



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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Resource Management Division

DoDEA Regulation 7351.1
March 16, 2007

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION

SUBJECT: Use of the Government Travel Charge Card

- References:
- (a) Office of the Controller Policy Memorandum, 00-C-001, "Government Travel Charge Card Program," March 20, 2001, (hereby canceled)
 - (b) Travel and Transportation Reform Act of 1998, Public Law 105-264
 - (c) Joint Travel Regulation, Volume 2, "Department of Defense Civilian Personnel," current edition
 - (d) DoD 7000.14-R, Volume 9, "Travel Policy and Procedures," August 2006
 - (e) through (g) see enclosure 1

1. PURPOSE

This Regulation:

- 1.1. Replaces reference (a) as a Department of Defense Education Activity (DoDEA) Regulation.
- 1.2. Updates policy and responsibilities regarding the DoDEA use of the Government Travel Charge Card also known as the Government Charge Card (GOVCC) Program.
- 1.3. Establishes DoDEA exceptions on GOVCC use, disciplinary actions for potential travel charge card offenses, and remedies or penalties for such offenses.

2. APPLICABILITY

This Regulation applies to the Office of the Director, Department of Defense Education Activity; the Director, Department of Defense Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS

Terms used in this Regulation are defined in enclosure 2.

4. POLICY

It is DoDEA policy that:

4.1. This Regulation:

4.1.1. Sets forth the policy and procedures for the management of the GOVCC Program in accordance with references (b) through (g) and is intended to be used in conjunction with, not supersede, the above referenced guidance.

4.1.2. Is designed to ensure that senior leadership, managers, supervisors, and employees fully understand their responsibilities with respect to the GOVCC Program.

4.1.3. Together with supporting guidance, shall be used throughout the Department of Defense Education Activity as the baseline for the management of the GOVCC Program.

4.2. In accordance with reference (b), DoDEA employees are required to use the GOVCC for all official expenses related to official government business travel. The only exceptions to this requirement are for infrequent travelers who travel five times or less per year and foreign nationals.

4.3. DoDEA travelers who do not have a GOVCC shall use DoDEA's Centrally Billed Account (CBA) to obtain and pay for transportation related charges such as airline tickets. A travel advance may also be authorized for travelers who do not have a GOVCC.

4.4. DoDEA cardholders shall use the GOVCC for hotels, meals, and out of pocket expenses to preclude the necessity for a travel advance.

4.5. The card and the account are not to be used for personal purposes. The General Services Administration (GSA) has exempted the following classes of expenses from the mandatory use of the GOVCC (reference (c)):

4.5.1. Those incurred at a vendor that does not accept the government-sponsored, contractor-issued travel charge card,

4.5.2. Laundry/dry cleaning,

4.5.3. Parking,

4.5.4. Local transportation system fares,

4.5.5. Taxi fares,

4.5.6. Tips,

4.5.7. Meal charges when the use of the card is impractical (e.g., group meals),

4.5.8. Telephone calls (when a government calling card is available for use in accordance with agency policy), and

4.5.9. Relocation allowances for Department of Defense (DoD) civilian personnel are prescribed in Chapter 302 of the Federal Travel Regulation, except en route travel and house hunting trip expenses.

4.6. In addition to the GSA government-wide exemptions, the following classes of expenses are exempt from the mandatory use of the GOVCC:

4.6.1. All expenses covered by the “meals and incidentals” portion of the per diem allowance,

4.6.2. All local and long distance telephone calls, and

4.6.3. All expenses incurred during permanent duty travel and all expenses while on a house hunting trip.

4.7. Improper use of the GOVCC is a violation of the Standards of Conduct (reference (g)). It is imperative that employees fully understand that delinquency, misuse or abuse of GOVCC privileges will not be tolerated, just as supervisors will be held accountable for taking appropriate action to ensure the proper use of the card.

4.8. Cardholders shall pay the amount billed, in full, upon receipt of their monthly billing statement. Any delinquencies may result in suspension of privileges associated with the card, as well as appropriate administrative or disciplinary action.

5. RESPONSIBILITIES

5.1. The Associate Director for Finance and Business Operations, or designee, under the authority, direction, and control of the Director, Department of Defense Education Activity, shall:

5.1.1. Establish policy and provide guidance for the use of the GOVCC in DoDEA.

5.1.2. Assure compliance with the provisions of this Regulation.

5.1.3. Appoint/designate, in writing, an Agency/Organization Program Coordinator (A/OPC) to provide day-to-day GOVCC Program management, disseminate guidance and DoDEA-wide notices, and conduct training.

5.1.4. Ensure the A/OPC function is adequately staffed to meet GOVCC Program requirements.

5.1.5. Ensure cardholders and supervisors/managers receive required training.

5.1.6. Disseminate and support the guidance outlined in this Regulation.

5.1.7. Support all GOVCC training requirements.

5.1.8. Ensure that the GOVCC is only issued when a valid requirement is documented, and used appropriately once issued.

5.1.9. Take appropriate action with respect to cardholders upon arrival and departure from the Agency.

5.1.10. Initiate appropriate administrative or disciplinary actions for delinquency and/or unauthorized use of the travel card, in accordance with DoD and DoDEA policy.

5.1.11. Use existing tools, including delinquency notification letters, to set the stage for appropriate administrative or disciplinary action when applicable.

5.1.12. Take and document appropriate, timely, corrective actions when misuse or abuse is identified.

5.2. The Director, Department of Defense Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba; the Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam, shall:

5.2.1. Provide policy guidance to Area, district, and school staff on the implementation of the policies promulgated in this Regulation in a uniform manner.

5.2.2. Assure compliance with the provisions of this Regulation.

5.2.3. Appoint/designate an A/OPC in writing to provide day-to-day GOVCC Program management, disseminate guidance and DoDEA-wide notices, and conduct training.

5.2.4. Ensure the A/OPC function is adequately staffed to meet GOVCC Program requirements.

5.2.5. Ensure cardholders and supervisors/managers receive required training.

5.2.6. Disseminate and support the guidance outlined in this Regulation.

5.2.7. Support all GOVCC training requirements.

5.2.8. Ensure that the GOVCC is only issued when a valid requirement is documented, and used appropriately once issued.

5.2.9. Take appropriate action with respect to cardholders upon arrival and departure from the Agency.

5.2.10. Initiate appropriate administrative or disciplinary actions for delinquency and/or unauthorized use of the travel card, in accordance with DoD and DoDEA policy.

5.2.11. Use existing tools, including delinquency notification letters, to set the stage for appropriate administrative or disciplinary action when applicable.

5.2.12. Take and document appropriate, timely corrective actions when misuse or abuse is identified.

5.3. The DoDEA Agency/Organization Program Coordinators (A/OPC) shall:

5.3.1. Perform the day-to-day management of the GOVCC Program by disseminating and implementing all pertinent DoD and DoDEA policy and guidance.

5.3.2. Serve as the official liaison between the Agency, the bank, and the cardholder.

5.3.3. Identify employees who require and are authorized to receive the travel card.

5.3.4. Counsel employees on the appropriate use of the GOVCC.

5.3.5. Conduct GOVCC training as required.

5.3.6. Process travel card applications, ensuring the GOVCC application and Statement of Understanding (SOU) are completed and signed (applicant, supervisor, and A/OPC signatures are required on the application prior to issuance of the travel card).

5.3.7. Ensure that Agency employee in/out processing procedures include the GOVCC Program.

5.3.8. Validate employment status and identify GOVCC accounts for closure when cardholders leave, retire, or separate from the Agency.

5.3.9. Maintain cardholder account files containing the application, signed SOU; correspondence pertaining to the cardholder (i.e., training certificates, account maintenance requests, and delinquency notifications) to ensure that files are properly secured and maintained in accordance with security and privacy regulations.

5.3.10. Ensure employees submit travel reimbursement vouchers within five working days of return from official business travel.

5.3.11. Encourage employees to use the split disbursement option.

5.3.12. Review and validate cardholder account transactions to ensure they are in compliance with DoD and DoDEA policy.

5.3.13. Validate cardholder addresses on a routine basis and provide the bank with changes that may affect cardholder accounts.

5.3.14. Complete and forward the monthly Validation Checklist to DoDEA headquarters.

5.3.15. Provide management with periodic reports on the status of the GOVCC Program.

5.3.16. Notify cardholders promptly when delinquency and/or misuse is identified.

5.3.17. Initiate and forward delinquency notification letters to cardholders with past due accounts, and forward pertinent information regarding delinquent accounts, and potential misuse and/or abuse to supervisors for appropriate administrative and/or disciplinary action.

5.4. DoDEA Supervisors shall:

5.4.1. Ensure cardholders comply with Agency GOVCC in/out processing requirements in coordination with the A/OPC.

5.4.2. Sign cardholder application and Statement of Understanding (SOU) prior to processing by the A/OPC.

5.4.3. Ensure cardholders receive required training.

5.4.4. Counsel employees on the appropriate use of the GOVCC while on official business travel.

5.4.5. Ensure travel orders reflect whether a Centrally Billed Account (CBA) or an Individually Billed Account (IBA) is used to purchase airline tickets in accordance with JTR, volume 2, paragraph C1100-B (reference (c)).

5.4.6. Ensure employees who cancel a trip after his/her airline ticket has been issued; return that ticket to the Commercial Travel Office (CTO) or the Agency Travel Section. If an electronic ticket was issued, the employee or the Agency Travel Section must call the CTO to cancel the ticket. If the employee was issued a round-trip airline ticket and only completes a portion of the trip, the employee must return the unused portion of the ticket to the CTO ensuring that DoDEA receives credit for the unused tickets.

5.4.7. Ensure that the following statement is placed in the remarks section of the travel order in accordance with JTR, volume 2, C3150.b, Item 16 (reference (c)): "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher."

5.4.8. Ensure cardholders submit travel reimbursement vouchers within five working days of return from official business travel.

5.4.9. Review and sign travel claims confirming the travel and reimbursement are authorized.

5.4.10. Encourage employees to use the split disbursement option.

5.4.11. Review transactions and delinquency reports provided by the A/OPC, and coordinate with the Human Resources Regional Service Center when delinquency and/or misuse occur.

5.5. DoDEA Cardholders shall:

5.5.1. Comply with Agency GOVCC in/out processing requirements in coordination with the A/OPC.

5.5.2. Complete cardholder's training course.

5.5.3. Sign and comply with the terms and conditions of the cardholder's "SOU" Agreement.

5.5.4. Provide the bank and A/OPC with timely notification of name and address changes.

5.5.5. Identify and dispute potentially erroneous billing statement charges in writing within 60 days from the date the erroneous charge first appears on the billing statement.

5.5.6. Report a lost or stolen travel card to the bank, A/OPC, and supervisor as soon as possible.

5.5.7. Use the travel card only for authorized expenses that are reimbursable by the Government, i.e., expenses for transportation, lodging, and meals incurred when in an official business travel status.

5.5.8. Ensure travel orders reflect whether a Centrally Billed Account (CBA) or an IBA is used to purchase airline tickets in accordance with JTR, volume 2, paragraph C1100-B (reference (c)).

5.5.9. Ensure that canceled airline tickets are returned to the Commercial Travel Office (CTO) or the Agency Travel Section. If an electronic ticket was issued, call the CTO to cancel the ticket. If a round-trip airline ticket was issued and only a portion of the trip was completed, return the unused portion of the ticket to the CTO ensuring that DoDEA receives credit.

5.5.10. Ensure that the following statement is placed in the remarks section of the travel order in accordance with JTR, volume 2, C3150.b, Item 16 (reference (c)): "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher."

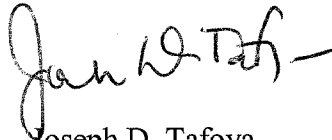
5.5.11. Submit travel reimbursement vouchers within five working days of return from official business travel.

5.5.12. Use the split disbursement payment option when processing travel reimbursement vouchers.

5.5.13. Pay the travel card account in full, ensuring that the bank receives payment no later than the billing statement due date. Full payment by the cardholder is not contingent upon the cardholder's receipt of a travel reimbursement.

6. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya
Director

Enclosures - 2

E1. References, continued

E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Agreement Between Department of Defense Employee and FIA Card Services, N.A.
- (f) Deputy Under Secretary of Defense for Civilian Personnel Policy Memorandum,
"Government Charge Card Disciplinary Guide for Civilian Employees," April 21, 2003
- (g) DoD 5500.7-R, "Joint Ethics Regulation," August 1993, as amended, authorized by DoD
Directive 5500.7, August 30, 1993, as amended

E2. ENCLOSURE 2

DEFINITIONS

E2.1. Abuse: Intentional use of the card for items that are not authorized by the employee's travel orders or the Department of Defense (DoD) Financial Management Regulation (FMR).

E2.2. Agency/Organization Program Coordinator (A/OPC): The individual responsible for management and oversight of the GOVCC program within the Agency. The A/OPC serves as the liaison for the travel charge card contractor, management, the Finance Office and the Bank Transaction Dispute Office.

E2.3. Cardholder: Employee that has applied for and received a GOVCC.

E2.4. Centrally Billed Account (CBA): A travel charge card/account established by the contractor at the request of the Agency for the purchase or transportation. Payments are made directly to the contractor by the Agency.

E2.5. Commercial Travel Office (CTO): A commercial activity providing a full range of commercial travel and ticketing services under a Government contract.

E2.6. Delinquency: A cardholder is considered delinquent whenever the GOVCC account is not paid in full within 30 days of the statement billing date.

E2.7. Individually Billed Account (IBA): A travel charge card/account established by the contractor at the request of the Agency for Government employees use to pay for expenses related to official government business travel. Individually Billed Account payments are the cardholder's responsibility; the Government assumes no liability for the accounts.

E2.8. Misuse: Inappropriate and unintentional use of the GOVCC for items not authorized by the employee's travel order or the DoD FMR. Senior leadership, managers, or supervisors shall not tolerate misuse of the GOVCC. Cardholders who misuse their travel charge card shall be subject to appropriate administrative or disciplinary action as provided for in this Regulation.

E2.9. Split Disbursement: Divides a travel voucher reimbursement between the travel charge card contractor and the traveler; sending the balance owed directly to the appropriate party.

E2.10. Supervisor: A DoDEA employee with the authority to sign the cardholder application and the Statement of Understanding (SOU).