

# 98<sup>TH</sup> AREA SUPPORT GROUP “TEAM OF TEAMS”

## STANDARD OPERATING PROCEDURES (SOP) for GOVERNMENT TRAVEL CHARGE CARD PROGRAM USE AND RESPONSIBILITY

### 1. References.

- a. Memorandum, Secretary of the Army, 28 Jan 03, subject: Army Charge Card Programs.
- b. All HQDA policy/guidance messages on the Government Travel Card Program after 14 August 1997.
- c. DoD Financial Management Regulation, Volume 9, Chapters 3 & 8 (current edition); website <http://www.dtic.mil/comptroller/fmr/>.
- d. Travel and Transportation Reform Act (TTRA) 1998.
- e. Joint Travel Regulations (current edition).
- f. DoD Directive 5500.7-R, The Joint Ethics Regulation.
- g. Article 92, Uniform Code of Military Justice (UCMJ).

2. **Purpose.** This SOP describes the 98<sup>th</sup> ASG procedures for obtaining a travel card; it describes the use of the travel charge card under the TTRA; and it identifies the responsibilities of the cardholder.

3. **Scope.** This SOP applies to all 98<sup>th</sup> ASG personnel (military and civilian) and anyone appointed to use the travel card for official government business.

### 4. SOP.

a. All personnel within the 98<sup>th</sup> will subscribe to a government travel charge card unless otherwise stated in the above referenced regulations. Individuals applying for a travel card will use the most up-to-date application form available at <http://www.gcsuthd.bankofamerica.com/> Click on “forms” and select “Individual Billed Card Account Setup/Application Form Department of Defense Travel Card Program.” Print the form, fill it out and submit it to the Agency Program Coordinator (APC) at the Directorate of Resource Management (DRM).

b. Cardholders will abide by the terms and conditions contained in the cardholder agreement with the contractor (Bank of America) and the Statement of Understanding maintained on file by the program coordinator. Administrative/disciplinary action may be taken against any cardholders who use the travel card for anything other than official government business.

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c. All personnel newly assigned to the 98<sup>th</sup> ASG footprint (and who are current cardholders) will contact the APC at the DRM to transfer his/her travel charge card account to the 98<sup>th</sup> ASG hierarchy. For local information on travel cards, please check the 98<sup>th</sup> ASG web site on Newcomer Information at <http://www.98asg.wuerzburg.army.mil/info.htm>.

d. Civilian travelers are strongly encouraged to use the split disbursement option on the travel claim form (DD Fm 1351-2, Mar 00). Military travelers are required to use the split disbursement option on the travel claim form, in an effort to decrease the delinquency rate within the 98<sup>th</sup> ASG. Supervisors are to review the option and if not checked, remind cardholders of this service

e. The APC will monitor the 98<sup>th</sup> ASG travel charge card accounts for internal controls as well as credit card abuse. This monitoring includes a monthly random examination of no less than ten percent of active cardholder accounts. Supervisors/Commanders will be notified of delinquencies and abuses of the government travel charge card. Supervisors/Commanders will take appropriate action against the violator once notified by the APC. . (Note: A history of not meeting financial obligations, or inability or unwillingness to satisfy debts may jeopardize current or future employment within the federal government system.)

f.

g. Individual cardholders are responsible for payment in full of all undisputed amounts due on the monthly billing statement. (Note: If the travel settlement voucher is not processed in time to meet the travel card payment due date, the cardholder is responsible for settling the bill with personal funds.) The payment address is located on the website at <http://www.gcsuthd.bankofamerica.com/>. Click on “payment address.”

h. Travel cards will be deactivated based upon cardholder permanent change of station (PCS) order release dates. Use of the travel card for PCS expenses is prohibited.

i. Use of the travel card for en route expenses associated with mission deployments (i.e., from residence to port of debarkation) is not mandatory. For mission deployment to areas where the cardholder will be unable to make payments, use of the card for en route expenses is strongly discouraged.

5. A government-sponsored travel card issued to eligible personnel for use to defray costs of conducting official travel business is a privilege. It allows Army travelers the freedom and flexibility to perform their government travel using the card for hotels, meals and miscellaneous travel-related expenses without needing cash advance from DFAS.

6. DRM POC and Agency Program Coordinator may be reached at DSN 351-4710/1410.