

## Semi-Annual Report on Travel Charge Card Violations

Semi-Annual Report Travel Charge Card Violations	
Bureau: Submitted by: Reporting Period: <input type="checkbox"/> 1 OCT-31 MAR _____ <input type="checkbox"/> 1 APR-30 SEP _____	
<i>I. Summary description of confirmed violations involving misuse of the Travel Card.</i>	<i>Number</i>
a. Number of Delinquent (61+ days) travel card accounts that occurred during reporting period.	
b. Number of employees reported to the OIG or Bureau Officials for possible misuse of the card during this reporting cycle.	
c. Number of disciplinary actions taken for misuse during this reporting cycle.	
<i>II. Summary description of all adverse personnel actions, punishment, or other actions taken in response to each reportable violation involving misuse of the Travel Card.</i>	<i>Number</i>
a. Documentation of Counseling	
b. Reprimand	
c. Suspension	
d. Demotion	
e. Removal	
f. Other (description)	
<i>III. Status of all pending violations.</i>	<i>Number</i>
a. Number of violations pending investigation	
b. Number of violations pending a hearing	
c. Number of violations pending final agency action	
d. Number of violations pending decision on appeal	

*Note: This summary report covers information for adverse personnel actions only, not for administrative errors.*