

12/16/08 - CORRECTION: Please note that the URL for our new JPMC website has been updated. The correct link is:

<http://www.corporateservices.noaa.gov/~finance/JPMC.html>.

We apologize for any inconvenience.

MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 09-4 Transition Update and
Reminders on the Proper Use of the
Government Travel Card

DATE: December 11, 2008

This advisory is being issued to provide employees with current information regarding the transition to J.P. Morgan Chase (JPMC) and to also provide information on the proper use of the government travel card.

Employees who had a Citibank Government travel card should have their new JPMC Government travel by now. If you have not received your new card, please call or e-mail your Agency Organization Program Coordinator (AOPC):

All Line and Staff Offices, other than NMFS and NWS -

Elissa Kelsey/ Elissa.M.Kelsey@noaa.gov

phone - (301) 444-2107

fax - (301) 413-3066

NMFS

Primary: Marlena Bowman - Marlena.Bowman@noaa.gov

phone - (301) 713-1364 x194

fax - (301) 713-2258

backup: Annette Stern - Annette.R.Stern@noaa.gov

phone - (301) 713-2259 x119

NWS

Primary: Yvette Garnett-Singleton - Yvette.Garnett-Singleton@noaa.gov

phone - (301) 713-0420 x123

fax - (301) 608-0850

backup: Janice Evans - Janice.Evans@noaa.gov

phone - (301) 713-0420 x104

JPMC travel cards are blue in color and indicate "For Official Government Travel" and JPMC purchase cards are maroon in color and indicate "For Official Government Purchases". Employees should remember to call the 800 number on the back of their new JPMC travel card prior to the first time they travel to activate the card. Employees who have a Citibank travel card will need to shred their card now that the Citibank travel card is no longer active. Do not return your travel card to

<http://www.corporateservices.noaa.gov/~finance/JPMC.html> anyone .

We invite all cardholders to visit our new JPMC website which hosts:

- the new on-line JPMC travel card application,
- application instructions,
- travel cardholder training,
- PaymentNet access,
- MasterCard ATM locator,
- travel card regulations,
- travel card misconduct and corrective measures,
- recent travel advisories regarding the transition, and
- any new information regarding the travel card program.

Cardholders are encouraged to access JPMC's automated on-line PaymentNet system to view and update their personal profile information. Cardholders will need to utilize PaymentNet instructions from our website in order to access PaymentNet. Some accounts may need to be updated due to incorrect e-mail address, phone numbers, and/or home addresses. In addition cardholders can access PaymentNet <https://gov1.paymentnet.com/Login.aspx> to

- change their name;
- change their address;
- dispute charge transactions;
- access account statements; and
- pay their travel card bill

Cardholders may also call JPMC's customer service phone number at (888)297-0781. Cardholders will need to contact their servicing AOPC (listed above) for credit increases or to report a lost or stolen card.

Travel cardholders should be aware of current Phishing Scams that involve someone posing as a JPMC representative offering a better rate on their JPMC travel card. Please note that the government travel card is an interest free card and therefore would never need to be renegotiated. If you receive one

of these calls, please report the phishing scam to the 800 number on the back of your travel card.

When you receive your travel card, you must exercise the same care and responsibility for the security of the card and account number as you would with a personal charge card. You must not allow a secretary, administrative or executive officer, or supervisor, to store the card. You must exercise caution and care when giving the account number to another employee to make travel arrangements on your behalf.

- You are required to use the travel card if you travel on official business more than five times a year. Using the travel card is optional if you travel on official business less frequently.
- The use of the travel card is limited to expenses incurred incident to officially-authorized government travel. These expenses include meals, lodging, rental cars, gas, and cash advances limited to 80% of the estimated cash expenses on the travel authorization from the automated teller machines (ATM). Although the preferred method to obtain common carrier transportation is through a Centrally-Billed Account (CBA) managed by ADTRAV, the travel card may be used, when necessary.
- Use of the card at or in the vicinity of the official duty station or residence is strictly prohibited.
- Personal and family member use of the card and purchases made in retail stores are also strictly prohibited.
- You are personally liable for all charges which have been incurred on your travel card, regardless of whether the charges exceed the amount reimbursable under travel regulations. To ensure you receive reimbursement in time to repay JPMC, you must prepare and submit your travel voucher to your servicing finance office within 5 days of completing a trip. Approving officials must promptly review and approve travel vouchers to ensure they are submitted within the required 5 days. In most cases, when vouchers are submitted to the servicing finance office in a timely manner, employees will be reimbursed for their expenses before payment is due to JPMC. You must pay your bill in full when you receive it, but no later than 25 calendar days from the closing date on the statement even if you have not yet received reimbursement.
- You must comply with Employee Responsibilities and Conduct, 15 CFR 0.735-16, which requires DOC employees to pay each financial obligation in a proper and timely manner. If you are delinquent paying JPMC, or if you use your card for non-official purposes, your supervisor, in conjunction with Workforce Management, will determine appropriate disciplinary action. Specific penalties will depend on the seriousness of the infraction and any aggravating or mitigating circumstances. Penalties range from written reprimand or suspension to removal from your job. At the discretion of your supervisor or JPMC, your travel card can be revoked at any time. Cards which are canceled or revoked are generally not reinstated.
- In addition, upon written request from the JPMC, your bureau will collect from your disposable pay any undisputed delinquent amounts that you owe JPMC.

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