

**For:** FSA State Offices, KC Complex, St. Louis Complex, and APFO

**Travel Charge Card Data for Quarterly Reporting  
to Office of the Chief Financial Officer (OCFO)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The Office of Management and Budget (OMB) requested USDA provide quarterly reports on the travel charge card program. OCFO has requested that 3 data items be reported by agencies to OCFO each quarter during the fiscal year.

OMB is asking USDA to report the number of Full Time Equivalent (FTE) employees USDA has administering the travel charge card program. This includes all Agency/Organization Program Coordinators (A/OPC's) over the travel charge card program plus any managers and policy staff.

FTE is 1 full-time staff member working on travel charge cards 100 percent of the time. Two employees working half-time equals 1 FTE, etc.

**B Purpose**

This notice requests data be provided to FMD for submission to OCFO.

**C Information Disposal Date**

The information in this notice will:

- be included on FMD Travel website
- remain effective until removed from FMD Travel website.

<p><b>Disposal Date</b></p> <p>April 1, 2004</p>	<p><b>Distribution</b></p> <p>FSA State Offices, KC Complex, St. Louis Complex, and APFO</p>
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## Notice FI-2578

### 2 Action

#### A Response Timeframe

Provide quarterly the following information to the Director, FMD by the first of January, April, July, and October of each year. April 3, 2003, is the first date that the information is due.

#### B Information to Report

The data items (quarterly information) to be reported to FMD are:

- FTE's dedicated to the travel program
- number of employees found to be abusing travel charge cards.

**Note:** HRD should provide the number of disciplinary actions taken in FSA agency wide.

#### C Labor-Management

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

#### D Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
APFO	FMD, ATPS at 703-305-1408
State Offices	DAFO
KC Complex and St. Louis Complex	Wendy Collins, KCFO, ASPS at 816-926-3266

**2 Action (Continued)**

**E FMD Address and FAX Number**

Financial Management Division  
Financial Accounting & Reporting Branch  
Accounting and Travel Policy Section  
STOP 0581  
1400 Independence Ave, SW  
Washington, DC 20250-0581 or FAX 703-305-1147