

MS 706 Individually Billed Travel Card Program

Effective Date: June 24, 2011

Responsible Office: M/AS/T

New Manual Section

[Issuance Memo](#) (June 24, 2011)

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1.0 Purpose

This Manual Section establishes Peace Corps' policies for the management and use of the Individually Billed Travel Card Program (Travel Card Program). The Travel Card Program is used in addition to the Centrally Billed Account Travel Program (MS 703) to pay for official travel expenses. Procedures implementing the Travel Card Program are contained in the [Domestic](#) and [Overseas](#) Financial Management Handbooks (Procedures). [[Link to Procedures](#)]

2.0 Authority

P.L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note); 41 CFR Part 301-51; 41 CFR Part 301-54.

3.0 Policy

3.1 It is the policy of the Peace Corps that employees who expect to travel three or more times a year should be issued and use an individually billed travel card (Travel Card) for all official travel.

3.2 The Travel Card must only be used for authorized, official travel expenses covering such expenses as transportation, lodging, meals, and incidentals.

3.3 The Travel Card is issued in the name of the employee (Cardholder). All payments are the personal responsibility of the Cardholder.

4.0 Roles and Responsibilities

4.1 Transportation Division

The Transportation Division in the Office of Management is responsible for overall administration and oversight of the Travel Card Program. Specific responsibilities include:

- (a) Providing training and guidance to employees on the Travel Card Program.
- (b) Assessing the credit worthiness of applicants for Travel Cards.
- (c) Coordinating the establishment, maintenance, and closure of accounts.
- (d) Reviewing and monitoring Travel Card usage to ensure that usage is appropriate and consistent with the intent of the Travel Card Program
- (e) Serving as the Peace Corps liaison with the financial institution that issues Travel Cards (Card Contractor).
- (f) Reporting any misuse or abuse of a Travel Card to the Cardholder's supervisor, the Office of the Inspector General (OIG), and the Office of Human Resource Management/Employee Relations.

4.2 Cardholder

Any Peace Corps direct hire employee who is a U.S. citizen may be a Cardholder; provided that the employee is determined to be credit worthy by the Transportation Division and can make payments in U.S. dollars. Overseas and domestic contractors who are U.S. citizens may be issued a Travel Card in exceptional circumstances, if travel is required to provide for the medical care or security of Volunteers or Trainees. Cardholders are responsible for immediate payment in full of their Travel Card statements. Cardholders who misuse their Travel Cards, e.g., charge items to their Travel Card while they are not on travel status or charge items that are not allowed may be subject to discipline. See Procedures.

4.3 Card Contractor

The financial institution that has been awarded a contract by the General Services Administration to provide credit card services for travel charges incurred by federal employees, including participants in the Purchase Card Program.

5.0 Account Administration

5.1 Establishment of Account

The request to establish a new Cardholder account must be made to the Transportation Division.. The request for a Travel Card must be approved by the applicant's supervisor.

5.2 Changes to Account

Changes to the Travel Card profile, which includes the name of the employee, will be made at the request of the Cardholder upon the provision of appropriate documentation, e.g., marriage certificate. Changes to the amounts authorized must be requested by the Cardholder's supervisor with a brief justification provided.

5.3 Allowable Charges

Travel Cards may be used only for costs authorized for official travel. Common transactions include use of the cash advance (ATM) feature, lodging, meals, rental cars, fuel (for authorized vehicles), and similar costs.

5.4 Payments

Cardholders are responsible for immediate payment in full of their Travel Card statements. Cardholders may be subject to disciplinary action if they misuse their Travel Card, e.g., charge items to their Travel Card while they are not on travel status; charge items that are not allowed; or do not pay their Travel Card statements in a timely manner.

5.5 Closure upon Departing the Agency

The Travel Card is provided only for travel authorized by the Peace Corps. Employees must notify the Transportation Division prior to their departure from the Peace Corps and request that the Travel Card privileges be terminated. The Cardholder is responsible for destroying his or her card. The Cardholder remains liable for any unpaid Travel Card charges after termination of employment.

5.6 Lost or Stolen Cards

Cardholders must promptly report lost or stolen account numbers and Travel Cards to the Card Contractor and to the Transportation Division in order to be relieved of any financial liability resulting from its unauthorized use. Travel Cards reported lost or stolen are immediately blocked from additional charges. If unauthorized charges have occurred, they must be disputed by the Cardholder. If the reported lost card is located, the Cardholder is responsible for destroying it. The Card Contractor will provide a replacement Travel Card with a new account number upon notification.

5.7 Monitoring

The Transportation Division will review Travel Card transactions on a monthly basis to ensure that use is appropriate and related to officially authorized travel. Any inconsistencies will be addressed with the Cardholder. Any serious violations of the Travel Card Program policies or procedures will be tracked and reported, as appropriate.

6.0 Abuse of the Program and Resulting Agency Actions

6.1 Misuse of the Travel Card

The Transportation Division will report any Cardholder misuse or abuse of a Travel Card to the Cardholder's supervisor, the OIG, and Human Resources Management/Employee Relations. Cardholders who use the travel card for unauthorized purposes may be subject to the following:

- (a) Closure of the account by the Transportation Division;
- (b) Disciplinary action up to and including termination; and
- (c) Inquiry by the OIG and the Peace Corps ethics office.

6.2 Failure to Make Required Payments

The Transportation Division will promptly notify Cardholders, who do not pay their Travel Card statements in a timely manner, that they are delinquent and that they may be subject to loss of Travel Card privileges, salary offset, and disciplinary action. The Transportation Division may also notify the OIG of all delinquencies of 90 days or more. See Procedures.

6.3 Salary Offset Process

After a Cardholder's account reaches 101 days in delinquency, Peace Corps must, upon request by the Card Contractor, initiate a salary offset deductions of 15% of the Cardholder's disposable pay for undisputed delinquent government travel card balances.

7.0 Effective Date

The effective date is the date of issuance.