



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration

OFFICE OF THE CHIEF FINANCIAL OFFICER

MEMORANDUM FOR: All NOAA Employees

FROM: Kim A. Darling *Kim A Darling*
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 19-4a
Travel Updates Due to Furlough

DATE: February 8, 2019

This advisory supplements Travel Advisory 19-4 issued on January 31, 2019 (https://www.corporateservices.noaa.gov/finance/documents/TR.19.4_001.pdf) by providing an update on the status of travel card accounts that were used prior to and during the furlough.

- 1) **Travel Card Delinquency.** Travel card accounts that would normally be considered past due for the months of January and February 2019 were automatically 're-aged' by JPMC in order to prevent them from becoming delinquent, which would have resulted in account suspension. As a reminder, employees are required by law to file a travel voucher within five business days of returning from travel in order to prevent delinquency. While the furlough prevented employees from filing claims up until now, now that CBS is available, employees must file their travel vouchers as soon as possible in order to prevent their account from suspending next month. JPMC will not re-age travel card accounts for the next billing cycle (March 3, 2019) now that CBS is up and running.
- 2) **Travel Card Increases.** Employees who require an increase to their travel card will need to submit an approved travel authorization (TA) to their servicing Agency Program Coordinator (APC) in order to receive an increase on their travel card. The APC will increase their card according to the dollar amount and dates on the approved TA.
- 3) **Travel Card Applications.** JPMC is currently accepting travel card applications. Therefore, employees who require a travel card for official government travel may apply at the following link: <https://www.corporateservices.noaa.gov/finance/JPMC.html>.
- 4) **New Travel Card Vendor.** Due to the recent furlough, the switch from J.P. Morgan Chase (JPMC) to Citibank for our travel card vendor is delayed until further notice. Employees who have JPMC travel cards will continue to use those cards for all official travel.



For questions pertaining to processing documents in E2, please contact Clientservices@noaa.gov or (301) 444-3400. For travel card questions, please contact your servicing APC:

NOAA's Agency Program Coordinators (APCs)

All Line and Staff Offices other than NMFS and NWS

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NMFS employees

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NWS employees

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