

INFORMATION PAPER

1. **PURPOSE.** To inform all travelers about the split-disbursement payment option for Government Travel Cards.
2. **DEFINITION.** Split-disbursement is a process by which the Defense Finance and Accounting Service (DFAS) will send an amount which you designate from your travel payment directly to Bank of America to pay your Government Travel Card bill.
3. **FACTS.**
 - a. The split-disbursement option allows travelers to send payments directly to Bank of America to pay their Government Travel Card. Using this option will eliminate the burden and cost of writing and mailing personal checks for credit card payments.
 - b. The split-disbursement option is only available on the March 2000 version of the travel voucher (DD Form 1351-2).
 - c. To use the split-disbursement option, travelers must check the split-disbursement option in block 1 on their travel voucher (DD Form 1351-2) and specify an amount to be sent to Bank of America. In the event that less money is designated than needed to cover the balance on the card, the soldier is responsible for paying the difference. Likewise, if more money than necessary is designated, the soldier's government travel card account will be credited to cover future travel expenses.
 - d. Bank of America charges a \$29 fee for accounts with balances over 30 days old. The use of the split-disbursement option speeds the reimbursement process and will reduce both administrative costs and account delinquencies.
 - e. A soldier who is TDY for more than 30 days can have his travel card bill paid by filing a supplemental travel voucher every 30 days while TDY and selecting the split-disbursement option on each travel claim.
 - f. For more information on split-disbursements, soldiers should contact their travel order approving official, their local Finance Detachment, or visit the DFAS website at <http://www.dfas.mil/money/travel>.

Prepared By:

/original signed/
ADA L. RAMIREZ, CPT, FC
DSN 322-9628/ CIV 06181-889628