



REPLY TO  
ATTENTION OF:

EACG

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

0 8 JAN 2007

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy #25 – Government Travel Charge Card

1. REFERENCES.

- a. [USFK Command Policy Letter #14](#), Government Travel Charge Card, 19 JUN 06.
- b. Department of Defense 7000.14-R, DoD Financial Management Regulation, volume 9, chapter 3.
- c. Bob Stump National Defense Authorization Act (Public Law 107-314).
- d. AR 600-20, Army Command Policy, 7 JUN 06.
- e. Travel and Transportation Reform Act of 1998 (Public Law 105-264).

2. PURPOSE. To provide guidance and establish policy for use of the Government Travel Charge Card within Eighth United States Army.

3. BACKGROUND. The Travel and Transportation Reform Act of 1998 (Public Law 105-264) requires that all government employees use an issued government travel charge card to pay for official travel expenses unless otherwise exempt. Exemptions from mandatory use of the travel card are contained in DODFMR Volume 9, Chapter 3. It is Army policy that individually billed accounts (IBA) will be used for all official travel expenses to include airline tickets. Individuals who do not travel over three times a year may continue to use the centrally billed account (CBA) for transportation costs and are authorized an advance of travel entitlements. Regardless of the method used, a government travel charge card annotation must be identified on all TDY orders.

4. DISCUSSION.

a. The Army's goal for travel-card delinquencies is no more than 1.5 percent of the total number of active accounts being delinquent. Additionally, no more than 2 percent of charged dollars may be delinquent. Delinquent accounts and dollars are those that are more than 60 days overdue. To meet the Army's intent EUSA soldiers will adhere to the following instructions:

(1) Appoint Agency Program Coordinators (APCs) to monitor the delinquency status of charge cards.

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(2) Before approving a GTC Card application, ensure the traveler is expected to travel at least three times a year. A card may not be appropriate for all individuals.

(3) Ensure that cardholders are briefed annually through required training and awareness. All cardholders are required to fill out a statement of understanding as required by regulation.

(4) Require cardholders to use the “split-disbursement option”. Split disbursement is mandatory for all travelers using the card and must be properly annotated on all travel vouchers before payment is made.

(5) On a monthly basis, APCs will review transactions for at least 10 percent of their cardholder accounts with activity (i.e., charges or payments) to screen card transactions each month for unauthorized purchases and delinquencies. This report will be submitted to the ACofS, G-8, NLT the fourth (4) duty day of each month.

(6) Ensure unit in-and out processing procedures require cardholders to process through the unit APC. The APC will deactivate the account unless there is a requirement for temporary duty enroute to the next duty station.

b. Commanders and supervisors will take appropriate action, consistent with DOD Regulations, for cardholder’s delinquency, card misuse and abuse, or fraudulent activity. Guidelines for both military and civilians are available at <http://www.asafm.army/fo/fod/tc/pg/pg.asp> and are contained in Volume 9 Chapter 3 of the DoDFMR, and Chapter 4, of AR 600-20.

c. Commanders, directors, and all other leaders must ensure that soldiers and civilian employees use the Government Travel Charge Card responsibly. By ensuring that our personnel use the card properly, we are supporting the Army’s standard for reducing delinquencies. I take this challenge seriously and count on your cooperation to help meet it.

5. PROPONENT. The Eighth United States Army ACofS G8 is the proponent for this policy. The POC can be contacted at commercial 011-822-7913-6592 or DSN 315-723-6592.



DAVID P. VALCOURT  
Lieutenant General, USA  
Commanding