

Government Travel Card Program

Ref: (a) Public Law 105-264

Use of the travel card is only authorized when the member is in a funded Temporary Assigned Duty (TAD) status. Any other use of the travel card is unauthorized and in violation of DoD policy; the cardholder will be subject to cancellation of the travel card and disciplinary action. The travel card is to be used solely for expenses that are necessary to perform the TAD assignment and that you reasonably expect to be reimbursed.

It is the responsibility of the cardholder for payment in full of the amount stated on the monthly billing statement, regardless if the cardholder has been reimbursed for their TAD assignment. Any cardholder who surpasses the 60+ day delinquency will have their travel card cancelled and will be subject to disciplinary action.

It is the policy of this command that all members submitting a travel reimbursement voucher will select the Split Disbursement Option (SDO) for the amount that is owed to the travel card. By selecting the SDO, PSD will make a payment directly to the cardholders travel card account. Member must call the automated travel card customer service number (provided on back of travel card) and get an account balance. This amount minus any payment recently made that is not reflected in the balance, will be placed on the travel reimbursement voucher. Any remaining monetary entitlement after liquidation of the travel will be deposited to the cardholder's designated financial institution account.

Per reference (a), the Travel and Transportation Reform Act, permits the salary offset of delinquent amounts that are due to the travel card. Under this program, the travel card may request DoD to collect amounts that are 90 or more days past billing. In a proactive step, this command will initiate the salary offset for amounts after 60 days delinquency.

For payment of course registration fees, the requestor should submit a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) with their normal TAD request and a copy of the course brochure, which describes the desired course(s) and any fee(s), which must be paid. Member is to route the DD Form 1556 and TAD request through the proper chain of command for approval. Upon receipt of the approved request forms, the TAD office will pay for the course fee(s) using the Government Purchase Card or a purchase order. Appropriate action should be taken by the member to receive approval for courses that require payment in advance.

Per DoD policy, use of the travel card when in a Permanent Change of Station (PCS) status is not authorized. Effective immediately, all travel cards will be deactivated upon detachment of the individual from this command. The travel card will not be reactivated until the cardholder arrives at the new command and checks in with the local APC.

In an event to curb unauthorized use, a spot check of 25% to 50% of the travel cards having activity during the preceding billing cycle will be conducted. This will ensure that all travel card activity occurred is in conjunctions with official travel.

This command has a zero tolerance policy for non-payment of the travel card. These actions are intended to eliminate the number of delinquent travel card accounts and bring the command into compliance with the program policy. Non-payment of the travel card account balance owed is a poor reflection upon the individual and the command. Non-payment will impact adversely on the individual's credit rating, result in initiation of a salary offset to settle an account, and result in disciplinary action.

If there are any questions, please contact LT Luis Asqueri, Comptroller at DSN 922-3847 or email laasqueri@nomi.med.navy.mil.

