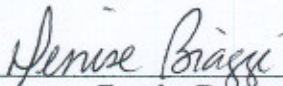


## MEMORANDUM OF UNDERSTANDING

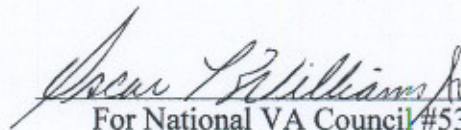
The following constitutes an Agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) concerning VA Directive and Handbook 0636 entitled "E-GOV Travel Service Policy (ETS) for Temporary Duty (TDY) Travel" within the Department.

1. Training on ETS Web-based product will be provided to bargaining unit employees prior to their use for approved travel.
2. The appropriate management official shall make necessary travel arrangements for any and all bargaining unit employees on TDY that do not have access to ETS or a Travel Management Center (TMC).
3. System access to ETS or TMC shall adequately be provided by management at all levels within the Department.
4. Normally, employees will submit their official travel claim within five (5) business days after completion of their trip.
5. Employees on continuous travel status will complete their official travel claim every thirty (30) calendar days or upon the completion of their trip, whichever is sooner.
6. Management will make every effort to reimburse bargaining unit employees within five (5) business days after submission of proper travel claim.
7. Late payment fee for travel claim reimbursement shall be paid in accordance with OF Bulletin 00GC1.05.
8. The appropriate management official shall provide a copy of this MOU to the Local Union President upon their receipt.



For the Department

9/13/06  
Date



For National VA Council #53

9-13-06  
Date