

INFORMATION PAPER

SUBJECT: Use of DoD Government Travel Charge Cards

1. **PURPOSE.** To inform soldiers and DoD civilians on the use of Government Travel Charge Card (hereafter referred to as “travel cards”).
2. **BOTTOM LINE.** Travel cards “shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel.”
3. **DISCUSSION.**

a. The travel card program is intended to facilitate and standardize the method to pay for expenses incident to official travel. Cardholders are required to use the travel card for all expenses arising from official government travel, unless otherwise exempted. An individual granted an exemption from mandatory use of the travel card may continue to use the travel card on a voluntary basis (if in a travel status). The travel card can be used for local travel expenses (i.e., parking and tolls), but is not required.

b. Cardholders are personnel issued travel cards for use while performing official government travel. The cardholder receives billing statements directly from the bank at the address provided on the card application. Cardholders are responsible for notifying the Agency Program Coordinator and the bank of changes in contact information such as a new address. Cardholders are responsible for payment in full of the amount stated on the monthly billing statement.

c. Commanders or supervisors shall not tolerate misuse of the travel card. Commanders or supervisors should ensure cardholders pay bills in full, as they become due, making certain cardholders do not become delinquent. Cardholders who misuse their travel cards shall be subject to appropriate administrative or disciplinary action. Some examples of misuse/abuse include ATM withdrawals when not in an official travel status, paying personal debts (i.e., NSF fees, personal credit cards, etc.), and investment payments for stocks and mutual funds. These examples are not all-inclusive. Travel cards shall be used only for reimbursable expenses associated with official travel. While not reimbursable, incidental expenses and expenses incurred during leave in conjunction with TDY are considered to be related to official travel. Like other expenses incurred, these charges must be paid in full.

Approved: Mr. Stephen Bridges, Finance and Accounting Policy

Date: 8 November 2000