


## Memorandum of Understanding

The following constitutes an agreement between the Department of Veterans Affairs, Veterans Health Administration, (VHA) and the American Federation of Government Employees, (AFL-CIO), (AFGE), National Veterans Affairs Council (NVAC), concerning the Government Services Administration (GSA) Fleet Vehicles no longer being made available to employees of the Office of Member Services.

1. Employees will not have to use LEAF to be authorized to be reimbursed for whatever transportation needed to travel as part of their duties. If the Department determines to require employees to use LEAF for these purposes, the Department will provide the NVAC with notice and an opportunity to negotiate and will fulfill its bargaining obligations.
2. Employees must not be required to use their privately owned vehicle (POV) as part of their duties; however, employees may use their POV if they wish when required to travel as part of their duties.
3. Employees who do not wish to use their POV as part of their duties may use other transportation as approved by VA.
4. Employees who must travel less than 50 miles as needed for their duties may submit a local voucher. Reimbursement will be done through CONCUR.
5. Employees who must travel more than 50 miles as needed for their duties must comply with the CONCUR process before and after their travel.
6. Upon their receipt, the appropriate management official must provide a copy of this MOU to the affected AFGE Local President.

  
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Scott E. Foster, Labor Relations Specialists  
For the Department of Veterans Affairs (VA)

  
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Oscar L. Williams Jr., 2<sup>nd</sup> Exec Vice President  
AFGE National Veterans Affairs Council #53

6-28-23  
Date

6/28/2023  
Date

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Anne E. Burnham, VHA WMC Labor Consultant  
For the Veterans Health Administration (VHA)

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Date