

NATIONAL SUPPLEMENT  
Between  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
And  
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
NATIONAL COUNCIL OF HUD LOCALS 222

Subject: FedTraveler System (e-Travel)

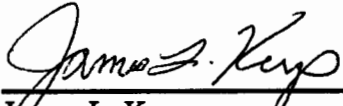
Scope: The scope of this Supplement encompasses the impact and implementation on Bargaining Unit Employees of the FedTraveler System (e-Travel).

1. **New System Training:** All employees will be provided training of the new system no more than two pay periods before the system is available in their office.
2. **Travel Training:** The Chief Financial Officer's (CFO) office will redesign the travel web page. The page will include general travel questions and answers and will be linked to the FedTraveler portal for easy access.
3. **Implementation Committee:** Management will communicate the progress of the implementation of FedTraveler to the Union on a monthly basis.
4. **Unavailable Government Travel Card:** If an employee is required to travel and does not have a Government Travel Card or the card is not active, there will be no adverse impact as a result of the employee using a non-government credit card and/or personal funds.
5. **Union Travel:** Management agrees that the current approval process for Union Representatives will be converted to the new system. The new system will provide the capability to do the alternate preparer module.
6. **Regulations:** Management agrees that implementation of FedTraveler does not adversely impact on current law, regulation or agreements between Management and the Union.
7. **User Assistance:** Employees will be provided with information regarding the FedTraveler system help desk in initial training and online help assistance available within the FedTraveler system.
8. **Electronic Approval:** FedTraveler has the capability to assign alternate approvers at each approval level.
9. **Reimbursement:** The implementation of FedTraveler will have no adverse impact on the travel reimbursement or the Electronic Funds Transfer (EFT) process.
10. **System Failure:** If the FedTraveler system is not available, employees are not subject to the penalties found in FTR 301.73.104 and 301.50.5.

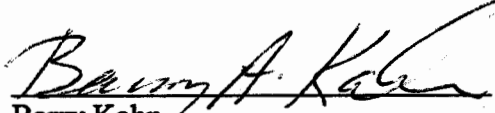
11. Waivers: The head of the Department or his/her designee(s) has (have) the authority to grant individual waivers from the required use of the FedTraveler system for security reasons, necessity of disability accommodations, or special needs.
12. Previous Provisions: Nothing in this supplement supersedes Supplement 7, 20, 27, 37 and Articles 25 and 49 of the HUD/AFGE Agreement.
13. Local Travel: Payment of local travel expense reports (voucher) will be made via EFT. In the event the employee does not have any connection with a financial institution, payments will be made by U.S. Treasury check.
14. Actual Travel Expense: FedTraveler provides the procedures for obtaining approval of actual travel expenses.
15. Lodging Accommodations: Employees will be required to book traveler offers at a Homeland Security (Federal Emergency Management Agency) approved lodging when available. The Federal Premier Lodging Program provides lodging at or below per diem. Employees will be encouraged to use this program but are not required.
16. Appropriate Use of Information: Managers are required to safeguard any information including travel information obtained in the course of official business.
17. Privacy/Confidentiality: All employees will be provided information on the privacy/confidentiality clause located within the FedTraveler system prior to implementation. The system will display a confidentiality official use notice when logging in. Employees will be reminded during training of this notification.
18. Certification of Travel Expenses: Only employees designated as alternate preparers may complete the travel plans and expense reports (authorizations and vouchers) for other employees. In no event, shall an employee certify the expenses of another employee; the traveler must sign his/her own travel expense report (voucher).
19. Split Disbursement: If the traveler has a government credit card, the FedTraveler system automatically reimburses the travel card provider for all airline, hotel and rental car charges. The traveler will have the capability to split the remaining balance of the expenses to the card or to his/herself.
20. Travel Card Activation: The Travel card will be activated no less than three days prior to travel and will remain active for 48 hours after travel is scheduled to end.
21. Executed Supplement: A copy of this executed Supplement will be distributed to all members of this negotiating team.
22. Local Bargaining: Management agrees that in accordance with Article 5 bargaining shall be conducted at the local level as appropriate.

23. Leisure Travel: Employees are allowed to utilize the Leisure Travel module of the FedTraveler system for personal travel in accordance with the HUD policy on limited use of HUD computers.

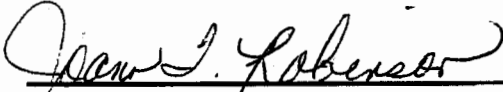
For Management:

  
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James L. Keys  
Chief Negotiator

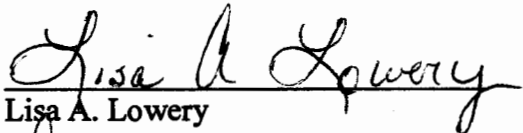
  
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Barry Kahn  
Team Member

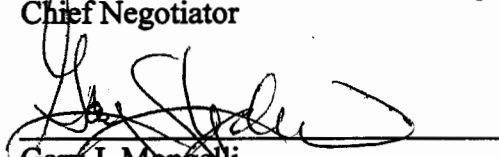
  
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Joann T. Robinson  
Team Member

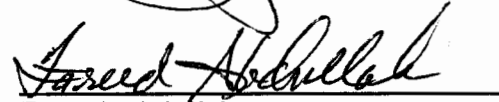
For AFGE

  
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Lisa A. Lowery  
Chief Negotiator

  
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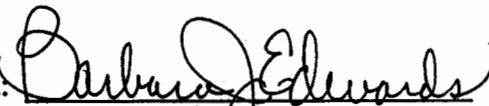
Gary J. Mongelli  
Team Member

  
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Fareed Abdullah  
Team Member

  
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Timothy J. Gravec  
Team Member

Approved:   
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Barbara J. Edwards  
Deputy Assistant Secretary for  
Human Resource Management

Approved:   
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Carolyn L. Federoff  
President, AFGE  
National Council  
Of HUD Locals 222

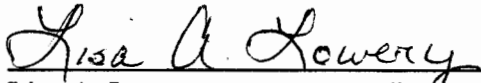
Date: 4/27/05

Date: 3/31/05

Sidebar

The HUD Travel Manager, Barry Kahn, will notify all HUD employees, via e-mail, of the URL for Fedtraveler.com. This notification will also include instructions for creating a desktop icon (link) for Fedtraveler.com. In addition, a request will be made to HUD IT to create a link to Fedtraveler.com on HUD@work.

  
James Keys                      3-24-05  
Date

  
Lisa A. Lowery                      3/24/05  
Date