

1. System Name: Travel Authorization and Reimbursement
2. System Location: Office of Administrative Programs and Services, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Current and former employees who travel on Authority business.
4. Categories of Records in the System: Names, social security numbers, employee identification numbers, home addresses and phone numbers, destination phone numbers, room preferences, expense records, receipts and other related documentation.
5. Principal Purpose: To manage, track and audit employee travel authorization and travel expense advances and reimbursement.
6. Routine Uses of Records maintained in the System: General Routine Use B (Disclosure Incident to Requesting Information); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); H (Disclosure in Connection with Litigation); and J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA) or Other Government Oversight Agencies) apply to this system. Information from this system may be disclosed to sources of travel expenses, such as hotels, airlines, car rental agencies, parking facilities, toll authorities, restaurants and other retail establishments, banks and credit card companies
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: Hard-copy generally by authorization number, but sometimes by name (during audit, for example); electronic log by authorization and/or name;
  - Storage**: Chronological hard copies and electronic log in Office of Administrative Programs & Services;
  - Safeguards**: Hard copies contained in lockable office suite in access-controlled building; electronic log on password-protected personal computer and/or limited-access network;
  - Retention and Disposal**: Hard copies and electronic logs are subject to destruction after two years.
8. Systems Manager/Administrator: Director, Administrative Programs and Services, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator**,

**Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001.** Requesters will be required to provide adequate identification, such as a driver's license, WMATA employee ID, contractor identification card, or a government-issued identification document. Requests for correction or amendment must identify the information to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website.

10. Records source categories: WMATA employees, assistants to employees and sources of travel expense receipts and information including hotels, airlines, car rental agencies, parking facilities, toll authorities, restaurants and other retail establishments, banks and credit card companies.