

USADF TRAVEL CREDIT CARD POLICY

Government Travel Card Policy

- Mandatory use of the government travel card
- Vouchering process
- Penalties

Government Travel Card

- Required for use by government travelers except where exempted
- Exemptions include
 - Places where the card is not accepted
 - Local transportation (taxis, subways) and parking
 - Meals that are shared
 - Laundry and dry cleaning
 - Tips
 - Travel card application pending
- May not be used for personal or nontravel-related business expenses
- Purchase limit is \$25k
- Complete information at www.citimanager.com

Advances and the Government Card

- A **travel advance** is an advance of funds deposited in your account
- A **cash advance** is an advance of funds charged to your government travel card
- All travelers are required to use the government travel card for cash advances; travel advances are no longer given except in unusual circumstances

Advances and the Government Card

continued

- Cash advances must still be authorized based on itinerary and costs
- Travelers can obtain cash advances in the following ways:
 - Withdrawing funds from ATM machines in the US and in Africa
 - Purchasing travelers checks
 - Obtaining cash from banks

Paying the Government Charge Card

- Travelers are responsible for paying ALL undisputed charges by the **due date**
- The **due date** is printed on the statement, usually 25 days after the **closing date**.
- **Closing date**, invoice date, statement date, cycle date all mean the same thing: the cutoff date for that month's statement.
- **45 days from closing date**: Account is considered delinquent.

Paying the Government Charge Card - continued

- **55** days from **closing date**: You will be notified that suspension is in process.
- **61** days past the **closing date**: Account will be suspended unless ADF intervenes. Account reinstated upon payment.
- **120** days past the **closing date**: Cancellation process initiated.
- **126** days past the **closing date**: Account is cancelled.

Paying the Government Charge Card EXAMPLE

- Closing date is 3/13/08
- Due date is 4/07/08
- Delinquent date is 4/27/08
- Notification of suspension date is 5/07/08
- Suspension date is 05/13/08
- Cancellation initiation is 7/11/08
- Cancellation is 7/17/08

EXAMPLE

- Closing date: 3/13/08
- Due date: 4/07/08
- Dates of travel 3/05/08 to 5/05/08
- Withdraw cash advance on 03/03/08 - \$500
- Pay hotel bill on 3/10/08 - \$500
- Statement issued on 3/13/08 for \$1000
- Send in interim voucher by 3/26/08 (three weeks after start of travel)

Government Travel Card - responsibilities

- Newly-established Office of Management and Administration – issues and interprets policy
- HR – establishes personnel policies and disciplinary procedures
- Supervisor – authorizes cash advances, notifies cardholder of questionable charges, suspends card
- Agency Program Coordinator – issues cards, monitors card use
- Traveler – assumes responsibility for card use

Vouchering

TO ENSURE TIMELY PAYMENT OF THE CARD BALANCE:

- Vouchers submitted 5 working days after completion of travel
- Notification within 7 days of receipt of voucher deficiencies
- Reimbursement within 30 days
- Interim vouchering for extended travel

EXAMPLE

- Note on voucher that payment due date is 4/07/08 and amount due on the statement
- You will receive reimbursement for lodging and M&IE and documented misc expenses
- Payment will be made directly to your travel card account to pay off the balance; excess, if any, will go to your personal account. If not near due date, payment will be made to your personal account and you will be responsible for paying your travel card.

Penalties

- Agencies must monitor use of the travel card
- Agencies must apply administrative penalties for misuse of the travel card
- The offenses:
 - Failure to submit a voucher before the government travel card becomes 60+days past due
 - Failure to pay off the travel card bill after receiving reimbursement
 - Use of travel credit card for personal expenses
 - Failure to use the travel card while on official travel where feasible
- Penalties range from counseling to removal