

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

**Subject:** Approval of five new policy chapters in accordance with the Financial Policy Improvement Initiative (FPIL).

<b>Vol.</b>	<b>Ch.</b>	<b>Title</b>
XV	8	<i>Payroll: Thrift Savings Plan</i>
IV	2	<i>Expenses</i>
VIII	1C	<i>Collections</i>
VIII	1B	<i>Disbursements</i>
XIV	3	<i>Transportation Expenses</i>

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

- Volume XV, Chapter 8, *Payroll: Thrift Savings Plan*, This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures relating to VA employees' participation in the Thrift Savings Plan (TSP).
- Volume IV, Chapter 2, *Expenses*, discusses how and when VA incurs expenses for operating costs, including personnel costs, contractual services, and the purchase of operating materials and supplies at the time they are incurred. VA will also record expenses for depreciation, other losses, bad debt expenses, extraordinary transactions, prior period adjustments, and changes in actuarial liabilities, when necessary.
- Volume VIII, Chapter 1C, *Collections*, discusses how and when VA uses collection mechanisms and types of collections classified either as electronic funds transfers (EFT), including Automated Clearing House (ACH), Pay.gov, Card Acquiring Service (CAS), Paper Check Conversion Over the Counter (PCC OTC), and Fedwire, or non-EFT mechanisms, such as cash or checks.
- Volume VIII, Chapter 1B, *Disbursements*, discusses Department of Veterans Affairs (VA) disbursements, which include Federal wage, salary and retirement payments, vendor payments, employee expense reimbursement payments, benefit payments, foreign payments, and other miscellaneous payments.
- Volume XIV, Chapter 3, *Transportation Expenses*, This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding the authorization and payment of transportation expenses for official Government travel. This chapter implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to temporary duty travel (TDY).

**Recommendation:** Approve the new policy chapters by signing below.

Approved:

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/s/  
W. Todd Grams  
Executive in Charge, Office of Management (004)

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8-26-2011  
Date