MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #13, Government Travel Cards

1. The following guidance is provided for acquiring, and maintaining personal government travel cards. Individual and commanders' responsibilities are outlined below.

2. Acquiring a card:

   a. Individuals will complete the requisite training certificate and sign the Government Travel Card Statement of Understanding (SoU) and email both documents to the Agency Program Coordinator (SFC John E. Carter). Relevant instructions, documents and links to the training are contained in the 5th Brigade DTS Travel Guide.

   b. Upon receipt of their card by mail, individuals will call GOVCC to verify receipt, and activate the card. Individuals with a restricted card will also contact their Agency Program Coordinator (SFC John E. Carter) to activate their card. A restricted card is issued to individuals who did not pass, or refused a credit check.

   c. A government travel card is not issued to newly commissioned lieutenants until they reach their first permanent duty station.

3. Card Maintenance:

   a. Upon arrival individuals must send the DTS Registration Worksheet to the Agency Program Coordinator (SFC John E. Carter) to have their account transferred to 5th Brigade hierarchy within the Defense Travel System (DTS). If the individual fails to do this, their old unit may close their card after 30 days.

   b. When an individual is departing military service, (retirement, ETS) the unit must destroy the card; the APC will automatically close the account.

   c. When an individual is changing duty stations, the account put into PCS status unless individual has temporary duty (TDY) enroute to new duty station. Individuals will get their card put into PCS status by their APC before departing and transferred by their gaining command on arrival.

4. Individual Responsibilities and Procedures:
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a. Cardholders are expected to meet their financial obligations in a timely manner. Cardholders must act in a responsible manner with regards to their personal financial responsibilities to pay their travel card bills promptly.

b. Use of the travel card by any other person(s) for any reason is not permitted. The Cardholder is responsible for any charges made by person(s) using the card. Never disclose your PIN to any other person.

c. Cardholders are responsible for notifying Citibank if their PIN is stolen or inappropriately disclosed to an unauthorized person, and must report missing or stolen travel cards immediately. Cardholders have no liability for any erroneous charges if they notify Citibank when card is lost or stolen.

d. The split-disbursement program allows travelers to request a split payment to Citibank for payment of charges, and the remainder settlement dollars to their designated financial institution. Military members are required to use split disbursement.

ea. When travel orders are canceled before departing but after drawing an authorized ATM advance, all fees charged are reimbursable. The original travel order is the support for the claim.

b. Once travelers complete temporary duty, they must file DD Form 1351-2, Travel Voucher or sub-voucher within DTS NLT 5 working days to obtain full reimbursement.

Report any disputed travel charges to Citibank NLT 60 days of the statement date reflecting the transaction.

c. Use Government credit cards during official travel only and for official government purchases only. This card is not for personal use and is for official government travel only.

5. This policy can be punitive in nature and will be posted on all bulletin boards.

6. The point of contact for this memorandum is the 5th Brigade S4 at (210) 221-1129.

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Commanding