



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



In Reply Refer To:
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Memorandum

To: Service Directorate

From: Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Use of Corporate Charge Card Accounts for Invitational Travel and Employees

This memorandum provides updated guidance on the appropriate use of the U.S. Fish and Wildlife Service (Service) “corporate” charge card accounts for invitational and employee temporary duty (TDY) travel. Corporate accounts are used to purchase airline tickets for individuals traveling at the invitation of the Service who do not have a government charge card, such as interviewees, emergency firefighters, new employees, employees that infrequently travel, and non-Service personnel. If necessary, it is also used for PCS travel costs for new employees and family members who require airfare. Airline tickets purchased through the corporate accounts must comply with all applicable Federal Travel Regulations and Departmental and Service travel policies. Please note that invitational travel does not apply to contractors or to Federal employees from another bureau or agency unless they are traveling for pre-employment interviews. The following key conditions apply when using corporate accounts:

- Travel arrangers may book invitational travel online or through applicable Travel Management Center (TMC) (Duluth or El Sol).
- All invitational travel must be documented with a travel authorization in Concur Government Edition (CGE).

The attachments provide general procedures for establishing invitational travelers in the Service’s Financial and Business Management System (FBMS) and travel system (CGE) to facilitate travel voucher processing. Also, included is the updated Authorization for Use of Corporate Account form.

If you have any questions, please contact Moe Kabiri, Chief, Branch of Policy and Accountability, Division of Financial Management at (703) 358-2468 or your Regional Budget and Financial Office.

Attachments