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Policies and Procedures

Title: Use and Management of the Travel Charge Card

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This P&P updates REE policy on the use and management of the vendor issued Government travel card. It replaces Bulletin 07-301, Use and Management of the Travel Charge Card.

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1. BACKGROUND AND AUTHORITY.

This bulletin provides policy and procedures to the Research, Education, and Economic (REE) agencies on the use and management of vendor-issued Government travel charge cards. REE travel charge card policy conforms to the Department of Agriculture (USDA) manual DR 2300-003, *Use and Management of the Travel Charge Card*, and the requirement of the Office of Management and Budget (OMB) Circular A-123, Appendix B, *Improving the Management of Government Charge Card Programs*.

2. ADHERENCE TO THE USDA ZERO TOLERANCE POLICY.

USDA has established a *Zero Tolerance Policy* for any inappropriate charges and delinquencies. The underlying objective of the *Zero Tolerance Policy* is to eliminate misuse and abuse in the travel charge card program and to avoid imposing disciplinary procedures on REE employees. Proper use of the travel charge card will preserve the reputation of REE, USDA, and help its employees to achieve its mission and goals with integrity.

The Zero Tolerance Policy prohibits the following:

- Unauthorized charges and charges not associated with official travel.
- Use of the travel card by family members.
- Charges while not in an official travel status.
- Use of the card in the vicinity of the official duty station or residence unless used in connection with official travel (for example, taking a cash advance from an ATM three or less days prior to travel).
- Cash withdrawals from an automated teller machine, unless used in connection with official travel.
- Shared use of the card with another employee even if for official travel purposes, which includes using the card to pay for meals of others while on official travel.
- Account delinquency beyond a 30-day period.
- Failure to use the card while on travel.
- Failure to pay accounts with sufficient funds.
- Failure to use Government voucher reimbursements to repay travel expenses.
- Excessive ATM cash withdrawals or ATM cash withdrawals not commensurate with official travel.

3. PERSONS COVERED.

The Government travel charge card program was developed to procure transportation services, subsistence, and other allowable travel and transportation expenses incurred during official travel. The Travel and Transportation Reform Act of 1998 requires the mandatory use of the travel charge card by employees. The provisions of this policy apply to all employees,

supervisors, and managers of REE who have been issued or are applying for a travel charge card. All employees expected to travel once or more each year must apply for and properly maintain a travel charge card.

Persons exempted from the mandatory use of the travel charge card are:

- New employees who are required to perform temporary duty travel en route to their first post of duty;
- Employees who have had their travel charge card canceled for cause by the bank card vendor;
- Intermittent/seasonal employees; or
- Employees not expected to travel once or more a year.

4. EXPENSES COVERED.

The use of the travel charge card is limited to reimbursable travel expenses incurred in conjunction with official travel. REE employees are required to use their individually billed travel charge card to:

- Procure common carrier (air, train, bus, etc.) transportation tickets,
- Lodging, and
- Rental vehicles.

To the extent possible, employees must use the travel charge card for meals and miscellaneous expenses where the charge card is accepted.

FTR 301-51.100 requires the use of a Government contractor-issued travel charge card to procure common carrier tickets when the cost is more than \$100. This regulation does not allow the use of cash or personal credit cards to purchase common carrier transportation. The use of the travel charge card is required. In situations where the employee is not issued a travel card, an agency centrally-billed travel card account must be used.

Use of a personal charge card or cash to pay for official travel expenses is prohibited in most cases, unless using the travel charge card is not possible (such as a vendor not accepting the card).

5. CREDITWORTHINESS.

OMB Circular A-123, Appendix B, *Improving the Management of Government Charge Card Programs*, requires creditworthiness screening for all employees applying for a contractor-issued Government travel charge card. The Circular also requires that new applicants receive training prior to issuance of a travel charge card. Employees holding a travel card prior to the implementation of the creditworthiness requirements are not subject to creditworthiness screening, provided there was no break in the holding of the credit card.

Creditworthiness as defined in OMB Circular A-123, Appendix B, requires obtaining a FICO score of 660 or higher from a credit reporting agency. FICO is a risk-predictive score developed by Fair Isaac and Company, and is based on five criteria, including payment history, amount of

outstanding credit debt, length of credit history, amount of new credit, and types of credit used by the applicant. The FICO score information will be used internally by USDA's travel card vendor to determine whether the applicant will receive a restricted or unrestricted travel charge card. The vendor will not share specific information on creditworthiness with USDA or REE.

REE employees may access the OMB Circular A-123, Appendix B at http://www.whitehouse.gov/omb/circulars/a123/a123_appendix_b.pdf

6. CREDITWORTHINESS STANDARDS WHEN APPLYING FOR A TRAVEL CARD.

Employees apply for a travel charge card by completing the application provided by USDA's current travel card vendor. The current travel charge card application is available from the employee's assigned Agency/Office Point of Contact (A/OPC).

Application procedures require employees to either authorize or not authorize the travel card vendor to obtain the employee's credit report.

- If the applicant authorizes the travel card vendor to obtain the employee's credit report and the credit report provides a FICO score of 660 or higher, the applicant will receive an unrestricted travel charge card.
- If the applicant does not authorize the travel card vendor to obtain a credit score the applicant will automatically receive a restricted travel charge card.
- If the applicant does authorize a creditworthiness screening, but the credit score is below 660, the applicant will receive a restricted travel charge card.
- If the applicant refuses to complete the agreement to authorize credit screening, the vendor will not process the application and a travel charge card will not be issued.

Restrictions on the travel card include a credit limit of \$3,000 and no access to ATM withdrawals.

Employees issued a restricted card may, after a year, request a reconsideration of their creditworthiness. If the reconsideration of the creditworthiness indicates a new FICO score of 660 or greater, the restrictions on their travel card will be removed.

Employees may request reconsideration by submitting a signed letter requesting a new creditworthiness review. The letters should be address to their A/OPC who will forward the letter to the Chief, Travel and Relocation Services Branch (TRSB), Agricultural Research Service (ARS), Administrative and Financial Management (AFM). TRSB will coordinate the review with USDA and the current travel card vendor.

7. SPENDING LIMITS.

The spending limits on a standard travel charge card is \$5,000, with 20% of this limit available for ATM withdrawal if necessary for travel circumstances. ATM withdrawals reduce the amount of spending available on the card.

Employees performing foreign travel, transfer of station (relocation), or long-term detail, may request, with supervisory concurrence, higher monthly limits for a specific travel situation. Supervisors will contact the appropriate A/OPC at least 3 days prior to an employee's departure to request limit changes. Once an employee completes their travel assignment, the supervisor will notify the A/OPC to initiate action to reset the monthly limit to the travel card standard.

Employees whose recurring travel is of such a nature that the \$5,000 standard limit is insufficient to meet official travel needs may request a higher spending limit with supervisory concurrence. Supervisors will contact the appropriate A/OPC to arrange a higher limit that is supported by frequent, recurring travel. Supervisors will provide the appropriate A/OPC with a letter of justification that will be kept on file for audit purposes. If the employee's duties change where a higher limit is no longer necessary, the supervisor will notify the A/OPC to initiate action to reset the spending limit to the travel card standard.

8. TRAINING.

Prior to processing any application for a travel charge card, applicants must complete the online travel card policy training provided by the current travel card vendor. A/OPCs will provide applicants with the procedures for accessing and completing this training with the travel card application package.

- The online training module includes a series of review questions at the end of the course. A printable certificate of completion will be provided to applicants who correctly answer 70% or more of the questions.
- Applicants must provide a copy of the training certificate with their travel card application.
- A/OPCs will keep a copy of the application and the training certification on file and in accordance with National Archive record retention guidelines.

USDA mandates annual refresher training for travel card holders. Agency, Office, and/or Area A/OPCs will provide instructions on how to complete this yearly requirement. Card holders who do not complete this yearly training will have their cards suspended until the requirement is met.

9. MERCHANT CATEGORY CODE.

USDA and the travel card vendor operate a monitoring system that incorporates the use of a four digit Merchant Category Code (MCC). The MCC groups various merchants, products, and services into similar categories (i.e.; motels, restaurants, retail vendors, training establishments, banks, etc.). This process will be used by USDA to monitor and control various travel charge card purchases. In some cases, MCC codes are blocked completely to prevent any purchases.

While the MCC block process will assist employees in avoiding the use of the card for prohibited purposes, the absence of a MCC block does not necessarily indicate that a purchase is proper. Employees must use the card ONLY for official travel purposes as outlined in the Bulletin.

USDA has instructed the travel card vendor to decline travel charge card use for the following MCCs:

- Book and Magazine Subscriptions
- Membership Fees
- Training and Conference or Registration Fees *
- Higher Education Expenses
- Theme Parks
- Management Consulting Services
- Automobile Purchases; Car Repairs & Services**
- Clothing, Lingerie, Outerwear, Shoes, & Furniture
- Hair Services, Cosmetics, Tattoos, & Massages
- Emergency Medical Services
- Office Supplies
- Computers, Televisions, or Digital Equipment

* Training, conference, or registration fees **MAY NOT** be paid with the travel charge card. All such fees must be paid using an alternate procurement method, including the use of the Government purchase card. If lodging costs are included in the registration fee, the costs must be deducted from the employee's travel voucher claim. It is agency policy that only official Government expenses be financed through use of the purchase card. However, in rare, extenuating circumstances where non-official expenses are included in the registration fee (outside activities, social events, etc.), the employee must reimburse the agency for those non-official expenses.

** Any charges associated with operating a Government-owned vehicle should be paid using the Fleet card assigned to the vehicle. Costs associated with operating a privately-owned vehicle used for official travel is reimbursed through the POV mileage rate. Employees should pay for operating costs using personal funds.

10. TRAVEL ADVANCES.

The travel card program is designed to minimize the use of cash advances. Employees issued a standard travel charge card will use the ATM feature of the travel card to withdraw cash necessary for anticipated out-of-pocket expenses for official travel. Employees issued a standard travel charge card may not obtain a travel advance.

Exception to this policy will be made for travel to foreign locations where ATMs are not available or locations where the high incidence of travel card fraud make it inadvisable to use the travel card. Exceptions may also be made for employees issued a restricted card, but only in the amount of expected out of pocket expenses.

A canceled travel charge card reflects unfavorable past performance. For this reason, employees with a cancelled travel charge card due to misuse, repeated delinquency or payment of their

account with non-sufficient funds (NSF) are considered high risk in the repayment of travel advances. An employee who has had their travel charge card canceled for misuse, non-payment, repeated delinquencies or payment with NSF may not apply for a travel advance. In such cases, common carrier tickets will be paid by the agency; however, all other travel expenses will be paid by the employee and subsequently reimbursed by filing a travel voucher.

In the case of extreme financial hardship, employees who have lost their charge card privileges may request written approval for a travel advance on a trip-by-trip basis from the REE Chief Financial Officer (CFO). Such requests must be forwarded to the CFO (Director, Financial Management Division, ARS, AFM) through the employee's travel approving official and A/OPC. Consideration of such requests will be made on a case-by-case basis, and approval should not be assumed. The CFO will maintain a written record of all such approvals, as well as the basis for each approval for future audits.

11. RESPONSIBILITIES.

The responsibilities for monitoring the use of the travel charge card:

A. Employees.

Employees who are issued a travel charge card assume the responsibility to use the card for official purposes and pay their charges by the due date of the vendors billing cycle. Use of the card does not relieve the employee of the responsibility to employ prudent travel practices and to observe rules and regulations governing travel as set forth under the “*USDA Zero Tolerance Policy*” and agency specific travel policies and procedures.

Cardholders are personally responsible for all items billed to the card, unless the card was reported lost or stolen. Employees must pay their bills in accordance with the vendor's bank payment terms. These responsibilities are explained in the Cardholder Agreement that each employee signs during the application process. Furthermore, employees are not relieved of their obligation to pay the travel charge card bill in those rare instances when the agency has not reimbursed the traveler within the 30-days after receipt of a timely submitted voucher. (FTR 301-52.24)

Employees who apply for the card will:

- Complete and sign the Acknowledgment Statement recognizing receipt and understanding of the policies and procedures related to the use of the travel charge card on the cardholder application; obtain the signature of the approving official or immediate supervisor on the cardholder application; and forward the application to their A/OPC for processing.
- Secure the travel charge card in the same manner as a personal charge card. The card must not be stored or kept by anyone other than the employee.
- Black out all but the last six numbers of the charge card number from any receipts submitted with your travel voucher.

- Obtain cash withdrawals for anticipated out-of-pocket expenses from ATMs as discussed in this policy. Cardholders are issued a Personal Identification Numbers by the card vendor to use this feature of the travel charge card. Employees who have been issued a travel charge card may not obtain a travel advance unless foreign travel is authorized. ATM withdrawals will be consistent with the need for cash and should not be excessive.
- Pay travel charge card bills in full when due and before the next statement date.
- Conform to the “Standards of Ethical Conduct for Employees of the Executive Branch,” 5 CFR Parts 2635. As a Federal employee, standards of conduct for public trust positions apply. The standards in Attachment A require employees to pay each financial obligation in a proper and timely manner.
- Dispute a charge not made by the cardholder. It is the employee’s responsibility to contact the travel card vendor to dispute a charge. All disputes must be filed in writing within 60 days of the date the charge first appears on the billing statement. The travel card vendor may be contacted through the telephone number provided on the monthly billing statement or on the back of the travel charge card for the specific forms to file a dispute. The vendor will need to know the following:
 - Employee name and account number;
 - Reference number of the disputed charge;
 - Name of establishment where charge was incurred;
 - Amount of the charge;
 - Statement date; and
 - Reason for dispute.
- Notify the A/OPC when transferring between offices within the agency. This notification is essential for internal management reports and mailing addresses to be kept current.
- Return the card, cut in half, to your supervisor or A/OPC for cancellation when leaving, retiring, or transferring to another agency.
- Employees will have seven business days to respond to official inquiries regarding card use or payment status. Responses to official requests must be in writing (email is acceptable).

B. Agency Organization Program Coordinators (A/OPC).

A/OPC’s will regularly access online reporting capabilities provided by the travel card vendor to monitor for travel charge card misuse and delinquency. To increase REE’s retention of travel card rebates, A/OPC’s are responsible for monitoring the monthly delinquency reports for employees who are in are delinquent or in a pre-suspension status. Instances of these conditions or suspected misuse should be forwarded to supervisors for appropriate action, including counseling, disciplinary action, and salary offset.

A/OPC’s will also:

- Provide eligible employees requesting a card with a copy of the application, the Cardholder Agreement, the Employee Acknowledgement Statement, and instructions for accessing and completing training. A/OPCs will also provide the employee a travel card with either a copy of this document or its web location.
- Ensure completeness of the application, including the creditworthiness selections, the Cardholder Agreement, Employee Acknowledgment Statement, and ensure that training is completed before processing the application with the vendor.

- Maintain a central file of the signed cardholder applications for all employees who are current cardholders.
- Access monthly reports available through the vendor’s website to identify delinquencies, pre-suspension status and potential abuse and misuse of the travel card; employees who have transferred or left the agency; or violations of the “*USDA Zero Tolerance Policy.*” A/OPCs should use available reporting capabilities to review and adjust employee spending limits.
- Notify the employee of possible misuse or delinquencies (30 days or greater), with a copy to the employee’s supervisor. Provide the employee seven (7) business days to respond. If an acceptable response is not received within the seven (7) business days, refer the matter to the employee’s supervisor for resolution. For consistent notification procedures within USDA, use the Inappropriate Use, Unauthorized Use and Delinquent memoranda found in Attachment C of this policy for warning employees of potential travel charge card misuse and delinquency.
- Notify the appropriate A/OPC when an employee transfers between offices to maintain the proper management hierarchy.
- Reactivate travel charge cards for employees when needed for authorized travel.
- Investigate and respond to referrals from USDA on datamining reports with the information requested.
- If applicable, monitor the use of centrally billed accounts (CBA). A CBA will be used only to pay for common carrier expenses for non-government persons traveling on invitational travel orders, for those employees not issued a travel charge card or for those employees that have had their cards canceled for misuse or non-payment, and for foreign travel common carrier tickets.

C. Cardholder’s Immediate Supervisor.

The cardholder’s immediate supervisor will:

- Notify the employee of any questionable or inappropriate charges and/or delinquencies and give the employee the opportunity to explain the charge or delinquency. A record shall be maintained of the notification and the explanation received from the employee.
- Take appropriate disciplinary action if an explanation is inadequate to support a questionable charge. The supervisor shall contact the agency servicing personnel office for a determination of the appropriate disciplinary action that shall be taken. At the discretion of the agency, the card may be suspended or revoked. Maintain documentation of referrals to the agency’s servicing personnel and document the resolution of the incident.
- Revoke the card if there is a pattern of inappropriate use or insufficient explanation for repeated delinquencies. Appropriate disciplinary action, as recommended by the servicing personnel office, shall also be taken.
- Notify the A/OPC when the card should be canceled or revoked when aware of inappropriate use or delinquency.
- Notify the A/OPC when an employee is transferring between agency offices or leaving the agency.
- Retrieve the travel charge card from the employee and return it to the A/OPC for cancellation when an employee leaves, retires, or transfers from the agency.

- Assure the appropriate official signs an exit clearance or other form to document cancellation of the travel charge card when an employee leaves the agency.

D. Travel and Relocation Services Branch.

- Developing and updating travel charge card policy.
- Liaison with USDA on the travel charge card vendor contract and informing REE agencies and A/OPCs of changes to the contract.
- Maintaining a list of all REE A/OPCs and ensuring proper training of A/OPCs.
- Establishing new A/OPC-level access to vendor systems.
- Receiving data mining inquiries from USDA, distributing datamining requests to the proper A/OPC, consolidating responses and replying to USDA by established deadlines.
- Reviewing and reporting delinquency rates to REE agency management.
- Developing strategies to reduce delinquency rates.
- Working with USDA and the travel card vendor to resolve unique problems with the travel card that may arise.
- Notifying A/OPCs and management of salary offsets scheduled by USDA.
- Transferring hierarchy when transfer is between agency offices.
- Monitoring agency and REE level reports and report delinquency trends to management.

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Attachment A

Government Employees Standards of Conduct

**The following excerpts pertinent to the use of the Travel Card are from
Title 5, Code of Federal Regulations, Part 2635,
“Standards of Ethical Conduct for Employees of the Executive Branch”**

Section 2635.101, “Basic Obligations of Public Service,” state the following:

- **Public service is a public trust, requiring employees to place loyalty to laws and ethical principles above private gain.**
(Do not take advantage of the charge card privileges for your personal use.)
- **Employees shall put forth honest effort in the performance of their duties.**
(Abide by the agency policy in carrying out your responsibilities as a cardholder.)
- **Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the government.**
(Do not make purchases with the travel card if purchases have not been authorized.)
- **Employees shall not use public office for private gain.**
(Do not use the charge card to make a personal unauthorized purchase.)
- **Employees shall satisfy in good faith their obligations as citizen, including all just financial obligations.**
(Pay your charge card bill on time. A check returned for insufficient funds does not demonstrate good faith in paying your bills.)
- **Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part.**
(Do not avoid agency policies and procedures for administrative convenience.)

Attachment B

Travel Card Application – Example

CARDHOLDER SETUP – USDA



Travel - Individually Billed Account – 448622

To ensure timely processing of your application, please make sure to do the following:

1. Complete all fields as they are **REQUIRED** unless noted as *optional*.
2. Choose the address to which you would like your card shipped.
3. Authorize U.S. Bank to obtain your credit information, sign under the Employee Understanding, and send to your Program Coordinator.

Step 1: APPLICANT INFORMATION *(To be completed by applicant)*

Applicant Name: _____ (max. 21 char.)
 Social Security Number: _____ (9-digits – no spaces or dashes) Date of Birth: _____ (mm / dd / yyyy)
 Dept./Office/Agency Name: _____ (max. 21 char.)

Step 2: CHOOSE CARD DELIVERY ADDRESS *(To be completed by applicant)* Home -OR- Alternate Address

Home Address1: _____ (max. 35 char.) Home Address2: _____ (max. 35 char.) City: _____ (max. 25 char.) State: _____ Zip: _____ Country: _____ (two char. only) (5-digits) (max. 10 char.)	Complete ONLY if Alternate Address was chosen Alternate Address1: _____ (max. 35 char.) Alternate Address2: _____ (max. 35 char.) City: _____ (max. 25 char.) State: _____ Zip: _____ Country: _____ (two char. only) (5-digits) (max. 10 char.)
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Home Phone Number _____ (10-digits – no spaces or dashes) Business Phone Number _____ (10-digits – no spaces or dashes)
 Business Fax Number _____ (optional) (10-digits – no spaces or dashes) Business E-mail Address: _____ (max. 60 char)

Employee Understanding/Signature:

Creditor is U.S. Bank National Association ND. Applicant understands that this card is to be used for official travel related expenses. Applicant understands that the U.S. Bank billing statement is due and payable in full upon receipt. Applicant understands that he/she is liable to U.S. Bank for full payment of all Charges authorized by applicant, independent of any agreement or program for reimbursement that may exist between applicant and agency/organization. Information on delinquent accounts may be furnished to consumer reporting agencies or others who may properly receive that information and you consent to the foregoing.

Applicant acknowledges that all information provided herein is true and correct.

Additionally, (Please CHECK either A. or B. below):

- A. I authorize U.S. Bank to obtain credit information in connection with this application.
 B. I do not authorize U.S. Bank to obtain credit information and therefore, I will not be eligible for a standard account.

Applicant Signature/Date

Step 3: SEND FORM TO YOUR AGENCY/ORGANIZATION PROGRAM COORDINATOR (AOPC) FOR COMPLETION

AGENCY/ORGANIZATION INFORMATION *(To be completed by A/OPC)*

Bank _____ Agent Number _____ Company Number _____ Division _____

Reporting Levels (TBR) Level 1 _____ Level 2 _____ Level 3 _____
 Level 4 _____ Level 5 _____ Level 6 _____ Level 7 _____

Credit Limit <input type="checkbox"/> Default (\$5,000) <input type="checkbox"/> Restricted (\$3,000) <input type="checkbox"/> Other _____ (Unusual \$7,500)	Cash Limit <input type="checkbox"/> Default (20.0%) <input type="checkbox"/> Restricted (0.0%) <input type="checkbox"/> Other _____ (Unusual 50.0%)	MCCG <input type="checkbox"/> Default <input type="checkbox"/> Other _____
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Step 4: AUTHORIZED A/OPC SIGNATURE

Signature _____
 Print Name _____
 Phone _____
 Fax _____ Date Submitted _____

Step 5: SUBMIT COMPLETED FORM

A U.S. Bank Travel Card will be issued within 3 days following the receipt of the completed application

Fax form to: 612-973-3791 or 800-974-0777
 Or mail form to: U.S. Bank Government Services
 200 South Sixth St. EP-MN-L28C
 Minneapolis, MN 55402

Questions?
 Call Customer Service at 888-994-6722

Attachment C

User Acknowledgement –
Example

**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:

Unauthorized charges not associated with official travel.

(1) Personal and family member use of the card is forbidden.

(2) Use of the card for activities listed in Section 7b(7) and (8) of the USDA Government Travel Card Guidance are forbidden.

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.

Shared use of the card with another employee for official travel purposes. Shared use includes placing charges for another traveler, including group meals, on your card.

Account delinquency beyond a 30-day period.

Failure to use the card while on travel.

Failure to pay accounts with sufficient funds.

Failure to use Government issued voucher reimbursements to repay travel expenses.

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)

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.

TRSB 12/09