

FEDERAL AVIATION ADMINISTRATION
August 6, 2004

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 22

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to reflect Federal Travel Regulation (FTR) modifications that implement the requirements of Public Law 105-264, October 19, 1998, regarding collection of undisputed amounts owed to a Government charge card contractor.
2. **When are these revisions effective?** The revisions are effective August 6, 2004.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.** The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, October 19, 1998) mandates that employees must use the travel charge card to pay for travel and transportation expenses. The Federal Aviation Administration Travel Policy (FAATP) incorporated the statutory mandate in Part 301-51 – Paying Travel Expenses.

Additionally, Public Law 105-264 requires the General Services Administration (GSA) to issue regulations on the reimbursement of travel expenses and collection of delinquent amounts upon written request of a Federal travel charge card contractor. FAA has agreed to adopt the FTR as the base document. This amendment modifies the Federal Aviation Administration Travel Policy (FAATP) to reflect FTR amendment 92 by adding part 301-54 – Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card, to the FAATP.

5. **What are the revisions in this document?** This document amends the FAATP as follows:
 - a. Adding new part 301-54—Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card as follows:

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| § 301-54.1 | Is FAA allowed to collect undisputed delinquent amounts that I owe to a Government travel charge card contractor? | Yes. Upon written request from the contractor, FAA may collect, from your disposable pay, any undisputed delinquent amounts that you owe to a Government travel charge card contractor. |
| § 301-54.2 | What is disposable pay? | Disposable pay is your compensation remaining after the deduction from your earnings of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as savings bonds, charitable contributions, etc. Deductions may be made from any type of pay you receive from FAA, e.g. basic pay, special pay, retirement pay, or incentive pay. |

§ 301-54.3 **Are there any due process requirements with which my agency must comply before collecting undisputed delinquent amounts on behalf of the contractor charge card?** Yes, FAA must:

- (a) Provide you with written notice of the type and amount of the claim, the intention to collect the claim by deduction from your disposable pay, and an explanation of your rights as a debtor;
- (b) Give you the opportunity to inspect and copy their records related to the claim;
- (c) Allow an opportunity for a review within the agency of its decision to collect the amount; and
- (d) Provide you with an opportunity to make a written agreement with the contractor to repay the delinquent amount of the claim.

§ 301-54.4 **Can FAA initiate collection of undisputed delinquent amounts if it has not reimbursed me for allowable amounts under the FAA travel charge card regulation?** No, FAA may only collect undisputed delinquent amounts for which you have been reimbursed under the applicable travel regulations. However, if you have not submitted a proper travel claim within the timeframe requirements of 301-52.8 of this chapter, and there are no extenuating circumstances, FAA may collect the undisputed delinquent amounts based on the amount charged on the travel charge card.

§ 301-54.5 **What is the maximum amount FAA may deduct from my disposable pay?** As set forth in Public Law 105-264, 112 Stat. 2350, October 19, 1998, the maximum amount your agency may deduct from your disposable pay is 15 percent a pay period, unless you agree in writing to a larger percentage.

6. Why did we make the revisions in this document? As follows:

- a. Part 301-54 has been added to provide written guidance and policy for managing the contractor charge card program. Employees who perform official travel are required to use the contractor-issued Government travel card. Employees are responsible for using the card within the guidelines of the FAATP and the Departmental Chief Financial Office. These guidelines state that the employee is responsible for the Government travel charge card and shall pay the account in a timely manner, and in full.

7. What pages must I change in my looseleaf FAATP?

| You must remove | You must add: |
|------------------------|----------------------|
| | Part 301-54 |



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