

**Executive in Charge, Office of Management  
Action Item**

**SUBJECT:** Approval of two updated financial policy chapters.

<b>Vol.</b>	<b>Ch.</b>	<b>Title</b>
I	1	VA Financial and Accounting Policy Overview
XIV	1	Travel Administration

**DISCUSSION:** The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following policy chapters:

- Volume I, Chapter 1, *VA's Financial and Accounting Policy Overview*, establishes VA financial policy and procedures to ensure that the policies and procedures are current and useful for their intended audience and the overall financial and accounting functions. This chapter is the first of several volumes/chapters of VA financial policy and procedures as referenced by the Chief Financial Officer's (CFO) Act of 1990, Office of Management and Budget (OMB) Circular A-134, Financial Accounting Principles and Standards, and other regulatory guidance.
- Volume XIV, Chapter I, *Travel Administration*, establishes VA financial policy and procedures regarding travel administration and provides the authoritative reference for VA travel management. It contains VA policy and procedures for managing travel by VA personnel, invitational travelers, contractors, and witnesses. The chapter also implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to temporary duty travel.

**RECOMMENDATION:** Approve the two updated financial policy chapters by signing below.

Approved:

/S/ Helen Tierney (Assignee)  
W. Todd Grams  
Executive in Charge, Office of Management  
and Chief Financial Officer

05/09/13  
Date