

INFORMATION ON USAGE OF THE GOVERNMENT TRAVEL CARD

1. The Government Travel Card is used for official Tour of Duty (TDY) travel expenses for Government employees (travelers), only.

The DOD FMR, Volume 9, Chapter 3 mandates use of the Government Travel Card for the following expenses: airfare, hotels and car rentals.

The Card may be used for most reimbursable expenses associated with TDY travel. Use of the card to pay for meals will avoid the maximum impact on your credit limit.

2. Upon Receipt of Government Travel Charge Card – Cardholder Self -Registration.

A website has been established to enable Government Travel Charge cardholders to view their account information online. Cardholders should click on the URL below to register for a User Id. You must enter the information exactly as it appears on your Travel Card. Any deviation will result in an error. Bank of America will send the User Id via regular mail to the address on your account. Once the User Id is received, cardholders can establish passwords and begin viewing their account balances, transactions, credit card limits, etc.

https://www.gcsuthd.bankofamerica.com/EAGLS_selfregistration/army_selfRegistration.aspx

3. Prior to Departure. Telephone Bank of America at 1-800-472-1424 to confirm the status of your card (open and active), and at this time, verify your cash and credit limits.

4. The following information greatly benefits the traveler when in an extended TDY status. Upon hotel registration and renting a car, request that hotel and car rental staff not assess a large pending authorization on the Government Travel Card to avoid a major impact on your credit limit, and thus, limit the use of your card. Card limits are increased on a case-by case basis, only.

5. The Government Travel Card should not be used for those purchases which require the Government IMPAC Charge Card or reimbursements made using the Standard Form (SF) 1164. The SF 1164 is used to reimburse Government employees for authorized non-TDY expenses which cannot be purchased through normal procurement channels.

6. Travel vouchers are required to be filed every 30 days when in an extended TDY status. Headquarters recommends that vouchers be filed on at least a bi-weekly basis to avoid the maximum impact on your credit limit.

7. Split disbursement is mandatory to pay your credit card charges in full.

8. The Government rate that has been negotiated with rental car companies already includes provisions for insurance. Therefore, the Government rate should be selected and optional insurance declined. In the instance when the Government rate is not selected employees will not be reimbursed for optional insurance and will be responsible for all damages that are incurred.

9. Bank of America charges 3% of a cash withdrawal or a minimum of \$2.00. Therefore, cash advances should be no less than \$70.00 to avoid excess ATM fees. Also, Bank of America ATM's should be used wherever practical in lieu of other ATM's to avoid additional bank charges. These fees are reimbursed when the Government-issued Bank of America card is used and not a personal credit card.

10. Employees are reminded that the Government Travel Charge Card is issued to individuals for travel requirements. Under no circumstance(s) is it appropriate to charge

an employee's travel expenses to another individual's travel charge card. Employees must use their cards, wisely and efficiently.

Some examples of misuse include: non-official travel expenses; non-travel related expenses, including ATM withdrawals for personal use; personal expenditures; and non-payment of the credit card bill.

Misuse of the card is detrimental to the Government, jeopardizes an employee's good employment standing, and can cause the employee's card privileges to be suspended or revoked. The latter can have a detrimental effect on an employee's personal credit history.

11. More information on the Government Travel Card may be obtained at:

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>

12. State Sales Tax Exemption Forms for hotels may be obtained at:

<http://www.gsa.gov/Portal/gsa/ep/programView.do?pageTypeId=8203&objectId=16366&programPage=%2Fep%2Fprogram%2FgsaDocument.jsp&programId=11259&channelId=-16881>

13. Mr. James Shaughnessy in Resource Management Office, Finance and Accounting Branch (CESWF-RM-F, Room 3A37) is point of contact for the Government Travel Charge Card Program. Mr. Shaughnessy's office number is (817) 886-1421.