



# July Travel Leadership Coalition



# Agenda

- Welcome & Call to Order
  - Administration
    - Today's short meeting
    - Reading into record of the June TLC minutes
  - Common Configuration & Instance Consolidation Projects post-deployment discussion
  - Travel charge cards
    - JPMC closeout
    - Transportation policy: Receipts, invoices & folios
  - Wrap up & adjourn
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- A light gray background illustration depicting a city skyline with various buildings, wind turbines, and power lines. In the foreground, there are silhouettes of three airplanes on a tarmac, with people walking and carrying luggage. The sky is filled with soft, stylized clouds and a few small stars.

# Welcome & Call to Order

- Manny Van Pelt, TLC Chair
  - Department Travel Program Manager,  
PSC Transportation Services
- Melissa Stecklow
  - Senior Travel Technical Advisor,  
PSC Transportation Services
- Coalition member roll call
  - The voting principal --either Deputy STO or Lead FATA-- should respond for record of attendance

# Administration

- Today's TLC meeting will be brief and focused because of today's FY20 Travel Planning and Information Exchange
- The June Meeting Minutes will be read into the record by the Chair
- The June minutes are:
  - A meeting quorum was established
  - The roll was taken and the May minutes were approved following a motion and second
  - The May 21 Travel Governance Council report out was given
  - Members and associates discussed the Common Configuration & Instance Consolidation Project issues
    - PSC committed to providing the universe of issues reported and sorted, including unrelated issues
  - The meeting was adjourned following a motion and second

# Instance Consolidation Project issues update

- We continue to work through two issues:
  - Reporting
  - IBA/CBA changes
- Card issues:
  - SAP Concur continues to research
  - Please continue to submit suspected occurrences
  - Items examined:
    - TMC instructions: Addressed
    - TMC downstream code: Addressed
    - Same as Reservations: Addressed
    - “Known Unknowns”

## Issues Resolution Priorities

- Ensure vouchers are processed timely
- Facilitate authorization workflow
- Identify issues that might impede travel
- Correct document errors
- Identify and repair defects

# Next steps

- Configuration Management Plan
  - Currently being drafted to share with TLC



# JPMC travel charge card closeout

- When travel charge card debt ages to 180 days it must be sent to Treasury, Bureau of Fiscal Service for collection as Federal non-tax debt
- Jan. 5, 2019 marked the start of the clock on JPMC delinquencies
- PSC and OpDivs worked closely to increase awareness of indebtedness with actions such as:
  - Reviewing travel by employees with past-due balances
    - Most simply had not filed vouchers
  - Creating vouchers for employees
  - Direct reminder e-mails
- Net result:
  - Between Jan. 1 and Jun. 1, 1,859 payments were made to past-due JPMC accounts, resolving a total of \$1,401,213.25 indebtedness
  - 188 “charge offs” worth \$262,088.82
    - PSC referred these to PSC/FMP at 180 days (Jul. 3) for offset

# Travel charge card challenges

- IBA lateness continues
  - 1,044 accounts past-due as of Jul. 17



# HHS Transportation Policy

- Receipts, Invoices & Folios
  - The ETS system produces its own receipt; a separate invoice/receipt isn't required for any purchase made through the OBE or TMC
    - Tickets or ETS fees
  - ETS2 Contracting Officer's determination, which validated GSA Office of Government-wide Policy determination
  - New section will specify the differences between the three
    - FTR is reinforced
    - Phrasing's being revised that led readers to believe that receipts are required for baggage fees, etc.

# Wrap-up & Adjourn

- Any final needs?
- Next TLC meeting: Aug. 13, 2019
- Next TGC meeting: Aug. 20, 2019
  - Meets quarterly: February, May, August and November
- Adjourn
  - Call for motion to adjourn and second?



