

For: FSA Offices, except non-Federal County Office employees

Automated Teller Machine (ATM) Cash Advances for Travel Expenses

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

FSA is implementing the NationsBank ATM program for cash advances. On April 19, 1999, NationsBank will begin to distribute personal identification numbers (PIN's) to all FSA employees that presently have a government NationsBank travel card. FSA employees will then be able to obtain cash advances from ATM machines.

Presently, employees must obtain their travel advances from the NFC Travel Advance System. With implementation of the ATM program, the:

- NFC Travel Advance System will be used as a back-up cash advance system for FSA
- ATM machine will be the primary method for obtaining cash advances.

This notice does not address FAS travel. FAS employees will be notified by FMD, International Accounting Branch when FAS may use the NationsBank ATM program.

B

Purpose

This notice provides instructions to employees and offices on using ATM's to acquire cash advances.

<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>FSA Offices, except non-Federal County Office employees; State Offices relay to GS employees in County Offices</p>
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2 Guidelines for Using ATM Cash Advances for Travel Expenses

A

Authorized Cash Advances

THE NATIONSBANK TRAVEL CARD WILL NEVER BE USED TO OBTAIN CASH FOR ANY PURPOSE OTHER THAN OFFICIAL TRAVEL EXPENSES--NO EXCEPTIONS!!!

No cash advance should be made before an employee is officially authorized to travel by the appropriate Agency official.

All cash advances will be made for official travel expenses only.

Cash advances:

- are limited to a maximum of \$300 per day, and a maximum of \$1,000 per week (USDA limit), according to subparagraph B.
- should be made as close as possible to the actual beginning of travel.

Cash advances may never be used to procure common carrier transportation, such as air, rail, or bus.

Acquiring cash advances on the Government-provided NationsBank card for any purpose other than official travel expenses may result in disciplinary action.

B

Authorized Cash Advance (Travel Advance) Items

Travel advances may be received for cash transaction expenses, that is, expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check, such as:

- meals and incidental expenses covered by the per diem allowance or actual expenses allowance
 - miscellaneous transportation expenses, such as local transportation system and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees
 - gasoline and other variable expenses covered by the mileage allowance when using a privately-owned automobile for official business.
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2 Guidelines for Using ATM Cash Advances for Travel Expenses (Continued)

C

ATM Access

To identify NationsBank ATM locations for cash withdrawals, use the ATM site locator found at the following web site address:
www.nationsbank.com/government.

D

ATM Surcharges and Service Fees

No access surcharge will be applied to ATM transactions made at a NationsBank ATM. A service handling fee of 1.9 percent, along with the withdrawal amount for ATM transactions made at a NationsBank ATM, will be shown as a single entry on the cardholder's statement. An ATM transaction conducted at a non-NationsBank ATM may incur an access surcharge. Non-NationsBank ATM surcharges will also be shown on the cardholder's statement. These charges are reimbursable under miscellaneous expenses on the travel voucher.

E

Personal Liability

The traveler, not the Government, is liable for the cash received from ATM's with the NationsBank travel card. The ATM cash advance and associated fees will be billed to the traveler each month and the amounts are due and payable. Card accounts that are not paid according to the terms of the NationsBank Government travel card program will be suspended and/or canceled. In addition, the nonpayment will be reported to the credit bureau by NationsBank.

F

Issuing PIN's

PIN will be issued to every FSA employee that presently has a Government-provided NationsBank travel card. PIN's should be mailed to employees by NationsBank between April 19 through 30, 1999. If an employee does not receive his or her PIN by April 30, 1999, the employee should:

- call NationsBank at 1-800-472-1424
 - request PIN.
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Contact

Direct questions about this notice to FMD Travel Unit at 703-305-1408.
