

e-travel

Management Instruction

Government-Issued, Individually Billed Travel Charge Cards

Background

The Postal Service participates in the federal government's travel charge card program. The travel charge card is a tool that enables Postal Service employees on travel to get government-rate airfares, avoid liability when operating a rental vehicle while on official business, and obtain travel advances via automated teller machines (ATMs).

General Policy

Who May Be Issued a Card

- All nonbargaining unit employees who travel on official business must have an individually billed travel charge card.
- Bargaining unit employees who travel two or more times a year may request an individually billed travel charge card.

How to Request a Card

1. Locate the travel charge card coordinator in your functional area.
2. Request an application from the coordinator.
3. Complete the application and return it to the coordinator.
4. Your travel charge card will be sent to you in approximately two weeks. It will come in an unmarked envelope.
5. Your personal identification number (PIN) giving you ATM access will be mailed separately.

Date	March 4, 2002
Effective	Immediately
Number	FM-640-2002-1
Obsoletes	N/A
Unit	National Accounting

Donna M. Peak

Donna M. Peak
Vice President and Controller
Finance

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Responsibilities of the Cardholder

- **Use the government-issued travel charge card to pay for your *official* travel expenses only.** You may not use the card for personal expenses. You may not use it to pay for the travel expenses of another employee.
- **Pay the bill, in full, each month.** Partial payments are allowed *only* if charges have been disputed with the charge card provider through the official dispute process (see below).
- **Promptly dispute any charges on your bill that are incorrect.** Contact your travel charge card coordinator to obtain and complete a dispute form. Your coordinator will forward the completed form to the charge card provider for processing.
- **Promptly report any change of address to the charge card provider.**
- **Contact your charge card coordinator if you change jobs and your new job is in a different functional area.** You will need to tell the coordinator where your new job is located so your account can be transferred to your new coordinator's portfolio.
- **Immediately contact the charge card provider if your card is lost or stolen.** Your account will be closed, a new account will be opened, and a new card will be issued. You will not be responsible for any charges on your account not made by you after you notify the provider.
- **Upon leaving the Postal Service, turn in your charge card to your coordinator.** You remain responsible for any account balance even though you are no longer a Postal Service employee.

When Your Card Is Suspended or Cancelled

The government travel charge card provider may suspend or cancel the cards of employees who become delinquent in paying their accounts or who issue "not sufficient funds" (NSF) checks. The following policies apply when the provider cancels or suspends employees' government travel charge cards:

Employees Must Pay Official Travel Expenses With Their Personal Credit Card or Cash

- Employees with suspended or cancelled government travel charge cards must pay their official expenses with their personal credit cards or with their own cash.

- Bargaining unit employees and nonbargaining unit employees with suspended or cancelled government travel charge cards *may not* use their organization's centrally billed corporate accounts to pay for official travel expenses.

Employees Are Liable for Official Travel Expenses Exceeding Government Rates

- Employees with suspended or cancelled government travel charge cards are liable for the amounts by which their official travel expenses exceed government rates. The Postal Service will reimburse those employees up to the government rates, not for the excess amount.
- The travel agencies with which the Postal Service contracts can normally get government rates (if available) for official travel expenses other than airline tickets (e.g., lodging, rental vehicles, train tickets, bus tickets) without a government travel charge card. If they cannot, employees with suspended or cancelled government travel charge cards may purchase tickets or lodging and rent vehicles directly from the companies that provide those services. This policy allows employees to seek and procure the lowest available rates.

Employees Are Liable for Interest Accrued on Their Personal Credit Cards

- Employees with suspended or cancelled government travel charge cards are liable for interest accrued on their personal credit cards from official travel expenses. The Postal Service will not reimburse those employees for the accrued interest.

Employees Are Liable for Rental Car Repairs and Replacement Costs

- The General Services Administration (GSA) rental car company contract provides repair and replacement coverage only for damaged or stolen rental vehicles that are paid for with government travel charge cards.
- Employees with suspended or cancelled government travel charge cards are liable for the repair and replacement costs of vehicles they rent for official business if the vehicles are damaged or stolen. The Postal Service will not reimburse those employees for these costs.

Employees Are Liable for Rental Car Insurance Costs

Except when traveling in a foreign country, employees with suspended or cancelled government travel charge cards who opt for collision damage insurance or personal accident insurance offered in car rental company contracts are liable for those insurance costs. The Postal Service will not reimburse any employee (including those with valid government travel charge cards) for those costs.

Valid Government Travel Charge Cards May Not Be Used to Pay for Official Travel Expenses of Employees with Suspended or Cancelled Cards

- Employees with valid government travel charge cards may not use them to pay the official travel expenses of employees with suspended or cancelled cards, nor may they lend their card to employees with suspended or cancelled cards.
- Employees with valid government travel charge cards who use their card to pay the expenses of an employee with a suspended or cancelled card, or who allow the employee to use their card, are liable for all expenses charged to the card for or by the employee, even if that employee does not reimburse them. The Postal Service will not reimburse those employees for these expenses.
- Employees with valid government travel charge cards, as well as employees with suspended or cancelled cards, who use or permit the use of the valid travel charge cards for unauthorized purposes are subject to disciplinary action.
- Managers who allow their employees to use valid government travel charge cards for unauthorized purposes are also subject to disciplinary action.
- Employees with valid government travel charge cards who use or permit the use of their cards for unauthorized purposes are subject to have their cards suspended or cancelled.

Employees Remain Responsible for Past-Due Amounts

- Employees with suspended or cancelled government travel charge cards retain the responsibility to pay off, in full, amounts that were past due at the time of suspension or cancellation.

REMINDER

Travel Advances for Bargaining Unit Employees

Managers should no longer issue travel advances from imprest funds to bargaining unit employees.

Bargaining unit employees have two methods for obtaining a travel advance:

- Bargaining unit employees who participate in the eTravel pilot program and who *have* a Citibank travel credit card should use the card to obtain travel advances.

- Bargaining unit employees who *do not have* a Citibank travel credit card should go through the Accounts Payable and Reporting System (APARS). They must obtain their advances *well before* their travel dates so that their managers will have time to process their advances. In emergency situations only, managers may issue travel advances locally.

— National Accounting,
Finance, 9-5-02

eTravel Pilot Roll-Out for Bargaining Unit Employees

In July 2002, we began a pilot of the roll-out of the eTravel system for bargaining unit employees who travel on official Postal Service business. The first bargaining unit employees enrolled and trained in the pilot were those assigned to the accounting service centers (ASCs) and integrated business system solution centers (IBSSCs). We will expand the pilot of the system for other bargaining unit employees in selected districts beginning September 5, 2002. We anticipate that all bargaining unit employees who travel will be enrolled in the eTravel system by the end of postal quarter 2, fiscal year 2003.

Postal Service managers are responsible for ensuring that Citibank Government Card Services issues government travel cards to employees who are enrolled in

eTravel. Travelers must use the Citibank government travel card to:

- Obtain airline tickets.
- Obtain cash advances for travel.
- Pay for hotel and transportation charges.

The Postal Service will pay Citibank directly for reimbursable expenses charged to the travel card after the traveler submits, and his or her manager approves, an eTravel expense report. The preferred method of travel reimbursement for items not charged to the travel card is electronic funds transfer (EFT) to a bank account designated by the traveler.

For additional information, contact your area eTravel coordinator.

— National Accounting,
Finance, 9-5-02

INSTRUCTION TO POST OFFICES

Discontinuance/Destruction of International Money Order (ATI) Form Sets

On August 10, 2002, the Postal Service discontinued standard international postal money orders, both incoming and outgoing. Therefore, the *Authorization to Issue an International Money Order (ATI)* form set has been discontinued. Post Offices should do the following:

- Destroy ATI form sets by tearing or cutting them into eight pieces or more.
- Certify by memorandum that the form sets have been destroyed using the memorandum on page 36 of this *Postal Bulletin*.

- Send the certification memorandum to the following address:

MONEY ORDER BRANCH
US POSTAL SERVICE
PO BOX 82441
ST LOUIS MO 63182-2441

Note: POS ONE offices must withdraw the ATI form sets from the POS ONE inventory system before destruction and then follow the steps above.

— Revenue and Field Accounting,
Finance, 9-5-02

Finance

MANAGEMENT INSTRUCTION

Government-Issued, Individually Billed Travel Charge Cards

Management Instruction (MI) FM-640-2002-1, *Government-Issued, Individually Billed Travel Charge Cards*, has been published online. You can locate the online copy of the MI on the Postal Service Intranet at <http://blue.usps.gov/cpim>; click on *MIs*. This MI will not be available in printed copies.

— Corporate Accounting, Finance, 5-2-02

Philately

STAMP ANNOUNCEMENT 02-09

American Toleware Definitive Stamp



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The Postal Service will issue a 5-cent *American Toleware* (Item 778100) definitive stamp in a gummed coil of 10,000 on May 31, 2002, in McLean, Virginia. The stamp, designed by Derry Noyes, Washington, DC, and illustrated

by Lou Nolan, McLean, Virginia, will go on sale nationwide on June 1, 2002. The coil of 10,000 may not be split and the stamps may not be sold individually.

The *American Toleware* definitive stamp features a painted detail of a black toleware coffeepot. Toleware is japanned (varnished) or painted tinware fashioned into a variety of objects, including teapots, coffeepots, cups, and candlesticks, and often decorated with designs such as fruits, flowers, and leaves. Typically, these designs in colors such as deep red, green, and pumpkin yellow are either hand painted or stenciled into a black background of asphaltum mixed with varnish, giving the items a velvety finish. The coffeepot featured on the stamp is now in the collection of the Winterthur Museum in Delaware. It is believed that this piece was manufactured in Philadelphia, Pennsylvania, between 1850 and 1875. The *American Toleware* stamp is the first stamp in the new *American Design* series. The stamps in this series will vary in denomination from 1 through 10 cents.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office, by telephone at 1 800 STAMP-24, and at the Postal Store Web site at www.usps.com. They should affix the stamps to envelopes of their choice, address the



eTravel

Helpful Hints for
Getting Prompt
Payment

Publication 78
October 2002

Ensure prompt payment
of your eTravel expense report
by following these helpful hints
from Headquarters Accounting.

The Basics

- Access the eTravel web site. From the corporate intranet — *<http://blue.usps.gov>* — click on "Headquarters," then "Finance," and then "eTravel," or just type "etravel" into your Web browser's address field and click Enter. Then key in your user name and password.
- Review Concur Central. This is eTravel's home page — the first page you see when you enter the eTravel system. Here, you will find helpful information on "Company News" and "Tip of the Day."
- Know your eTravel Coordinator. Go to *<http://etravelhelp>*, select "Coordinators," and then "Search for a Coordinator."
- Watch those hyphens. Do not insert hyphens in finance or social security numbers. The eTravel system does not allow hyphens with those numbers. Using hyphens interferes with your payment.
- Use eTravel for more than travel payments. You can also use eTravel for other approved reimbursements, such as training registration fees or local travel in excess of \$15.

- Training tools. Web-based training modules are now available. "Concur Classroom" is available on the eTravel Restricted Information page.

Keep Information Current

- Keep your "My Profile" information current. Your eTravel profile information is located in the "My Info" page. Ensure that this information stays current — especially your e-mail address and business telephone number. Sometimes these are the only ways we can contact you. Also verify your e-mail address. (If you have an office e-mail account, be sure your account is activated with an internet address so that information can reach you by e-mail.) Call 1-800-USPS-HELP (i.e., 1-800-877-7435), choose the option for IT Support Services, then for District IT Support Services, and then tell them you want to receive internet e-mails for eTravel.
- Keep your credit card number current. Notify the eTravel Help Desk at 1-800-USPS-HELP (i.e., 1-800-877-7435), choose Options 1, then 2, and then 7 whenever you change your Citibank credit card number.

Create Your Expense Report

- Use a unique report name on the report header. In the "Report Name" field, type your first initial and full last name, followed by your travel destination or purpose and the date range of travel (for example, JSMITH DC 5/1-5/02). Use a different report name for each expense report. You can edit your report name in the "Summary" page.

- Separate tax from the room rate in the hotel itemization. The Postal Service is exempt from paying taxes. However, if you do pay tax for whatever reason, separate the tax from the room charge under "Itemize." If you do not pay taxes, include the words "tax exempt" in the hotel "Description" field so that your approving manager will not question your report.
- Ensure that you check "Includes first day of trip" and "Includes last day of trip" boxes on your per diem entry. You must check these fields for the per diem to be calculated correctly. The "First Day" and "Last Day" boxes may appear in multiple per diem entries, and other lines may have neither checked (i.e., multi-leg trips).
- Use your government travel card for airfare, car rental, and parking. This will reduce the number of receipts sent to Back Office Processing (the office that processes eTravel receipts).
- Explain cost comparison, exceptions, etc. using the "Report Remarks" button. This feature allows you to provide details about certain expenses so that you can help reduce or eliminate potential questions by the approving manager.
- Verify trip dates. Ensure that the dates in "Expense Entry" are within the dates of the trip or explain the difference (for example, per diem dates and hotel stay).
- Provide receipts for all expenses of \$50 or more, unless you bring the expenses into the eTravel report from the "Company Card" page. An exception is a hotel bill, which must always be submitted with your receipt report.

- Select the proper "Payment Type" for where your payment should go. Payment type "Gov't. Travel Card" sends money to the travel card provider. Payment type "Other" sends money to your financial institution. Payment type "Master Billed" reconciles the cost of master billed expenses to the appropriate finance number.
- Check the "Personal Expense" box to indicate that you should not be paid for the expense. For example, room service in a hotel is not a reimbursable expense. However, personal car mileage is a reimbursable expense, so you should not check the "Personal Expense" box for this expense.

Mail Your Receipt Report

- When required, print and mail the original barcoded "Receipt Report" (not the "Detail Report") to Back Office Processing. Back Office Processing does not need the detail sheet.
- Attach only those receipts requested on the barcoded "Receipt Report." Examples are your hotel bill and receipts for purchases of \$50 or more that are not added to your report using the Company Card feature. Do not send any loose receipts. If the receipt is not listed on the Receipt Report, do not send it.
- Treat each barcoded "Receipt Report" separately. Do not staple together multiple barcode Receipt Reports — stapling together multiple reports causes errors in scanning. However, you can mail multiple reports together.

- Mail your barcoded "Receipt Report," when required, as soon as you submit your report. It is not always necessary to print Receipt Reports. Look at it on-line first to determine if you should mail the "Receipt Report."

Everyone except officers and Office of Inspector General personnel must send Receipt Reports to the following address:

ETRAVEL
BACK OFFICE PROCESSING
ST LOUIS ASC
PO BOX 80109
ST LOUIS MO 63180-0109

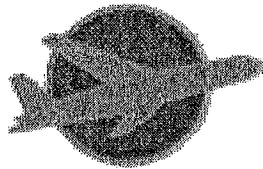
The address on a "Receipt Report" will fit in a window envelope.

- Edit corrections when you get a resubmit notice from Back Office Processing. Send your corrected eTravel expense report back to your approving manager for approval.

New Options for Fall 2002

- New and revised expense type options will take the confusion out of an expense entry. "Travel Agency Fee" will be added, and "ATM Fee" will be renamed "ATM/Cash Advance Fees."
- The Report Header will be modified. "Trip Start Date" and "Trip End Date" will be required entries. A "Local Tracking" text field of 25 spaces will be added to the report header.
- You will be able to change your designated bank account for eTravel electronic fund transfer in PostalEASE (eTravel Net to Bank). You can change your eTravel Net to Bank on the PostalEASE web page or by calling PostalEASE at 1-877-477-3273.

Electronic Expense
Report System
for the U.S. Postal Service



Keep this "Helpful Hints" brochure handy,
and use it along with the eTravel Quickstart
Guide as a reference for actions that can
speed your eTravel payment.

eTravel password reset:
1-800-USPS-HELP
(1-800-877-7435)

Select Options 0, then 1, then 2,
and then 2.

ACCOUNTING
US POSTAL SERVICE
475 L'ENFANT PLZ RM 8831
WASHINGTON DC 20260-5241



eTravel Participant Enrollment Form

Employee Name (Last, First, MI)

Social Security No.

Employee Work Location

Email Address

Work Telephone No. (Include Area Code)

Work Location Mailing Address	Address		
	City	State	ZIP Code
Check Reimbursement Mailing Address	Address		
	City	State	ZIP Code

Role of Employee (Check all that apply)

☐ Traveler

☐ Approver

Employee Type (Check one)

☐ Non-Bargaining

☐ Bargaining

☐ Officer

☐ Investigator

Electronic Funds Transfer (EFT) Enrollment Information

EFT payment is required for all EAS and PCES employees who will receive reimbursement through eTravel. EFT payment is preferred for all bargaining unit employees. Employees can enter EFT information through PostalEASE. The eTravel coordinator will confirm eTravel net-to-bank or check mailing information is current before granting an eTravel account.

Should we use the same account as your payroll net-to-bank for eTravel reimbursements?

☐ Yes

☐ No

Complete this section if: (1) The answer to the question above is "No", or (2) If you wish to change your current EFT information for eTravel.

Check to indicate if EFT is for a new enrollment or to change a current travel EFT account.

☐ New

☐ Change

Financial Institution Name

Telephone No. (Include Area Code)

Financial Institution Address

9-Digit Financial Routing Transit No.

Depositor Account No.

Account Type

☐ Checking (CODE 22)

☐ Savings (CODE 32)

NOTE: If you have more than one account in the same financial institution, you may need to contact the institution to ensure that your travel reimbursement funds are deposited to the correct account.

Privacy Act Statement: The collection of this information is authorized by 39 USC 401, 404, 1001, 1206, and 2008 and Public Law 104-134. This information will be used to reimburse you for the miscellaneous expenses for which you have submitted a claim. As a routine use, the information may be disclosed to an appropriate government agency, for law enforcement or other official purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; and to an expert, consultant, or other person under contract with the USPS to fulfill an agency function. Completion of this form is voluntary. If the required information is not provided, you will not be reimbursed for official travel expenses through the eTravel system.

In order to participate in the eTravel system, and for purposes of setting up my employee profile, I agree that:

The project team may use information from this form to access USPS electronic information systems to confirm my Finance Number, Social Security Number, government travel card account number, and EFT deposit information. I also understand that this information will be used to create an electronic "e1357" computer system responsibility agreement and logon identification number that will be provided for me to access the eTravel system. I agree that the use of my logon identification number and password to identify me as the submitter, and where appropriate, approver, of eTravel expense reports is acceptable to me.

Employee Signature		Date (MM-DD-YYYY)	
Please return completed form to your eTravel coordinator:		Name	Telephone No. (Include Area Code)
OFFICE USE ONLY	EFT Input (Initials)	P30 Input (Initials)	Date (MM-DD-YYYY)

Instructions

Employee Name:	Enter the Name (<i>Last, First, MI</i>) of the person for whom the eTravel account is being set up.
Social Security No.	Enter the employee's Social Security number. The Social Security number becomes the vendor identification number in eTravel and APARS2.
Employee Work Location	The employee's official duty station.
Email Address	The employee's internet address (<i>i.e., johndoe@email.usps.gov</i>).
Work Telephone No. (Include Area Code)	The employee's telephone number at official duty station.
Work Location Mailing Address	Enter the address of the employee's official duty station.
Check Reimbursement Mailing Address	Enter the address where travel reimbursement check is to be mailed. Used for bargaining employees who elect to receive travel reimbursement by check.
Role of Employee (Check all that apply)	Check the roll(s) that apply to the person for whom eTravel account is being set up.
Employee Type (Check one)	Check employee's personnel type.
Electronic Funds Transfer (EFT) Enrollment Information	
Should we use the same account as your payroll net-to-bank for eTravel reimbursements?	Check either "Yes" or "No". EFT payment is required for all EAS and PCES employees and preferred for all bargaining unit employees.
Complete this section if: (1) The answer to the question above is "No", or (2) If you wish to change your current EFT information for eTravel.	
Is EFT for new enrollment or to change an enrollment?	Check "New" if this is the first time you have entered an EFT account for travel in APARS. Check "Change" if you presently have a travel EFT account but want to change.
Financial Institution Name	Enter the name of the bank where account is located.
Telephone No. (Include Area Code)	Enter the telephone number for the financial institution.
Financial Institution Address	Enter the address of the financial institution, including City, State, and ZIP+4.
9-Digit Financial Routing Transit No.	Enter the 9-digit bank routing number.
Depositor Account No.	Enter the account number where travel reimbursement is to be deposited.
Account Type	Check if the account is a checking or savings account.
Employee Signature	Employee signs form attesting to qualification in paragraph above.
Date (MM-DD-YYYY)	Enter the month, day, and year that the form was signed.
Name	Enter the name of the eTravel coordinator.
Telephone No. (Include Area Code)	Enter the telephone number of the eTravel coordinator.
Office Use Only	Used for office control.



eTravel Expense Report — Overnight Travel

A. Report Header (Submit this report with hotel receipt(s) and all other receipts over \$50 that were not charged to your travel card)

1. Traveler's Name (First, MI, Last)				2. Employee ID (SSN)			
3. Employee's Office				4. Reason for Trip			
5. Charge to Finance No.	6. Trip Start Date	7. Trip End Date	8. Trip Interruption				

B. GTA

GTA Ticket No. (17 Characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

C. Nature of Expense

(Check one)

- | | | |
|---|--|--|
| <input type="checkbox"/> General Meetings | <input type="checkbox"/> Speaking Engagement | <input type="checkbox"/> Other Expense |
| <input type="checkbox"/> Detail | <input type="checkbox"/> Project Team | <input type="checkbox"/> Training Course |

D. Expenses

1. Per Diem

Start/Return Dates (MM/DD/YYYY)	Destination/Temporary Duty Station State/City/County	No. of Days	Check Box with Total Trip Length			Number of Meals Provided		
			12-24 Hrs. w/o Hotel	12-24 Hrs. with Hotel	24 Hrs. or Longer	Breakfasts	Lunches	Dinners

2. Hotel

Name of Hotel	City	Check-in Date	Check-out Date	No. of Nights This Hotel	\$ Total of Hotel Bill	Paid by Travel Card?	Circle on the hotel bill any expenses that are personal non-reimbursable expenses (examples: room service, in- room movies, laundry services).
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Personal Car

Depart Date (MM/DD/YYYY)	Trip Originated at	Destination City	Purpose of Trip/Comments	Round Trip Miles

4. Telephone Calls

Date (MM/DD/YYYY)	Cost	Type of Call (B)usiness or 5-Min. (P)ersonal	Is Call Listed on Hotel Bill?	Date (MM/DD/YYYY)	Cost	Type of Call (B)usiness or 5-Min. (P)ersonal	Is Call Listed on Hotel Bill?
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Airfare/Train					Paid by Travel Card? or "Master Billed" GTA Ticket?	
Depart Date	Airline or Train Name	Origin	Destination	Cost		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Taxi/Limo					Paid by Travel Card? Comments	
Date	City	Origin	Destination	Cost		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Car Rental				Paid by Travel Card? Comments	
Date	Rental Agency	City	Cost		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

8. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)				Paid by Travel Card? Comments	
Date	City	Expense/Purpose	Cost		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. Training Course (GL Account 52363)				Paid by Travel Card? Comments	
Date	Place	Course Description	Cost		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Comments or Additional Travel Expenses

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel expenses. As a routine use, the information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRB; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; or by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel expenses.

I certify these expenses are valid; I understand any falsification may result in forfeiture of this claim (28 U.S.C. 2514) and criminal prosecution.

Traveler's Signature	Phone No.	Date Report Submitted	Approving Manager's Name
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OFFICE USE ONLY

Input by	Date Input	Date Updated	Date Receipt Report Sent to Back Office	Date Submitted to Approving Mgr.	Date Detail Report Sent to Traveler
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A. Report Header

1. **Traveler's Name:** Print First Name, Middle Initial, and Last Name (to be used in naming convention for expense report).
2. **Employee ID:** Enter the traveler's Social Security Number.
3. **Employee's Office:** Enter the Traveler's Duty Station.
4. **Reason for Trip:** Briefly describe the reason(s) you traveled, e.g., POS One training, OIC assignment, MPOO meeting.
5. **Charge to Finance No.:** Enter the finance number to be charged.
6. **Trip Start Date:** Date the trip started (MM/DD/YYYY).
7. **Trip End Date:** Date you returned from the trip (MM/DD/YYYY).
8. **Trip Interruption:** If an interruption in per diem days occurred for the convenience of the traveler, enter the date(s) to be omitted from the per diem calculation. Note: Only used for multi-leg or split trip.

B. GTA

The GTA Ticket Number (17 characters) will be used when transportation is charged to the corporate travel card, rather than the individual traveler's card.

C. Nature of Expense

Check one of the boxes listed. Note: Form 1012-E may be used for more than travel payments. You can also use eTravel for other approved reimbursements, such as training registration fees.

D. Expenses

1. Per Diem

- a. **Start/Return Dates:** Enter the start date of the trip and the return date (MM/DD/YYYY-MM/DD/YYYY).
- b. **Destination/Temporary Duty Station State/City/County:** Used to determine per diem rate at each location.
- c. **No. of Days:** Enter the total number of days at same per diem location.
- d. **Check Box with Trip Length (Note: Trip length refers to the total time traveled, not the time spent at a specific per diem location):**
 - (1) 12-14 Hrs. w/o Hotel: Traveler is paid 75% of one day's per diem, minus meals provided.
 - (2) 12-24 Hrs. with Hotel: Traveler is paid 75% of two day's per diem, minus meals provided.
 - (3) 24 Hrs. or Longer: For trips longer than 24 hours, Traveler is paid 75% of the daily per diem rate on the first and last days of travel, and 100% of the daily per diem rate is paid for all other days of the trip, minus meals provided.
- e. **Number of Meals Provided:** Enter the number of breakfasts, lunches, and dinners provided at Postal Service expense at each per diem location.

2. Hotel

- a. **Name of Hotel:** Enter the name of the hotel.
- b. **City:** Location of hotel.
- c. **Check-in Date:** Enter the date you checked into the hotel. (The hotel bill should show the check-in and check-out dates.)

- d. **Check-out Date:** Enter the date you checked out of the hotel.
- e. **No. of Nights This Hotel:** Indicate the number of nights you spent in the hotel.
- f. **\$ Total of Hotel Bill:** Enter the total of your hotel bill, including all non-reimbursable expenses. Circle any non-reimbursable expenses on the hotel bill. Note: The employee who enters the expense report will separate the tax from the room rate in eTravel's hotel itemization function.
- g. **Paid by Travel Card?** Indicate whether or not you paid for the hotel expense with your government travel card by checking "Yes" or "No".

Note: USPS policy requires that travelers use the government travel card for all transportation, lodging, and travel advances. For stays at Norman, Oklahoma or Potomac, Maryland, hotel charges should not be entered into eTravel unless the cost is being charged to the government travel card. Generally, these charges are directly billed to the employee's home office.

3. Personal Car

- a. **Depart Date:** Enter the first date your personal vehicle was used for official business travel.
- b. **Trip Originated at:** Enter the location where the trip in your personal vehicle originated, e.g., residence or name of office.
- c. **Destination City:** Enter the location where the trip in your personal vehicle ended.
- d. **Purpose of the Trip/Comments:** Enter the reason for travel in your personal vehicle. Also include information to notify the approving manager of any special circumstances involved in driving your personal vehicle.
- e. **Round Trip Miles:** Enter the total miles driven in your personal vehicle on this date.

4. Telephone Calls

- a. **Date:** Enter the date of the call.
- b. **Cost:** Enter the cost of the call. (Personal phone call reimbursement is limited to 5 minutes per 24-hour period.)
- c. **Type of Call:** Identify the telephone call by checking "B" for Business or "P" for Personal Call.
- d. **Is Call Listed on Hotel Bill?** Indicate by checking "Yes" or "No" whether or not the call appears on the hotel bill.

Note: When possible, the traveler must use the least expensive means of placing the phone call. Whenever feasible, business and reimbursable phone calls made by the traveler are charged to the traveler's Postal-issued phone card, rather than claimed on an expense report. Hotel surcharges for the use of the Postal-issued phone card are reimbursable expenses.

5. Airfare/Train

- a. **Depart Date:** Enter the date you departed by airplane or train.
- b. **Airline or Train Name:** Enter the company name of the airline or train.
- c. **Origin:** Enter the city name where your flight/train trip began.

- d. Destination: Enter the city name of the final destination of your flight/train trip. Note: "One-way" if not round trip.
- e. Cost: Enter the cost of your airfare or train ticket.
- f. Paid by Travel Card or "Master Billed" GTA Ticket? Indicate if your government travel card was used to pay for the ticket by checking "Yes" or "No". If airfare or train expense was master-billed using government travel authority (GTA), check either "Yes" or "No". If GTA, receipt or boarding pass is required. Enter GTA ticket number in Section B above.

Note: The traveler must include an explanation if they do not use the Government Travel Card to pay for the airfare or train.

6. Taxi/Limo

- a. Date: Enter the date of your taxi/limo ride.
- b. City: Enter the city where you rode the taxi/limo.
- c. Origin: Enter the location where you were picked up, e.g., hotel, airport, residence, etc.
- d. Destination: Enter the location where you were dropped off.
- e. Cost: Enter the cost of the ride (may include a tip up to 15%).
- f. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- g. Comments: List any comments about your taxi/limo expense, if necessary, such as sharing with other USPS employees, etc.

7. Car Rental

- a. Date: Enter the date car rental began.
- b. Rental Agency: Enter the car rental agency name.
- c. City: Enter the city where the car was rented.
- d. Cost: Enter the cost of the car rental.
- e. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- f. Comments: List any comments about your car rental, when appropriate, such as sharing with other USPS employees, etc. Provide an explanation if your Government Travel Card was not used to pay for the car rental.

8. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)

- a. Date: Enter the date the other expense occurred.
- b. City: Enter the city where the expense occurred.
- c. Expense/Purpose: Describe the expense you incurred. Some examples of expenses that should be entered here include tolls, cash advance fees (fees only, not the amount of the cash advance), gas, or parking.
- d. Cost: Enter the cost of the expense.
- e. Paid by Travel Card? Indicate if you paid for the other expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

9. Training Course (GL Account 52363) — Tuition Only

- a. Date: Enter start date of the course.
- b. Place: Enter type of institution where training course was taken, e.g., Facility, University, Other).
- c. Course Description: Enter the type of course taken.
- d. Cost: Enter tuition paid.

- e. Paid by Travel Card? Indicate if you paid for the training expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

Note: The employee who enters the expense report must change the general ledger account in the GL Account field of eTravel to training expenses.

Traveler's Signature: The traveler's signature certifies factual presentation of all expense entries and compliance with USPS expense policy.

Phone No.: A phone number where the traveler can be reached if there are questions about your travel expenses.

Date Report Submitted: Enter the date the traveler sent the eTravel Expense Report to the employee for entry into eTravel.

Approving Manager's Name: Enter the name of the manager to whom the travel report should be submitted. Note: This field must contain a manager's name, not a supervisor's name. Managers who can approve a travel report are defined in Handbook F-15, *Travel and Relocation*, Appendix C.

Office Use Only

To be completed by the employee who enters the expense report data into the eTravel system on behalf of the traveler. Once the data is entered into the eTravel system, the original form and backup are maintained in the office of the web alias. A copy of the eTravel Detail Report is sent to the traveler. Any questions from the approving manager will be addressed to the traveler.

Additional Comments

Any questions concerning completion of this form or about travel, should be addressed through the district eTravel coordinator or the employee designated to enter PS Form 1012-E into eTravel through Web Alias.

After completing this form, forward the form and all receipts for expenses \$50 and over that were not charged to your government travel card to the employee designated to enter your PS Form 1012-E into eTravel. Retain copies of any receipts submitted with your expense report. The web alias will print eTravel Detail Report and send it to the traveler.

Resubmit

If the approving manager has any questions regarding the expense report, he or she will contact the traveler directly and resubmit the report to the web alias if necessary. The traveler is responsible for notifying the web alias in writing of any necessary corrections, and authorizing the person entering the expense report to edit the report in the eTravel system. The expense report will then be resubmitted to the approving manager.



eTravel Expense Report — Local Travel

A. Report Header (Submit this report with receipts for items over \$50 that were not charged to your travel card)

1. Traveler's Name (First, MI, Last)		2. Employee ID (SSN)
3. Employee's Office	4. Reason for Trip	5. Charge to Finance No.

B. Nature of Expense

(Check one)

- | | | |
|---|--|--|
| <input type="checkbox"/> General Meetings | <input type="checkbox"/> Speaking Engagement | <input type="checkbox"/> Other Expense |
| <input type="checkbox"/> Detail | <input type="checkbox"/> Project Team | <input type="checkbox"/> Training Course |

C. Expenses

1. Personal Car

Depart Date (MM/DD/YYYY)	Trip Originated at	Destination City	Purpose of Trip/Comments	Total Trip Miles	Local Commute Miles	Trip Miles Charged (Total minus Commute)

2. Taxi/Limo

Date	City	Origin	Destination	Cost	Paid by Travel Card?	Comments
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)

Date	City	Expense/Purpose	Cost	Paid by Travel Card?	Comments
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Training Course (GL Account 52363)

Date	Place	Course Description	Cost	Paid by Travel Card?	Comments
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel expenses. As a routine use, the information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRB; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; or by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel expenses.

I certify these expenses are valid; I understand any falsification may result in forfeiture of this claim (28 U.S.C. 2514) and criminal prosecution.

Traveler's Signature	Phone No.	Date Report Submitted	Approving Manager's Name
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OFFICE USE ONLY

Input by	Date Input	Date Updated	Date Receipt Report Sent to Back Office	Date Submitted to Approving Mgr.	Date Detail Report Sent to Traveler
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A. Report Header

1. Traveler's Name: Print First Name, Middle Initial, and Last Name (to be used in naming convention for expense report).
2. Employee ID: Enter the traveler's Social Security Number.
3. Employee's Office: Enter the name of the Duty Station.
4. Reason for Trip: Briefly describe the reason(s) you traveled, e.g., POS One training, OIC assignment, MPOO meeting.
5. Charge to Finance No.: Enter the finance number to be charged.

B. Nature of Expense

Check one of the boxes listed. Note: Form 1164-E may be used for more than travel payments. You can also use eTravel for other approved reimbursements, such as training registration fees.

C. Expenses

1. Personal Car

- a. Depart Date: Enter the first date of travel.
- b. Trip Originated at: Enter the location where the trip in your personal car originated, e.g., residence or name of office.
- c. Destination City: Enter the location where the trip in your personal car ended.
- d. Purpose of the Trip/Comments: Enter the reason for travel and provide information for the approving manager of any special circumstances involved in driving your personal car.
- e. Total Trip Miles: Enter the total miles driven to and from the destination.
- f. Local Commute Miles: When the trip begins and ends at the traveler's residence, enter the round trip miles from the residence to the official duty station. When the trip begins and ends at the traveler's official duty station, enter zero.
- g. Trip Miles Charged: Enter the total trip miles minus the local commute miles. This is your reimbursable miles.

2. Taxi/Limo

- a. Date: Enter the date of your taxi/limo ride.
- b. City: Enter the city where you rode the taxi/limo.
- c. Origin: Enter the location where you were picked up, e.g., hotel, airport, residence, etc.
- d. Destination: Enter the location where you were dropped off.
- e. Cost: Enter the cost of the ride (may include a tip up to 15%).
- f. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- g. Comments: List any comments about your taxi/limo expense, if necessary, such as sharing with other USPS employees, etc.

3. Other Reimbursable Expenses

- a. Date: Enter the date the other expense occurred.
- b. City: Enter the city where the expense occurred.
- c. Expense/Purpose: Describe the expense you incurred. Some examples of expenses that should be entered here include tolls, cash advance fees (fees

only, not the amount of the cash advance), gas, or parking.

- d. Cost: Enter the cost of the expense.
- e. Paid by Travel Card? Indicate if you paid for the other expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

4. Training Course (GL Account 52363) — Tuition Only

- a. Date: Enter start date of the course.
- b. Place: Enter type of institution where training course was taken, e.g., Facility, University, Other).
- c. Course Description: Enter the type of course taken.
- d. Cost: Enter tuition paid.
- e. Paid by Travel Card? Indicate if you paid for the training expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

Note: The person entering the expense report must change the general ledger account in the GL Account field of eTravel to training expenses.

Traveler's Signature: The traveler's signature certifies factual presentation of all expense entries and compliance with USPS expense policy.

Phone No.: A phone number where the traveler can be reached if there are questions about your travel expenses.

Date Report Submitted: Enter the date the traveler sent the eTravel Expense Report to the employee for entry into eTravel.

Approving Manager's Name: Enter the name of the manager to whom the travel report should be submitted. Note: This field must contain a manager's name, not a supervisor's name. Managers who can approve a travel report are defined in Handbook F-15, *Travel and Relocation*, Appendix C.

Office Use Only

To be completed by the employee who enters the expense report data into the eTravel system on behalf of the traveler. Once the data is entered into the eTravel system, original form and backup are maintained in the office of the web alias. A copy of the eTravel Detailed Report is sent to the traveler. Any questions from the approving manager will be addressed to the traveler.

Additional Comments

Any questions concerning completion of this form or about travel, should be addressed through the district eTravel coordinator or the employee designated to enter PS Form 1164-E into eTravel through Web Alias.

After completing this form, forward the form and all receipts for expenses \$50 and over that were not charged to your government travel card to the employee designated to enter your PS Form 1164-E into eTravel. Retain copies of any receipts submitted with your expense report. The web alias will print eTravel Detail Report and send it to the traveler.

Resubmit

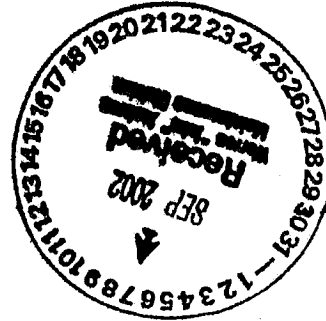
If the approving manager has any questions regarding the expense report, he or she will contact the traveler directly and resubmit the report to the web alias if necessary. The traveler is responsible for notifying the web alias in writing of any necessary corrections, and authorizing the person entering the expense report to edit the report in the eTravel system. The expense report will then be resubmitted to the approving manager.

LABOR RELATIONS



September 3, 2002

Mr. Warren "Jake" Jackson
Assistant Maintenance Director "B"
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128



Dear Jake:

This is in response to your July 18 email message concerning eTravel reimbursement. The Postal Service will make direct payment to the credit card company for expenses charged to the travel card, upon approval of the expense report. *Authorized travel reimbursement for items not charged to the travel card will be paid directly to a bank account designated by the traveler or by check, at the option of the employee.*

If you have any questions regarding the foregoing, please contact Alan Moore of my staff at (202) 268-7795.

Sincerely,

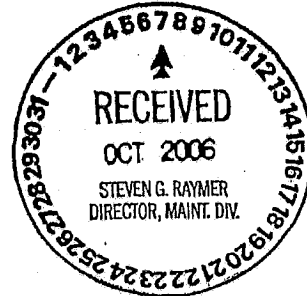
A handwritten signature in cursive script, appearing to read "Doug A. Tulino".

Doug A. Tulino
Manager
Labor Relations Policies and Programs



September 27, 2002

Mr. Steven G. Raymer
Director,
Maintenance Division
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128



Dear Steve:

This is in response to your September 13 request for clarification regarding the eTravel program. I have restated your concern followed by our response.

Issue: Is the employee's credit rating or the USPS guarantee that is used to issue the credit card to the employee?

Response: The contract between the General Services Administration (GSA) and the financial institutions that issue government travel cards requires that the card be provided to all authorized employees, regardless of an individual employee's credit rating. Please note that the travel card is not a credit card. Rather, it is a charge card which requires the entire balance be paid each month.

Issue: Are there any conditions/situations where an employee would not be issued a credit card?

Response: All employees required to travel on official business will be issued a government travel card.

Issue: Is it permissible to use the ATM to make a single withdrawal equating to \$50/day for the whole trip? In other words, can I make a single \$350 withdrawal from the ATM for an authorized 7 day trip or must I make seven daily withdrawals of \$50 each?

Response: The travel card allows a single withdrawal of \$350 per week for employees on authorized travel for seven consecutive days. However, the withdrawal is subject to the rules of the bank that owns the ATM. For instance, a bank's daily ATM withdrawal limit of \$250.00 would apply to an employee using the travel card. However, the employee could go to another bank's ATM the same day and withdraw the remaining \$100.00.

If you have any questions regarding this information, please contact Alan Moore of my staff at (202) 268-7795.

Sincerely,

A handwritten signature in dark ink, appearing to read "Doug A. Tulino".

Doug A. Tulino
Manager
Labor Relations Policies and Programs

FINANCE



November 26, 2002

AREA FINANCE MANAGERS

SUBJECT: Individually Billed Government Travel Card

The pilot of the rollout of eTravel to bargaining employees is going well. There is confusion, however, as to the policy regarding the individually billed government travel card.

The revised Handbook F-15, Travel and Relocation, will state in Section 3, Tools for the Traveler, that if you are a bargaining unit employee and you are designated a frequent traveler by your facility manager, it is strongly suggested that you use an individually billed government travel card for official travel. If you are a nonbargaining unit employee, you must use the government travel card. This travel card policy will avoid exception processing and conform to the Postal Service's plan to use best business practices.

We would appreciate your disseminating this travel card policy to your organization. We believe there are many advantages to having a travel card. The travel card for bargaining unit employees is restricted to a \$7,500 ceiling and \$350 at the ATM with merchant codes set for travel, restaurants, and the ATM.

If you have any questions regarding the individually billed travel card, please contact Mary Klein, National Accounting, at (202) 268-6442.


Wayne Schwarz
Manager, Accounting



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

January 9, 2003

Subject: e-travel

National Executive Board

William Burrus
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Executive Vice President

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Industrial Relations Director

James "Jim" McCarthy
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Steven G. "Steve" Raymer
Director, Maintenance Division

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Director, MVS Division

Regional Coordinators

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Central Region

Jim Burke
Eastern Region

Elizabeth "Liz" Powell
Northeast Region

Terry Stapleton
Southern Region

Omar M. Gonzalez
Western Region

There have been several questions lately from the field regarding local management's insistence that bargaining unit employees must enroll in e-travel; must enroll in electronic funds transfer (EFT); must accept the government travel card; and failing to do this, management threatens the employee will not be sent for training and may be considered as unqualified for their current maintenance position.

We have had discussions at this level with the USPS as recently as today. Whether to accept the travel card and/or to enroll in EFT are optional for bargaining unit employees.

Part of the problem lies in the e-travel enrollment form itself. The PS Form 1010 with an issue date of May 2002 was drawn up with non-bargaining unit employees in mind. This was because only non-bargaining unit employees were covered at the time. A revised Form 1010 is passing through the USPS clearance process at this time and will clarify that EFT is optional for bargaining unit employees.

Travel advances can be obtained either by using the travel card and withdrawing cash from an ATM or by the usual paper check method for those that do not want the travel card.

However, enrollment in e-travel itself -- which is the computerized processing and tracking of expenses -- is still required. An employee's travel expenses are logged into e-travel and this process does NOT require that an employee obtain a travel card or enroll in EFT.

Bargaining unit employees are not to be denied training because the employee will not accept a travel card and/or EFT. The USPS at this level agrees.

Grievances should be filed if this occurs.

Steven G. Raymer
Maintenance Craft Director

