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Date: November 17, 2006

## WASHINGTON BULLETIN WA250-7-5

**SUBJECT:** FNM - Government Contractor Issued Travel Cards

**Purpose.** To provide guidance on use of travel cards and payment of accounts

**Expiration Date.** November 15, 2007

In November 2005, Washington Bulletin WA250-6-3 was distributed to all employees. That bulletin clearly stated the requirement that employees pay the Bank of America statement in full by the due date.

We continue to receive delinquency reports listing employees that are 30 days, or more, past due in paying their Bank of America travel card statements. Several employees have been on multiple delinquency reports. During FY 2006, at least two accounts became 60 days, or more, past due. When any account is 60 days past due, the State Conservationist is required to provide copies of follow up documentation to the Deputy Chief for Management.

This bulletin reiterates and updates the November 2005 bulletin. All travel cardholders and supervisors need to review this material.

USDA Departmental Regulation (DR) 2300-001 contains the procedures USDA must follow related to use of the Government Travel Card. This regulation sets forth a "Zero Tolerance Policy" that, among other things, strictly forbids:

- Unauthorized charges including personal and family member use of card.
- Charges while not in an official travel status.
- Shared use of the card with another employee for official travel purposes.
- Allowing the account to become delinquent.
- Failing to use the card while on travel.
- Failing to pay the account with sufficient funds.
- Failing to use travel voucher reimbursements to repay travel charges.
- Excessive cash advances.

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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For further information on this policy go to:  
<http://www.ocio.usda.gov/directives/doc/DR2300-001.pdf>

On August 30, 2005, Natural Resources Conservation Service NHQ issued to all employees a reminder of their responsibility to use the travel card for official purposes and to make timely payment upon receipt of statements. The memo specifically stated that failing to pay the full balance when due or "paying" the balance with a non-sufficient fund check constitutes abuse of the card. Bank of America will suspend an account once an undisputed transaction remains unpaid for 61 days or more from the billing/closing date on the statement in which the unpaid charges first appeared.

In Washington, the following procedures are followed in reviewing charges and payment of accounts:

- FNM pulls reports approximately monthly to review charges made with cards and status of accounts.
- SAO receives reports listing past due accounts and Pre-Suspension accounts; if "local" use of the card is noted, SAO receives the report.
- First and second level supervisors are advised of employees that are past due 30 days or more.
- If abuse or misuse is determined, disciplinary action up to and including removal, may result. Allowing an account to become past due on multiple occasions within a six-month period, or to become 60 days or more past due, may be determined to be abuse or misuse.

If you have further questions after reviewing the on-line policy, please discuss with your supervisor.

R. L. "GUS" HUGHBANKS  
State Conservationist

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