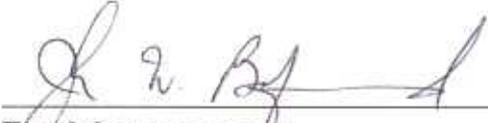
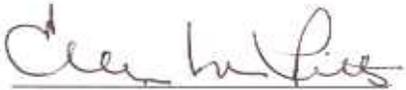


Memorandum of Understanding
National Association of Government Employees
Travel Card Delinquency Bulletin

The following constitutes an agreement between the Department of Veterans Affairs, Office of Financial Management and the National Association of Government Employees regarding the travel card delinquency bulletin (OF Bulletin 01GC1.02) at VHA facilities that have NAGE bargaining units:

1. The Union will be provided with simultaneous written notification whenever the Agency seeks to collect delinquent amounts on individually billed travel cards from a bargaining unit member. Such notice will be limited to notifying the Union that a collection will be made from a specific bargaining unit member. Details of the indebtedness will be provided only upon the employee's request to share such information with Union officials.
2. When an employee requests a written review, such review will be conducted as soon as possible but not later than 60 days after the request, and will provide specific written replies to issues raised and findings made.
3. Each facility should ensure that every effort is made to reimburse employees in a timely manner for all appropriate travel expenses. In accordance with 41 CFR Part 301-52 and Office of Finance Bulletin 00GC1.05 (July 24, 2000), facilities will calculate and pay a late payment fee for all vouchers not paid within 30 days of the date of the employee's submission of a proper travel reimbursement voucher. Each facility shall develop a method for tracking penalty payments made to bargaining unit employees.


For Management 6/13/01


For NAGE 6/13/01