

CHAPTER 12

GOVERNMENT TRAVEL CARD

12000 INTRODUCTION

The government-sponsored, contractor-issued travel card was established for use by all government personnel, civilian and military, to pay for costs in accordance with official travel while on official funded orders. The card was designed to be retained by the individual throughout their service or employment with the Navy. The card account is portable between duty assignments, between Navy commands and from Navy units/commands/activities to other DOD activities.

12100 PURPOSE

This chapter sets forth policy and guidance for all units to follow. It establishes procedures that the unit program manager and cardholders must abide by.

12200 RESPONSIBILITIES

1. Agency Program Manager. All Commanders, Commanding Officers, and Officers-in-Charge shall designate a program manager in writing. The program manager is responsible for maintaining their unit's/detachment hierarchy and to COMOMAG for the coordination of the travel program. Unit/Detachment program managers are responsible for maintaining the every day function of their program. The program manager is to have a current, up-to-date listing at all times of all of their cardholders and account information. This includes maintaining all of their cardholders account numbers.

a. The program manager shall submit the status of travel card delinquencies via naval message by the 10th of each month to COMOMAG Supply Department Travel Agency Program Manager. Negative reports are required.

b. Travel card delinquencies are a command readiness issue that can negatively impact unit readiness and the individual's personal credit standing. The following is a list of all reports that must be taken for action by all Program Managers:

- (1) Review daily - Cancellation Report
- (2) Review bi-weekly - Salary Off-set Report
- (3) Review bi-weekly - ATM Exception Report
- (4) Review bi-weekly - Authorization/Decline Report
- (5) Review monthly - Suspension Report

(6) Review monthly - Delinquency Report

(7) Review quarterly - Charge-off Report

c. The following is a listing of guides/instructions pertaining to the travel card:

A/OPC Survival Guide

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/AOPCGuide.pdf

EAGLS Training Guide/Classroom Training

http://www.gcsuthd.bankofamerica.com/training-schedule/training_schedule.asp

DOD Financial Management Regulation (FMR) Chapter 3

<http://www.don-ebusiness.navsup.navy.mil/don-ebusiness/card/DoDFMRVol9Ch3-Sep00.pdf>

DON E-Business Operations Office Instruction

<http://www.don-ebusiness.navsup.navy.mil/don-ebusiness>

Official Travel Policy

<http://www.policyworks.gov>

2. Travel Cardholders. A travel cardholder is anyone to whom a travel card has been issued for his or her use while on official travel. These individuals must abide by the policy set forth in DOD regulations. The following guidelines apply to the program:

a. By activating, signing, or using the card or signing the individually billed card account set-up/application form, DOD Travel Card Program, the member agrees to be bound by the terms and conditions of the agreement. The agreement is between the DOD employee and Bank of America.

b. Individuals are responsible for full payment of their monthly account when issued by the card contractor on the monthly billing statement.

c. Personnel must use the ATM to obtain cash. The ATM limit is \$500 per billing cycle. Cash advances from their Disbursing Officer are not authorized.

d. Members with an account that is delinquent 90 days or more are now subject to receive a salary off-set. In addition to this, Bank of America will close the member's account.

e. Cardholders need to ensure their payment in full is submitted before the due date. If a member is delinquent this could result in the card use being suspended, cancelled, and being reported to credit bureaus.

3. Responsibilities of a unit program manager include ensuring COMOMAG Supply Department is notified via naval message by the 10th of

each month with a delinquency report. The report needs to state if any members are delinquent and if so what the member is doing to resolve the delinquency.

4. Cards will be deactivated prior to a member checking out of the command.

5. Individuals not approved to have a travel card are those who have had their cards cancelled or suspended due to financial irresponsibility.

12300 TRAVEL CARD TRAINING

Each cardholder, program manager, and CO/OIC must complete travel card training. Each command is responsible for ensuring all members reporting on-board complete training before their initial travel. All cardholders must complete Standards of Conduct training at least annually.

12400 AGENCY PROGRAM MANAGER COMMAND CHECK-IN AND CHECK-OUT PROCEDURES

1. The card account may be transferred to each subsequent gaining command by Electronic Account Government Ledger System (EAGLS). Ensure the unit program manager is included on the command check-in/check-out sheet. During command indoctrination, the topics discussed should include cardholder responsibilities, individual financial responsibility to pay travel card bills in full, salary off-setting, and administrative and/or disciplinary action, as well as other topics as determined by the program manager.

2. The program manager shall close the travel cardholder account prior to the member checking out of the command. The program manager shall notify the COMOMAG Supply Department Travel Card Program Manager prior to the transferring member's departure to ensure all pertinent information has been obtained.

3. The Program Manager shall notify Bank of America of the cardholder's new duty address to ensure the cardholder continues to receive account statements. If the receiving program manager has not accepted the cardholder's account within 60 days after the cardholder detaches from the command, then the transferring program manager shall deactivate the account. If account has not been accepted by gaining program manager after 90 days, the transferring program manager shall cancel the account.

4. For newly reporting members that have an existing travel card account, query EAGLS transfer account in the account maintenance section to determine if the sending program manager submitted the cardholder's account for transfer. If the cardholder is not listed as a transfer in the new status or pending status queue, initiate transfer of the account from the previous command. Ensure cards for

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members separating, retiring, or terminating employment are deactivated not later than 60 days prior to the effective date. Program managers shall deactivate cards in between travel. Cards should be activated five to ten days prior to travel. Deactivate cards upon completion of travel.

12500 TRAVEL CARD PAYMENT PROCEDURES

1. Each program manager shall brief each cardholder prior to travel informing that charges must be paid in full prior to due date on statement, even if the travel claim has not been liquidated. The program manager shall notify COMOMAG Supply Department if at any time they have a member that cannot obtain a travel card. Completing your travel claim within five days after return from travel will improve the chances of having a member's claim liquidated promptly. When a member completes the travel claim, the split pay option may be selected.

2. The CO/OIC will send a naval letter to the gaining command, with a copy to COMOMAG Supply Department, on any member transferring with a balance on their account. The letter will state the balance due and the number of days past due.

12600 AUTHORIZED CARD USES

Other than use for official government travel, the latest guidance states that travel cards be used only for lodging and rental cars, if authorized on travel orders. Other items that can be claimed on your travel, such as food and gas (if auto authorized), may be charged to the card if necessary. Travel card use is not authorized for PCS expenses.