

**THE DEPARTMENT OF AGRICULTURE (USDA)
GOVERNMENT TRAVEL CARD PROGRAM
INDIVIDUALLY BILLED ACCOUNT
ACKNOWLEDGMENT & ACCEPTANCE STATEMENT**

1. The Government Travel Card Program provides travelers with a means of financing their official travel expenses without obtaining costly travel advances or using their own funds. Only official Government expenses incurred as a result of temporary duty travel may be charge to the travel charge card. Expenses include meals, lodging, rental car, transportation tickets, and any other authorized travel related expenses for which the use of the travel card is allowable under DR2300-001, Travel Card Regulations. Travelers are expected to directly use the travel charge card whenever and wherever practical for all these expenses prior to the use of an automatic teller machine (ATM). ATM use is available for limited cash advance amounts where use of the travel charge card is impractical.
2. Use of the travel charge card for any other purpose than official Government travel business is **NOT AUTHORIZED** and is considered misuse of the travel charge card program. Delinquency in payment of the monthly travel card billing is considered card abuse. The frequent issuance of Non-Sufficient Fund checks to repay the contractor is also considered a form of travel card abuse. Card misuse and abuse may be subject to disciplinary actions under the appropriate agency and civilian personnel regulations.
3. The *USDA Zero Tolerance Policy* strictly prohibits the following use of the card:
 - a. Unauthorized charges not associated with official travel.
 - (1) Personal and family member use of the card is forbidden.
 - (2) Use or the card for activities listed in Section 7b(7) and (8) of the USDA Government Travel Card Guidance are forbidden.
 - b. Use of the card while not on official travel status, except for cash withdrawals from an automated teller machine within 3 to 5 days before travel begins, is forbidden.
 - c. Shared use of the card with another employee for official travel purposes. Shared used includes placing charges for another traveler, including group meals, on your card.
 - d. Account delinquency beyond a 30-day period.
 - e. Failure to use the card while on travel.
 - f. Failure to pay accounts with sufficient funds.
 - g. Failure to use Government issued voucher reimbursements to repay travel expenses.
 - h. Excessive cash advances, or cash advances not commensurate with official travel.

Cardholders are responsible for reading and familiarizing themselves with the contents of the bank's cardholder agreement, the USDA Travel Card Regulation 2300.001 and agency specific policies regarding the use of the card. Questions concerning the card should be addressed to the local or primary travel card coordinator.

(Over)

APPENDIX A-2

4. I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the vendor's agreement and to abide by the *USDA Zero Tolerance Policy*.

_____(SIGN/DATE)
SIGNATURE OF CARDHOLDER

5. The application for the above to participate in the Travel Card Program is recommended for approval.

_____(SIGN/DATE)
SIGNATURE OF IMMEDIATE SUPERVISOR

NOTE: THIS STATEMENT MUST ACCOMPANY THE TRAVEL CARD APPLICATION SENT TO THE PRIMARY AGENCY/ORGANIZATION PROGRAM CARD COORDINATOR.