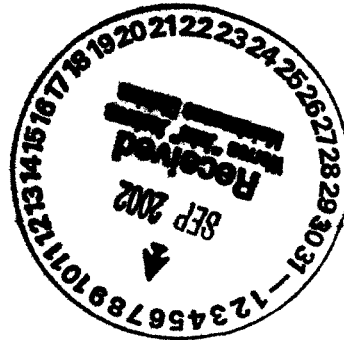




September 3, 2002

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 that reads "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,

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.


Jayne Schwarz
Manager, Accounting