

Government Charge Card Abuse Prevention Act Checklist

5 U.S.C. § 5701 note – P.L. 112-194 amended Section 2 of the Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264; 5 U.S.C. 5701 note) by adding the following 112-194 provisions:

	P.L. 112-194 Description and Reference (h) Management of Travel Cards	Responsible Office/ Officials	Tools/Reports Available
T1	(1) - Required Safeguards and Internal Controls - The head of each executive agency that has employees that use travel charge cards shall establish and maintain the following internal control activities to ensure the proper, efficient, and effective use of such travel charge cards:	Bureaus/Key Accountable Personnel	
T2	(1)(A) - There is a record in each executive agency of each holder of a travel charge card issued on behalf of the agency for official use, annotated with the limitations on amounts that are applicable to the use of each such card by that travel charge cardholder.	Bureaus/APCs	Account Listing Report Exhibit 7
T3	(1)(B) - Rebates and Refunds based on prompt payment, sales volume, or other actions by the agency on travel charge card accounts are monitored for accuracy and properly recorded as a receipt of the agency that employs the cardholder.	OAM/Bureaus/APCs	Rebate Reports Exhibit 7
T4	(1)(C) - Periodic reviews are performed to determine whether each travel charge card holder has a need for the travel charge card.	Bureaus/Supervisors and APC	Card Listing Report Exhibit 7
T5	(1)(D) - Appropriate training is provided to each travel charge cardholder and each official with responsibility for overseeing the use of travel charge cards issued by an executive agency.	Bureaus/Travelers, Supervisors and APCs	GSA on-line Training/CLC
T6	(1)(E) - Each executive agency has specific policies regarding travel charge cards issued for various component organizations and categories of component organizations, the credit limits authorized for various categories of card holders, and categories of employees eligible to be issued travel charge cards, and designs those policies to minimize the financial risk to the Federal Government of the issuance of the travel charge cards and to ensure the integrity of travel charge card holders.	DOC/See Section 3	

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T7	(1)(F) - Each executive agency has policies to ensure its contractual arrangement with each travel charge card issuing contractor contains a requirement that the creditworthiness of an individual be evaluated before the individual is issued a travel charge card, and that no individual be issued a travel charge card if that individual is found not creditworthy as a result of the evaluation (except that this paragraph shall not preclude issuance of a restricted use, prepaid, declining balance, controlled-spend, or stored value card when the individual lacks a credit history or has a credit score below the minimum credit score established by the Director of the Office of Management and Budget.)	DOC/See Subsection 3.9	GSA SmartPay© Master Contract and DOC Task Order
T8	(1)(G) - Each executive agency uses effective systems, techniques, and technologies to prevent or identify improper purchases.	All/Supervisors, Approving Officials, and APCs See Subsection 4.5	EAS/Unusual Activities/Non- Travel/Cash Advances- ATM/Weekend-Holiday Activity Reports, Data Mining Tool
T9	(1)(H) - Each executive agency ensures that the travel charge card of each employee who ceases to be employed by the agency is invalidated immediately upon termination of the employment of the employee.	All/APCs See Subsection 5.1.4, item 15	Separation Clearance Sheet/HR Separation Reports
T10	(1)(I) - Each executive agency shall ensure that, where appropriate, travel card payments are issued directly to the travel card-issuing bank for credit to the employee's individual travel card account.	Bureaus w/ETS2 system	Split Disbursement
T11	(3) Inspector General Audit - The Inspector General of each executive agency with more than \$10,000,000 in travel card spending shall conduct periodic audits or reviews of travel card programs to analyze risks of illegal, improper, or erroneous purchases and payments. The findings of such audits or reviews along with recommendations to prevent improper use of travel cards shall be reported to the Director of the Office of Management and Budget and Congress.	OIG	
T12	(4) Penalties for Violations - Consistent with the guidance prescribed under paragraph (2), each executive agency shall provide for appropriate adverse personnel actions to be imposed in cases in which employees of the executive agency fail to comply with applicable travel charge card terms and conditions or applicable agency regulations or commit fraud with respect to a travel charge card, including removal in appropriate cases.	Bureaus/Supervisors, Approving Officials, and servicing HR	Transactions Reports

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CBA	Sec. 4. "Management of Centrally Billed Accounts".		
CB1	4(a) - Required Internal Controls For Centrally Billed Accounts - The head of an executive agency that has employees who use a travel charge card that is billed directly to the United States Government shall establish and maintain the following internal control activities:	All/Approving Officials and APCs	Itinerary/Invoice provided by TMC that indicate card use
CB2	4(a)(1) - The executive agency shall ensure that officials with the authority to approve official travel verify that centrally billed account charges are not reimbursed to an employee.	All/Approving Officials and APCs	
CB3	4(a)(2) - The executive agency shall dispute unallowable and erroneous charges and track the status of the disputed transactions to ensure appropriate resolution.	All/Approving Officials. CBA Manager/APCs Disputed Charges	CBA reconciliation processes and procedures include reporting/tracking disputed transactions
CB4	4(a)(3) - The executive agency shall submit requests to servicing airlines for refunds of fully or partially unused tickets, when entitled to such refunds, and track the status of unused tickets to ensure appropriate resolution.	CBA Manager/APCs/TMC	Incorporated into CBA reconciliation processes and procedures