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May 5, 2003

VIA ELECTRONIC MAIL

INFORMATION BULLETIN

To: All Bureau of Reclamation Employees

From: Scott Shevlin /s/  
Manager, Accounts Receivable & Travel Team

Subject: Exemptions from Mandatory Use of Government Issued Bank Card

This memorandum is being issued as a reminder and follow-up to our memo dated July 7, 2000 which listed the general exemptions from mandatory use of a Government- issued bank card as authorized by the General Services Administration.

- ◆ Expenses incurred with a vendor that does not accept the Government sponsored travel charge card.
- ◆ Laundry/dry cleaning
- ◆ Parking
- ◆ Local transportation systems
- ◆ Taxi
- ◆ Tips
- ◆ Meals, when use of the card is impractical, e.g. group meals or the Government sponsored card is not accepted.
- ◆ Phone calls, when a Government calling card or prepaid calling card is available for use in accordance with agency policy.
- ◆ Employees who have an application pending for the travel charge card.
- ◆ Individuals traveling on invitational travel.
- ◆ New appointees for a period of 30 days after appointment, and
- ◆ Interviewee's travel expenses excluding transportation.

Although these services are exempted, you can use your card if you choose, and the vendor will accept the Government sponsored card.

If you have any questions, please contact Kaye Johnson at (303) 445-3439 or kmjohnson via the LAN.