

NATIONAL SUPPLEMENT
Between the
Department of Housing and Urban Development
And
AFGE National Council of HUD Locals 222

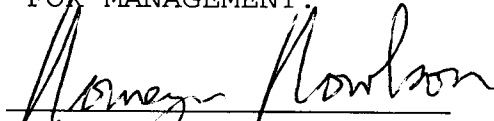
SUBJECT: The requirements of Public Law 105-264, the Travel and Transportation Act of 1998.

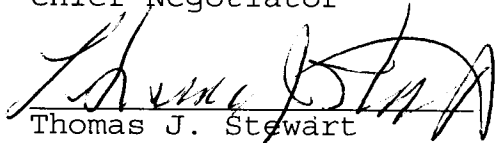
SCOPE: The scope of this supplement encompasses the impact and implementation of the Department's compliance with the required use of the travel charge card, collection of amounts owed, and payment of a late fee on reimbursement of travel expenses if not paid within thirty (30) days, on bargaining unit employees. Implementation will occur on or about January 1, 2000.

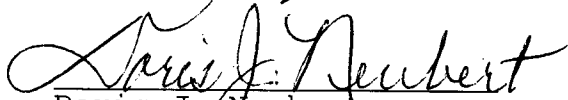
1. **Implementation:** Management agrees this supplement does not serve to cancel the provisions of Supplement 7 or Article 49 of the HUD/AFGE Agreement.
2. **Mandatory Use Exemptions:** Pursuant to 41 CFR Part 301-70.703 expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card are exempt. Typical expenses of this type are laundry/dry cleaning; parking; local transportation system; and taxi and tips.
3. **Class Exemptions Requests:** Written requests for exemptions will be submitted along with a justification for approval to the Travel Management Division. Exemptions must be national in scope. All approved exemptions will be posted on the HUDWEB.
4. **Prompt Pay:** Management agrees to pay proper travel vouchers within 30 days of submission to the authorizing official. Management will notify the traveler within 7 days of receipt if the voucher is not proper. The notice will state what is not proper and what must be done to correct it. Upon receipt of a properly corrected voucher by the authorizing official, the above time-frames start again. However, if the previous notification to the traveler was not within the allowed 7 day period, the number of days in excess will be subtracted from all subsequent 30 day periods. Interest will be automatically computed and paid on all payments made in excess of 30 days. Interest less than \$1.00 will not be paid.

5. **Contract Changes:** Management agrees to meet all labor relations obligations resulting from proposed changes to the task order covering the Government contractor-issued travel charge card.
6. **Travel Card Information:** Management agrees to provide information concerning the usage of the Government contractor-issued travel card on the CFO HUDWEB page.
7. **Contractor Notification:** Management agrees to notify the travel card contractor, when requested by the employee, if reimbursement of a proper travel voucher has not been made to the employee.
8. **Personal Funds:** Management agrees to make every effort to avoid causing employees to be forced to use personal funds for travel. The travel card issuance and/or requests for the advance of travel funds will be expedited.

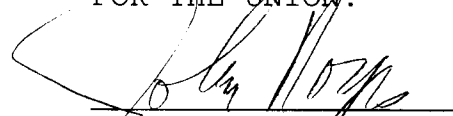
FOR MANAGEMENT:


 Roney Rowson
 Chief Negotiator

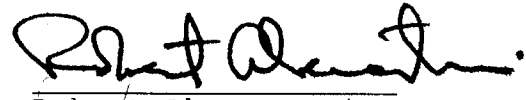

 Thomas J. Stewart

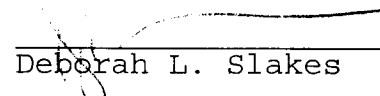

 Doris J. Neubert

FOR THE UNION:

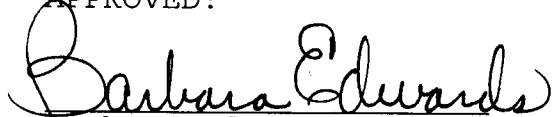

 John Noyes
 Chief Negotiator


 Ann Taylor



 Robert Aberasturi


 Deborah L. Slakes

APPROVED:


 Barbara Edwards
 Director, OHR

11/5/99
 Date


 Mortimer F. Coward
 President, National
 Council of HUD Locals 222

11/3/99
 Date