



# DEPARTMENT OF THE ARMY

HEADQUARTERS  
U.S. ARMY ENGINEER CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000

REPLY TO  
ATTENTION OF

ATZT-RM-MA (37)

8 MAY 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #33-98, Government Travel Charge Card

## 1. REFERENCES.

a. Department of Defense 7000.14-R, Financial Management Regulation, Volume 9, Travel Policy and Procedures, December 1996.

b. Joint Federal Travel Regulation (Military), paragraphs U4521.

c. Joint Travel Regulation, Part C: Advance of Funds for Travel Expenses, Sections C1100 and C1101, and Part E: Government Travel Charge Cards (Civilian Personnel).

2. PURPOSE. To establish official policy and procedures regarding issuance and use of the government travel charge card, currently American Express, for the U.S. Army Engineer Center and Fort Leonard Wood (FLW).

3. GENERAL. Commanders and Directors will aggressively maximize and manage the use of the government travel charge card on the installation.

## 4. POLICIES/PROCEDURES.

a. Commanders and Directors will utilize their activity coordinators to: accept and process applications for the government travel charge card, ensure adequate training to cardholders, review and report cardholder activity and delinquency status monthly, manage card needs of arriving and departing personnel, and report problems to commanders/directors for review and resolution. **ALL** U.S. government personnel who may have to travel in an official government capacity should apply for the government travel charge card. Personnel who currently have a government charge card are required to read and complete the cardholder statement of understanding at enclosure. Activity coordinators will require the completed statement of understanding prior to processing of any new applications.

b. Commanders and directors may refuse to issue cards to personnel who are unlikely or incapable of meeting their personal financial obligations under this program. Personnel who are eligible to receive an American Express card, but elect not to apply will not be eligible for a travel advance. Personnel who are not eligible for a government charge card, or who have their government charge card suspended or canceled, will be limited to travel advances as allowable within the procedures established by the servicing Defense Finance and Accounting Service Operating Location (OPLOC). Exceptions (regardless of government travel

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charge card status) may be applicable for travel orders for long-term temporary duty (TDY) of 60 days or more.

c. The government travel charge card should be used to pay for costs incidental to official business travel, including advances, lodging, rental cars, meals, and other incidental expenses (i.e., gas for rental car). Purchase of airline tickets must be made through the Official Travel Office only utilizing the installation charge card. Individual American Express cards may be used for airline tickets only in emergencies. All travel orders, DD Form 1610, Request and Authorization for Travel of DoD Personnel, will indicate the government charge card status of the traveler. Block 16 will contain one of the five following statements:

- (1) Traveler has a government travel charge card.
- (2) Traveler has applied for a government travel charge card, application attached.
- (3) Traveler's government charge card has been suspended or canceled.
- (4) Traveler does not desire to have a government charge card.
- (5) Traveler is not eligible for a government charge card.

d. If cash is needed for meals or allowable incidental expenses, cardholders will use their government travel charge card to obtain cash from an Automated Teller Machine (ATM) within five working days of scheduled departure. All other expenses will be charged directly to the government travel charge card to include lodging, rental cars, gas for rental cars, and other fees as applicable. The intent is to maximize charges directly to the card and minimize cash. Cash advances are limited to \$600 per month. Exceptions may be coordinated with the card company by the activity coordinator. Exceptions apply to one trip only and must be made in advance. Examples would be when the card cannot be used at the TDY point and/or ATMs are not available.

e. Travelers are reimbursed the service charge made by the charge card company for ATM withdrawals on their travel settlement voucher. Reimbursement is limited to 2.75 percent of the authorized expenditures, plus any additional bank fees assessed. Charges for amounts over those authorized for the trip will not be reimbursed.

f. All personnel are to file travel settlements promptly (within five days) of return and pay their travel charge card billing statement when it is received. Alternatively, travelers may choose to have the charge card company bill paid out of their travel settlement as it is processed by the servicing OPLOC. If travelers file for reimbursement within the required five days and do not receive their reimbursement before the bill is received, the traveler should notify the card company that their reimbursement is delayed. The traveler is required to pay the card company bill immediately upon receipt of reimbursement. Travelers must also notify

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activity coordinator if settlement is delayed so any resulting delinquency is noted. Failure to pay bills in accordance with this paragraph may result in disciplinary or punitive actions.

Commanders/directors are provided monthly reports displaying account charge activity and delinquent billings by cardholder's name. At the point that a bill becomes 60 days delinquent, the cardholder's immediate supervisor will be notified by the Agency Program Director, Directorate of Resource Management (DRM). At 90 days delinquent, DRM will notify the Commander/Director of the cardholder. At 120 days delinquent, DRM will notify the Chief of Staff.

g. When new personnel arrive in an activity, the coordinator will complete the required forms to transfer current cards to FLW's control. If the individual does not have a government charge card, the coordinator will provide an application in accordance with established guidelines. As cardholders depart the installation, activity coordinators will require them to report to the new duty station's coordinator to transfer their account. A copy of the permanent change of station order will be required for coordinator's file. Cards will be suspended by activity coordinators 60 days after the individual's departure. If an individual is retiring, otherwise leaving government service, or changing agencies, the card will be canceled immediately. Individual accounts will be cleared with the company to ensure all balances have been paid or arrangements made.

h. Travelers may use the government charge card for authorized TDY travel expenses **ONLY**. Travelers may not use the card for any unofficial personal transaction or as an available source of credit. This restriction applies to both military and civilian personnel. This paragraph is punitive in nature, any violators are subject to adverse administrative and/or judicial action. Commanders and directors will ensure all personnel are aware of this provision.

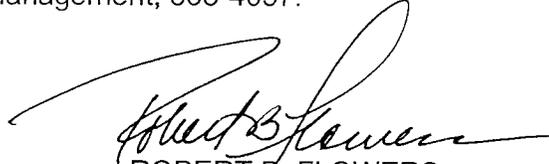
(1) Civilian Personnel. The Office of the Assistant Secretary of the Army has published guidance on disciplinary and adverse actions related to use of the government travel charge card in Employee Relations Bulletin No. 86. It addresses both misuse of the card and delinquencies. Such action may include, but is not limited to: formal reprimands, referrals for counseling, suspension, dismissal, and/or alternative discipline. Supervisors should consult the Civilian Personnel Advisory Center before initiating disciplinary or adverse action related to use of the card.

(2) Military Personnel. Failure to follow the provisions in paragraphs 4f and 4h of this policy is a violation of a general order and subjects the offender to punitive action under Article 92, UCMJ, or administrative disciplinary measures such as counseling, reprimand, bar to reenlistment, and/or administrative separation from the Army. Commanders or supervisors are advised to consult the Staff Judge Advocate before initiating disciplinary or adverse action related to use of the card.

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5. PROPONENT. This policy is effective until superseded. The proponent for this command policy is the Directorate of Resource Management, 563-4057.



ROBERT B. FLOWERS  
Major General, USA  
Commanding

Encl  
as

DISTRIBUTION:

All Brigades, Battalions, Companies,  
Detachments, Tenant Units, Directorates,  
and Personal Staff Offices

**GOVERNMENT TRAVEL CHARGE CARD STATEMENT OF UNDERSTANDING  
CIVILIAN CARDHOLDER**

I certify that I have read the Department of Defense (DoD) Government travel charge card policy and procedures contained on the card-contractor's application. I understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel as authorized and validated by travel orders. I will abide by these and other instructions issued by DoD, the Army's program manager and my program coordinator for use of the Government travel charge card issued to me for the explicit purpose of conducting official Government travel.

The above limitation on my card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on my travel orders and may not exceed \$600 per month. If my account is not delinquent and my travel orders authorize a larger advance, I can request a temporary increase in the cash withdrawal limit by contacting my Activity Program Coordinator with the specific reasons validating the request. I will make every effort to avoid making cash withdrawals to pay for expenses that can be properly charged to the card. I understand that the Army's goal is to maximize card charges and minimize cash.

I understand that the issuance of this card to me is an extension of the employer/employee relationship and that I am being directed by my supervisor specifically to: (Applicant initial each statement)

- \* Abide by all rules and regulations with respect to the government charge card \_\_\_\_\_
- \* Use the card only for official travel validated by travel orders \_\_\_\_\_
- \* Pay all my charges so that payment is received by the contractor within 30 days of the monthly billing statement \_\_\_\_\_
- \* Contact my program coordinator immediately if due to disbursing office process delays, I have not received payment by the time the card contractor's bill is due \_\_\_\_\_
- \* Notify my program coordinator of any problems with respect to my use of the card \_\_\_\_\_
- \* Notify the card contractor and my program coordinator if my card or travelers checks are lost or stolen \_\_\_\_\_

I also understand that failure on my part to abide by these rules or my misuse of the card and may result in disciplinary action being taken against me. I also acknowledge the right of the card contractor and/or my program coordinator to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the card contractor.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SUPERVISOR'S AUTHORIZATION

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
SUPERVISOR'S NAME, GRADE, TITLE

\_\_\_\_\_  
DATE

*Encl 1*

**GOVERNMENT TRAVEL CHARGE CARD STATEMENT OF UNDERSTANDING  
MILITARY CARDHOLDER**

I certify that I have read the Department of Defense (DoD) Government travel charge card policy and procedures contained on the card-contractor's application. I understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel as authorized and validated by travel orders. I will abide by these and other instructions issued by DoD, the Army's program manager and my program coordinator for use of the Government travel charge card issued to me for the explicit purpose of conducting official Government travel.

The above limitation on my card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on my travel orders and may not exceed \$600 per month. If my account is not delinquent and my travel orders authorize a larger advance, I can request a temporary increase in the cash withdrawal limit by contacting my Activity Program Coordinator with the specific reasons validating the request. I will make every effort to avoid making cash withdrawals to pay for expenses that can be properly charged to the card. I understand that the Army's goal is to maximize card charges and minimize cash.

I understand that I am ordered by \_\_\_\_\_ (Insert rank and full name of Commander), my superior commissioned officer, specifically to: (Cardholder/Applicant initial each statement)

- \* Abide by all rules and regulations with respect to the government charge card \_\_\_\_\_
- \* Use the card only for official travel validated by travel orders \_\_\_\_\_
- \* Pay all my charges so that payment is received by the contractor within 30 days of the monthly billing statement \_\_\_\_\_
- \* Contact my program coordinator immediately if due to disbursing office process delays, I have not received payment by the time the card contractor's bill is due \_\_\_\_\_
- \* Notify my program coordinator of any problems with respect to my use of the card \_\_\_\_\_
- \* Notify the card contractor and my program coordinator if my card or travelers checks are lost or stolen \_\_\_\_\_

I further understand that I can be prosecuted under article 90 and article 92, Uniform Code of Military Justice (UCMJ), for violating the lawful order above (the maximum punishment for which is confinement for 5 years, forfeiture of all pay and allowances, a dishonorable discharge, and reduction to the lowest enlisted grade) or may be otherwise disciplined as deemed appropriate. I also acknowledge the right of the card contractor or my program coordinator to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the card contractor.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF MILITARY SUPERVISOR

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
NAME, GRADE, TITLE OF NCO/OIC

\_\_\_\_\_  
DATE