemption
- ☐ State Government that has granted reciprocity to the D.C.
- ☐ International organization exempt by treaty Sales Exemption
- ☐ Organization exempt by Act of Congress Sales Exemption
- ☐ Other and Sales only _____Exemption

DISTRICT OF COLUMBIA GOVERNMENT
1350 PENNSYLVANIA AVENUE NW
WASHINGTON, DC 20004

Dear Sir or Madame:

Your organization is exempt from the District of Columbia Sales and Use Tax as a type of organization described above. In order to make tax-free purchases; a copy of your exemption letter should be given to vendors as evidence of the exempt status. Your organization may only use your exemption letter for purchases of taxable property and services for use and consumption in maintaining, operating, and conducting your activities. Officials, members or employees of your organization may not use your exemption letter for their personal use.

Instrumentalities of the Federal or District of Columbia Government making payments to the vendors with an authorized government purchase order or government check are not required to have an exemption letter.

If you have any questions, please call (202) 442-6586.

Sincerely yours,

Supervisory Auditor
Review and Conference Section

FR-300 (Rev. 03-04)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

DELEGATION OF CONTRACTING AUTHORITY

TO: Cardholder (Name)
Agency (Name)

FROM: (Name)
Chief Procurement Officer

SUBJECT: Delegation of Contracting Authority

DATE:

As Chief Procurement Officer, I hereby delegate contracting authority granted to me by Adrian Fenty, Mayor, in accordance with DC Law 6-85, as amended, to **cardholder name, title** for the purpose of utilizing the District Government Travel-Enabled Purchase (Credit) Card.

This authority is limited to use of the District Government Purchase Card for the procurement of supplies, materials, equipment or services under 27 DCMR, and is limited to the execution of purchases on behalf of **Agency name** at the following levels:

Single Purchase Limit of:	**$2,500**
Daily Purchase Limit of:	**$2,500**
Monthly Cycle Limit of:	**$10,000**

You are required to adhere to all applicable regulations, policies and procedures as specified in the Procurement Practices Act, as amended, 27 DCMR *Contracts and Procurement.* Transaction information will be made public through the District's website.

The authority delegated herein will remain in effect until you no longer hold the above stated position within the Government of the District of Columbia, or until I rescind this delegation, whichever occurs first.

The delegate will sign and return copies of this Delegation to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 700S, Washington, DC 20001.

Acknowledged and Agreed:

_____ _____
Cardholder Name/Title Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

TRAVEL CARD TRAINING AFFIDAVIT & USER'S AGREEMENT

I, _____, Cardholder/Approving Official/Agency Program Coordinator/Designated Billing Official, certify that I have completed training in the proper use of the District government travel-enabled purchase card, and I also certify that I have read, understand, and agree to adhere to the requirements of **OCP Travel Card Program Policies and Procedures** governing participation in the District of Columbia Government Travel-Enabled Purchase Card Program.

Furthermore, I understand that the District government travel-enabled purchase card is the property of the Government of the District of Columbia and must be surrendered upon separation from District government employment, or as deemed appropriate by the Chief Procurement Officer or other authorized designees. I understand that I can be held personally and financially responsible for any unauthorized purchases or use of the District government travel-enabled purchase card, including permitting vendors to charge sales tax for card usage purchases. Furthermore, I understand that violations of any of the provisions of the above referenced directive may result in suspension and cancellation of my travel-enabled purchase card privileges, or may be the basis for disciplinary action and criminal prosecution.

Agency (Name):

Participant's (Name):

Training Completion Date:

Signatures:

Cardholder/Approving Official/Agency Program Coordinator/Designated Billing Official **Date**

Travel-Enabled Purchase Card PMO/Instructor **Date**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT

BEHAVIOR STANDARDS FOR PURCHASE CARD PROGRAM AUTHORIZING OFFICIALS

PMP Rating	PES Rating	Behavior Standards	Waste (Failure to Conserve resources)	Fraud (Deception)	Abuse (Misuse & Mismanagement)
5	+	Significantly Exceeds Expectations			
4	+/√	Exceeds Expectations			
3	√	Meets Expectations	▪ Never authorizes purchases at a price that is not fair and reasonable for the District Government without sanctioning cardholders who violate this standard of the purchase card program. ▪ Never approves purchases that are excessive for the Agency without sanctioning cardholders who violate this standard of the purchase card program.	Never approves any travel-enabled purchase with the City's purchase card that is not for a governmental purpose without sanctioning the cardholder who violates this standard of the purchase card program.	▪ Always adheres to deadlines for review and approval of transaction details in PaymentNet, and never delays the reconciliation process. ▪ Never authorizes purchases that are above the encumbrance amount of the City's purchase card limit without sanctioning cardholders who violate this standard of the purchase card program. ▪ Never authorizes the procurement of goods or services that are prohibited by some law, regulation, policy, or funding source without sanctioning cardholders who violate this standard of the purchase card program. ▪ Never authorizes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit without sanctioning cardholders who violate this standard of the travel-enabled purchase card program. ▪ Never authorizes purchases made by unauthorized purchase card users without sanctioning cardholders who violate this standard of the purchase card program.
2	√/-	Needs Improvement (Tier 1 Offense)	▪ Authorizes purchases at a price that is not fair and reasonable for the District Government without sanctioning cardholders who violate this standard of the travel-enabled purchase card program.		▪ Fails to approve transactions in PaymentNet within established reconciliation deadlines. ▪ Authorizes purchases that are above the encumbrance amount of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program.

2	√/ -	Needs Improvement (Tier 1 Offense)	▪ Authorizes purchases that are excessive for the Agency without sanctioning cardholders who violate this standard of the travel-enabled purchase card program.		▪ Authorizes the procurement of goods or services that are prohibited by some law, regulation, policy, or funding source without sanctioning travel-enabled cardholders who violate this standard of the travel-enabled purchase card program. ▪ Authorizes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit without sanctioning cardholders who violate this standard of the purchase card program.
2	√/ -	Needs Improvement (Tier 1 Offense)			▪ Authorizes purchases made by unauthorized users of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program.
1	-	Does Not Meet Expectations (Tier 2 Offense)	▪ Repeatedly authorizes purchases at a price that is not fair and reasonable for the District Government without sanctioning cardholders who violate this standard of the purchase card program. ▪ Repeatedly authorizes purchases that are excessive for the agency without sanctioning cardholders who violate this standard of the purchase card program.		▪ Repeatedly fails to approve transactions in PaymentNet within established reconciliation deadlines. ▪ Repeatedly authorizes purchases that are above the encumbrance amount of the purchase card without sanctioning cardholders who violate this standard of the purchase card program. ▪ Repeatedly authorizes the procurement of goods or services that are prohibited by some law, regulation, policy, or funding source without sanctioning cardholders who violate this standard of the purchase card program. ▪ Repeatedly authorizes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit without sanctioning cardholders who violate this standard of the purchase card program. ▪ Repeatedly authorizes purchases made by unauthorized users of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program.
<1	< -	Unacceptable (Tier 3 Offense)		Approves any purchase with the City's purchase card that is not for a governmental purpose without sanctioning the cardholder who violates this standard of the purchase card program.	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT
PURCHASE CARDHOLDER BEHAVIOR STANDARDS

PMP Rating	PES Rating	Behavior Standards	Waste (Failure to Conserve resources)	Fraud (Deception)	Abuse (Misuse & Mismanagement)
5	+	Significantly Exceeds Expectations			
4	+/√	Exceeds Expectations			
3	√	Meets Expectations	▪ Never makes purchases at a price that is not fair and reasonable for the District Government. ▪ Never makes purchases that are excessive for the Agency.	▪ Never makes any purchase with the City's purchase card that is not for a governmental purpose.	▪ Always verifies monthly purchase card transactions within the established reconciliation timeframe. ▪ Never makes purchases that are above the amount encumbered for the Agency's purchase card. ▪ Always reports lost or stolen purchase cards within 1 business day. ▪ Always physically safeguards the City's purchase card from potential theft or abuse. ▪ Always produces a receipt or invoice for each purchase card transaction. ▪ Always ensures that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before it is purchased. ▪ Never makes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit. ▪ Never allows unauthorized users to make purchases with the City's purchase card.
2	√/ -	Needs Improvement (Tier 1 Offense)	▪ Makes purchase at a price that is not fair and reasonable for the District Government ▪ Makes purchases that are excessive for the Agency.		▪ Fails to verify purchase card transactions within the established reconciliation timeframe. ▪ Makes purchases that are above the amount encumbered for the Agency's purchase card. ▪ Fails to report lost or stolen purchase cards. within 1 business day. ▪ Fails to respond to a transaction inquiry within 10 business days.

					▪ Fails to physically safeguard the City's purchase card from potential theft or abuse. ▪ Fails to produce receipts or invoices for purchase card transactions. ▪ Fails to ensure that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before its purchase is made. ▪ Makes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit. ▪ Allows unauthorized users to make purchases with the City's purchase card.
1	-	Does Not Meet Expectations (Tier 2 Offense)	▪ Repeatedly makes purchases at a price that is not fair and reasonable for the District Government. ▪ Repeatedly makes purchases that are excessive for the Agency.		▪ Repeatedly fails to verify purchase card transactions within the established reconciliation timeframe. ▪ Repeatedly makes purchases that are above the amount encumbered for the Agency's travel-enabled-purchase card. ▪ Repeatedly fails to report lost or stolen purchase cards within 1 business day. ▪ Repeatedly fails to respond to a transaction inquiry. ▪ Repeatedly fails to physically safeguard the City's purchase card from potential theft or abuse. ▪ Repeatedly fails to produce receipts or invoices for purchase card transactions. ▪ Repeatedly fails to ensure that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before its purchase is made. ▪ Repeatedly makes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit. ▪ Repeatedly allows unauthorized users to make purchases with the City's purchase card.
<1	< -	Unacceptable (Tier 3 Offense)		▪ Makes any purchase with the City's purchase card that is not for a governmental purpose.	

CARDHOLDERS MAY ALSO BE HELD FINANCIALLY AND LEGALLY ACCOUNTABLE FOR PURCHASE CARD INFRACTIONS.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT
PURCHASE CARDHOLDER SANCTIONS & DISCIPLINARY GUIDELINES

OCP Purchase Card Program Sanction	And / Or	DCOP Disciplinary Tier	Performance Evaluation System (PES) (DPM* Chapter 14, Part II)	Performance Management Program (PMP) (DPM Chapter 14, Part I)	
			Career Service† (DS, RW, LW, SW) (DPM Chapters 8 and 16)	Management Supervisory Service (MSS) (DPM Chapter 38)	Excepted Service (DPM Chapter 9)
Purchase Card Program Privileges Suspended & Purchase Card Confiscated for 10 Days or More plus Mandatory Retraining	And / Or	"Least Offensive Behavior" (Tier 1)	▪ Verbal Warning ▪ Admonition (Letter of Direction)	▪ Letter of Warning	▪ Letter of Warning
Purchase Card Program Privileges Suspended & Purchase Card Confiscated Permanently	And /Or	"Moderately Offensive Behavior" (Tier 2)	▪ Corrective Action with 10 Days Written Notice: 1. Suspension of less than 10 days without pay; or 2. Official Reprimand ▪ Letter of Warning for an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. (Letter of Warning Instructions)	▪ Suspension without pay. ▪ Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions)	▪ Suspension without pay. ▪ Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions) *(A PIP is optional for Excepted Service employees appointed under the authority of the DC Official Code §§ 1-609.03 and 1-609.04.)*

Purchase Card Program Privileges Suspended & Purchase Card Confiscated Permanently	And /Or	"Most Offensive Behavior" (Tier 3)	▪ Adverse Action with 15 Days Written Notice: 1. Suspension of 10 days or more without pay; or 2. Demotion; or 3. Removal ▪ Assignment of an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. ▪ Summary (Immediate) Action: 1. Summary Suspension of less than 10 days without pay; or 2. Summary Suspension of 10 days or more without pay; or 3. Summary Removal	▪ Termination with 15 days written notice	▪ Termination with 15 days written notice

* DPM = District Personnel Manual
† In accordance with §§1.6 of Part II of Chapter 14 and 1600.1 of Chapter 16 of the District Personnel Manual, these guidelines only apply to Career Service employees who have completed a probationary period. Furthermore, in accordance with § 1601.2, any procedural system for the review of adverse actions negotiated between the District of Columbia and a labor organization shall take precedence over the provisions of this chapter for employees in a collective bargaining unit represented by a labor organization, to the extent that there is a difference.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT

PURCHASE CARD APPROVING OFFICIALS SANCTIONS & DISCIPLINARY GUIDELINES

OCP Purchase Card Program Sanction	And / Or	DCOP Disciplinary Tier	Performance Evaluation System (PES) (DPM* Chapter 14, Part II)	Performance Management Program (PMP) (DPM Chapter 14, Part I)	
			Career Service† (DS, RW, LW, SW) (DPM Chapters 8 and 16)	Management Supervisory Service (MSS) (DPM Chapter 38)	Excepted Service (DPM Chapter 9)
Purchase Card Program Responsibilities Suspended for 10 Days or More plus Mandatory Retraining	And / Or	"Least Offensive Behavior" (Tier 1)	▪ Verbal Warning ▪ Admonition (Letter of Direction)	▪ Letter of Warning	▪ Letter of Warning
Purchase Card Program Responsibilities Suspended Permanently	And / Or	"Moderately Offensive Behavior" (Tier 2)	▪ Corrective Action with 10 Days Written Notice: 1. Suspension of less than 10 days without pay; or 2. Official Reprimand ▪ Letter of Warning for an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. (Letter of Warning Instructions)	▪ Suspension without pay. ▪ Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions)	▪ Suspension without pay. ▪ Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions) *(A PIP is optional for Excepted Service employees appointed under the authority of the DC Official Code §§ 1-609.03 and 1-609.04.)*

Purchase Card Program Responsibilities Suspended Permanently	And / Or	"Most Offensive Behavior" (Tier 3)	▪ Adverse Action with 15 Days Written Notice: 4. Suspension of 10 days or more without pay; or 5. Demotion; or 6. Removal ▪ Assignment of an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. ▪ Summary (Immediate) Action: 4. Summary Suspension of less than 10 days without pay; or 5. Summary Suspension of 10 days or more without pay; or 6. Summary Removal	▪ Termination with 15 days written notice	▪ Termination with 15 days written notice

* DPM = District Personnel Manual
† In accordance with §§1.6 of Part II of Chapter 14 and 1600.1 of Chapter 16 of the District Personnel Manual, these guidelines only apply to Career Service employees who have completed a probationary period. Furthermore, in accordance with § 1601.2, any procedural system for the review of adverse actions negotiated between the District of Columbia and a labor organization shall take precedence over the provisions of this chapter for employees in a collective bargaining unit represented by a labor organization, to the extent that there is a difference.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

TRAVEL AUTHORIZATION FORM

DIRECTIONS: This form must be completed to request travel. A copy of the approved form must be attached to the travel expense form at the time of reconciliation with original receipts.

Employee/Traveler Information

Last Name _____ First Name _____ Middle Initial _____

Title _____ Dept/Unit _____ Phone _____

SSN (last 4 only) _____ Email Address _____

Home Address

Street _____

City _____ State _____ Zip Code _____

Other Travelers

Last Name	Relationship	FACES Client No.
1.		
2.		
3.		

Purpose (check all that apply)

☐ Official Business ☐ Client Related ☐ Site Visit / Sibling Visit ☐ Conference/Meeting ☐ Training ☐ Relocation

Description of Travel Activity (i.e., name of conference, training, etc.)

Itinerary: From/To and Return To	Departure Date	Return Date

Projected Travel Related Cost

Mode of Transportation

☐ No cost to District ☐ District-owned vehicle

☐ Privately owned vehicle/estimate mileage _____ ☐ Other _____
(please explain)

☐ Train (___ Coach ___ Other)

☐ Air (____ Coach ____ Business) ☐ Rental Car (_____ Economy _____ Mid-size)

Projected Cost

Hotel	$ _____ Rate	X	_____ No. of days	=	$ _____ Total	
Mileage	_____ Rate	X	_____ No. of miles	=	_____ Total	
Transportation Mode	☐ Air $	☐ Train $	☐ Car Rental $	☐ Bus $	☐ Other $	
Pier Diem Meals & Incidentals	$ _____ Rate	X	_____ No. of days	=	$ _____ Total	
Registration					$ _____ Total	Advance Requested (circle one) Yes No
Other	_____ Rate	X	_____ No. of days	=	$ _____ Total	
Total Projected Cost					**$**	

Make registration check payable to: ☐ **Vendor** ☐ **Traveler** **(Original Receipt Required)**

Vendor Name: _____

Vendor Address: _____
(Full Address, City, State, Zip Code)

Vendor Tax ID Number _____

Traveler Certification

TOTAL AGENCY DIRECTORVANCE $ _____ Hotel $ _____ Food $_____ Trans $_____ Total Advance

I have prepared this request in accordance with all applicable District of Columbia and CFSA policies and procedures governing travel and training. I certify that I am traveling on official District government business. Within seven **(7)** business days of the authorized travel completion date, I will submit a properly completed travel expense form, including original receipts. I understand that if I fail to travel, I will return any advance to Accounts Payable in the form of a money order or personal check made payable to DC Treasury. I also understand if I do not comply, the advance given may be withheld from my bi-weekly pay or other District payments.

Signature _____ Date _____

Year	Index	PCA	Object	Grant/Phase	Project/Phase	Fund	Initials

Card Holder Approval

☐ Transportation $_____ ☐ Hotel $ _____ ☐ Other _____ $_____

☐ Registration $ _____

Cardholder Name _____ Cardholder Signature _____ Date _____
(Print)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

TRAVEL EXPENSE FORM

Directions: The Travel Expense Form must be completed with in seven (7) days following the completion of travel. Original receipts must be affixed by travel date on a separate sheet of white paper. A copy of the Travel Authorization Form must also be attached.

Employee/Traveler Information		
Last Name	First name	Middle Initial
Department/Unit	Phone	
SSN (last 4 only)	Email Address	
Home Address		
Street		
City	State	Zip code

Travel Costs

Travel Dates	m/dd/20yy	m/dd/20yy	m/dd/20yy	m/dd/20yy	m/dd/20yy	m/dd/20yy	**Totals**
Hotel	$	$	$	$	$	$	$
Meals or Per Diem	$	$	$	$	$	$	$
Mileage	$	$	$	$	$	$	$
Airfare	$	$	$	$	$	$	$
Taxi	$	$	$	$	$	$	$
Rental Car	$	$	$	$	$	$	$
Parking	$	$	$	$	$	$	$
Tolls	$	$	$	$	$	$	$
Registration	$	$	$	$	$	$	$
Misc	$	$	$	$	$	$	$
	$	$	$	$	$	$	$
	$	$	$	$	$	$	$

Total Expenses **$**

Less Cash Advance Received **$ ( )**

Amount Owe/ (Due) **$**

Approvals

Supervisor's Name and Title _____ Phone Number _____
(Please Print)

Signature and Date _____

Accounts Payable Section

Total Expenses $ _____

Less Cash Advance Received $ (_____)

Total Due to/From Traveler $ _____

Note: *Traveler to make check payable to DC Treasury (if applicable)* $ _____

Accounting Attributes

Year	Index	PCA	Object	Grant/Phase	Project/Phase	Fund	Initials

Review and certified accurate, complete, and correct.

Signature _____ Date _____

Child and Family Services Agency
LOCAL TRAVEL FORM

Directions: The Local Travel form must be used to track request reimbursement of mileage for personal vehicle. This form must be completed and submitted to OCFO A/P office with in seven **(7)** business days of the following month. To verify mileage, MapQuest or other proof of distance may be required.

Employee/Traveler Information
Last Name _____ First Name _____ Middle Initial _____
Title _____ Dept./Unit _____ Phone _____
SSN (last four) _____ Email Address _____

Home Address
Street _____
City _____ State _____ Zip Code _____

Itinerary: From/To and Return To	**Departure Date**	**Return Date**

PENALTY FOR PRESENTING FRAUDULENT CLAIM: Fine of not more than $10,000 or imprisonment for not more than ten years or both. (See 52 Stat. 197; U.S.C. 18-18). FORTEITURE OF FRAUDULENT CLAIM: Falsification of an item in an expense account works a forfeiture of the entire claim. (See Stat. 1141, U.S.C.28: 279, 280; 18 comp. Gen. 603).

Date	**Trip Information**	**Client Name**	**Mileage**		**Amount (For Accounts Payable Use)**
			Start	End	
		Client ID No.			
	From:				
	To:				
	Justification:				

Date	**Trip Information**	**Client Name**	**Mileage**		**Amount (For Accounts Payable Use)**
			Start	End	
		Client ID No.			
	From:				
	To:				
	Justification:				

Approvals
Employee: Name _____ (Print) Signature _____ Title _____ Date _____
Supervisor: Name _____ Signature _____ Title _____ Date _____

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Date	Trip Information	Client Name	Mileage		Amount (For Accounts Payable Use)
			Start	End	
		Client ID No.			
	From:				
	To:				
	Justification:				

Date	Trip Information	Client Name	Mileage		Amount (For Accounts Payable Use)
			Start	End	
		Client ID No.			
	From:				
	To:				
	Justification:				

Date	Trip Information	Client Name	Mileage		Amount (For Accounts Payable Use)
			Start	End	
		Client ID No.			
	From:				
	To:				
	Justification:				

Date	Trip Information	Client Name	Mileage		Amount (For Accounts Payable Use)
			Start	End	
		Client ID No.			
	From:				
	To:				
	Justification:				

Approvals:
Employee: Name _____ Signature _____ Title _____ Date _____ (Print)
Supervisor: Name _____ Signature _____ Title _____ Date _____

Office of the Chief of Staff
Credit Card Reconciliation

Card Holder Name: _____ Today's Date: _____

Statement Date: _____

Credit Card Statement Reconciliation Summary

CLIENT SPECIFIC (CS): ALL CLIENTS SPECIFIC EXPENDITURES **MUST** BE ACCOMPANIED BY A DEMAND PAYMENT FORM AND ANY APPLICABLE RECEIPTS.
TRAVEL RELATED EXPENDITURES MUST INCLUDE A COPY OF THE SIGNED TRAVEL AUTHORIZATION AND ANY APPLICABLE RECEIPTS.
(I.E. TRANSPORTATION, HOTEL, AND OR CONFERENCE RECEIPTS)

Transaction Number						Receipts and/or Support Docs. Attached	Reconciled in Payment Net	Approving Official
1.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
2.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
3.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
4.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
5.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
6.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
7.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	
8.	☐	CS ☐	Non CS	Budget Codes	_____	☐	☐	

Cardholder Signature: _____ Date: _____

Reconciled by: _____ Date: _____

ATTACHMENT: L

Definitions

When used in this policy, the following terms and phrases shall have the meanings ascribed:

Abuse: The misuse and mismanagement, such as making purchases that are above the encumbrance amount of the travel or purchase card, failing to report lost or stolen travel or purchase cards within one business day, failing to physically safeguard the travel or purchase card from potential theft or abuse, failing to produce receipts or invoices for travel or purchase card transactions, failing to ensure that no law, regulation, policy or funding source prohibits the procurement of a specific good or service before its transaction is made, making single transactions that are deliberately "split" into multiple transactions in order to circumvent the purchase card's limit, or allowing unauthorized users to make travel or purchases with the card.

Agency: Any office, department, board, commission, or other entity within the District government, or any independent agency of the District government municipal corporation.

Authorization: The process of verifying that a card purchase being made or requested is within the established cardholder limits. The merchant typically accomplishes the authorization electronically at the Point of Sale by swiping the card through a card reader.

Bank Partner: Refers to the banking institution which enters into a contractual relationship with the District government to provide purchase card services in support of the DC Purchase Card Program. The Bank Partner is also referred to as the "card issuer." Beginning November 30, 2008, this Ban Partner is JPMorgan Chase ("JPMC").

Cancellation: The permanent close out of a purchase card (also applicable for travel card) account usually associated with the termination of purchase card charging privileges for a purchase cardholder account.

Card Account Number: The identifying number assigned to each designated cardholder.

Delegation of Contracting Authority: A formal written grant of contracting authority issued by the Chief Procurement Officer using the *Delegation of Contracting Authority – Purchase Card.* A delegation prescribes specific limits and conditions for an Agency employee as an authorized cardholder, and grants contracting authority to the named Agency employee exclusively for the purpose of participating in the DC Purchase Card Program and using the purchase card.

Disputes: An allegation of merchant error or unauthorized activity regarding transactions posted to a cardholder and central account.

Fraud: Deception, such as making any transaction with the travel card that is not for a governmental purpose.

Incidental expenses: Fees and tips given to porters, baggage carriers, bellhops, hotel maids, and others.

Itinerary: A plan for a journey listing different places in the order in which they are to be visited.

Local travel: travel to a location that is less than fifty (50) miles from the workplace of the employee.

Lodging: Expenses from a hotel, motel, inn, guest house, or other establishment within a jurisdiction that provides lodging to transient guests, for overnight sleeping facilities, baths, personal use of a room during day and evening time, and telephone access fees. Lodging does not include accommodations on airplanes, trains, buses, or ships.

Meals: Expenses for breakfast, lunch, dinner and related reasonable tips and taxes. Alcoholic beverages and all entertainment expenses are specifically excluded from inclusion with meal expenses.

Merchant Activity Type: Is the Bank Partner's four-digit code that groups one or more of the 21 Merchant Category Classification codes.

Merchant Category Classification: Is the Bank Partner's alphabetical classification code (A-U) that categorizes each merchant according to the type of business the merchant is engaged in and the kinds of goods and services provided by the merchant. These codes also designate which goods and services can or cannot be purchased using the purchase card.

Monthly cycle limit: The total 30-day billing cycle limit established for a cardholder account as authorized by the Delegation of Contracting Authority. Typically, this limit is $10,000.

Out-of-town travel: Travel to a location that is at least fifty (50) miles from the workplace of the employee cardholder that entitles the cardholder to use the travel card for lodging and meal expenses.

Participating Agency: Any office, department, board, commission, or other entity within the District government, or any independent agency of the District government municipal corporation that elects and is determined by OCP to be eligible to participate in the DC Purchase Card Program.

PaymentNet: The JPMC electronic access system, which provides card transaction data and reports. PaymentNet is the vehicle by which all Travel and Purchase Card stakeholders review approve, monitor, and dispute transactions made on the Travel or Purchase Card. Information will be automatically saved in PaymentNet for 24-months following the close of a billing cycle.

Per Diem Allowance: The subsistence allowance, or daily payment, provided to government employees as reimbursement for actual expenses for lodging (excluding taxes), meals and related incidental expenses, specific for each city, and county, as issued and adjusted annually by the United States Government. District employees are held to the per diem rate as established by the GSA. The per diem rates can be found at www.gsa.gov.

Program Official ("PO"): The Office of Contract and Procurement official who heads the Program Management Office and is responsible for the general management and oversight of the DC Travel and Purchase Card Program. This position is also responsible for the development and enforcement of compliance of all approved rules and procedures governing participation in the DC Travel and Purchase Card Program.

Program Management Office ("PMO"): Refers to the organizational unit within the Office of Contracting and Procurement responsible for the general management and oversight of the DC Travel and Purchase Card Program, as well as the development and enforcement of compliance of all approved rules and procedures governing participation in the DC Travel and Purchase Card Program.

Single Purchase Limit (SPL): The single travel purchase limit established for the travel or purchase card as authorized by the Delegation of Contracting Authority. Typically, this limit is $2500.

Statement: A detailed listing of all card transactions and credits made by the cardholder and billed by the Bank Partner. The Statement is prepared by the Bank Partner and transmitted monthly directly to the cardholder.

Suspension: The temporary curtailment of assigned privileges of participation and responsibilities for travel card program participants.

Splitting Purchases: A practice prohibited by 27 DCMR *Contracts & Procurement* that is characterized by the "**intentional**" breaking down of a known buying requirement in order to stay within a certain threshold (e.g., the $2500 single purchase limit).

Transaction Detail with Account Codes and Notes Report (TDR): The TDR is a standard JPMC Report showing all transactions with item level detail, and includes Transaction ID, Cardholder Name, Merchant Information, Transaction and Post Dates, Amount, Tax (if any), Approvals, and Transaction Notes.

Traveler: is someone under the authority of CFSA for the purpose of official government travel.

Waste: The failure to conserve resources, such as repeatedly, making purchases at a price that is not fair and reasonable for the District Government, or repeatedly making purchases that are excessive for the Agency.

ATTACHMENT: M
Acronyms

ACFO: Agency Chief financial Officer

AFO: Agency Fiscal Officer

AO: Approving Official

APC: Agency Program Coordinator

ART: Agency Review Team

CBE: Certified Business Enterprise

DBO: Designated Billing Official

DCMR: District of Columbia Municipal Regulations

IG: Inspector General

MAT: Merchant Activity Type

OCFO A/P: Accounts Payable

OCFO: DC Office of Chief financial Officer

OCP: Office of Contracts and Procurement

OFRM: Office of Finance and Resource Management

PMO: Program Management Office

SOAR: System of Accounting Record