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Financial Management

GOVERNMENT TRAVEL CARD PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 65-2, *Management Control Program*. This instruction extends the guidance of Air Force Instruction (AFI) 65-201, *Manager's Internal Control Program Procedures* and Department of Defense Financial Management Regulation (DoDFMR) 7000.14R, Vol. 9, Chapter 3, *Department of Defense Government Travel Charge Card*. It provides guidance and procedures for establishing the administration of the government travel card program and guidance for personnel assigned to the 433d Airlift Wing (433 AW). This applies to all 433d Airlift Wing units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT 847), *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. OPR has determined that no waivers may be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afrims.amc.af.mil/>.

1. Purpose. All Air Force Travelers are eligible for the government travel card, subject to their unit commander's approval. Cash advances are no longer available for individuals at the Finance Office. The government travel card has replaced cash advances for authorized expenses associated with official government travel and will be used all federal employees.

2. A Wing Agency Program Coordinator (APC) has been assigned to manage the overall travel card program. The Wing APC is the Protocol Officer, and the alternate is the Financial Management (FM) Officer. Commanders/Functional Managers have appointed squadron/functional area APCs to process new applications for their unit members and to manage the day-to-day travel card program. The squadron/functional area APCs are responsible for: providing instructions on the proper use of the travel card; card activation and deactivation; reviewing cardholder account activity; and responding to inquiries from cardholders and supervisors.

2.1. Individuals needing to apply for a government travel card should complete an application, read and sign the statement of understanding and submit the forms to their commander. The Commander will forward the application and the statement of understanding to the unit APC for processing.

2.2. Delinquent accounts will not be tolerated. Cardholders can use various ways to make payments.

2.2.1. Split disbursement is mandatory. This form of payment is made when the travel settlement voucher is processed.

2.2.2. Payment by phone can be made by the cardholder. The cardholder is responsible for any fees that are charged by the card company when using this method of payment.

2.2.3. Payment by mail upon receipt of the monthly statements.

2.2.4. Payments can also be made online.

2.2.5. In dealing with delinquent accounts, the issuing bank will assess additional fees for delinquent accounts. If the account is delinquent after 120 days, Defense Finance and Accounting Service (DFAS) will begin salary offset until the debt is satisfied. The issuing bank will not reinstate a member's card that has been cancelled due to delinquency.

2.3. The appropriate commander will take disciplinary action when a member's account becomes delinquent. Courses of action that will be considered (in consultations with the 433 Airlift Wing Judge Advocate (AW/JA) or Civilian Personnel) are:

2.3.1. **Status Day 30:** Action: Discuss with the member why the account is delinquent. Ensure the member understands their responsibility for timely payment of THE Government Charge Card bill. Determine when the member received reimbursement for travel expenses, and allow the member seven days to pay. If the member has been reimbursed and has not paid the bill, consider this a warning sign.

2.3.2. **Status Day 60:** Action: Direct the member to make immediate arrangements with Government Charge Card issuer for repayment of the debt and to report back to their commander as soon as arrangements have been made with proof of such arrangements. A Letter of Counseling (LOC) will ordinarily be appropriate. Commanders must make the member aware that further adverse action will be taken if payment arrangements are not made and complied with. Ensure the member's Government Charge Card has been deactivated. In addition, member will not be eligible for re-enlistment, reassignment, to receive awards, or for promotion until the account is current. Unit commanders will screen re-enlistment, reassignment, award, and promotion actions against Government Charge Card delinquencies.

2.3.3. **Status Day 90:** Action: A Letter of Reprimand (LOR) will normally be appropriate. Commanders should also order the member to repay the debt. Commanders and First Sergeants must also coordinate with the unit's Agency Program Coordinator to monitor payment of the debt.

2.3.4. **Status Day 120:** Action: Imposition of non-judicial punishment pursuant to Article 15, *Uniform Code of Military Justice (UCMJ)*, will normally be appropriate. Discharge would also be an appropriate option at this point. A commander who is considering imposing non-judicial punishment should do so only after consultation with JA. JA will prepare the record of non-judicial punishment proceedings, citing the appropriate provisions of the UCMJ and stating the offenses alleged. Regardless of whether non-judicial punishment is imposed, commanders will consult with JA and Department of Personnel Management (DPM) on the appropriateness of either

administrative demotion or separation actions, based upon financial responsibility. NOTE: Commanders should also consider establishing a Control Roster and/or an Unfavorable Information File (UIF) for non-participants. Consult AFI 36-2907, *Unfavorable Information File (UIF) Program*, for additional information.

3. Civilian employees that become delinquent or misuse or abuse the Government Travel Card will be subject to appropriate disciplinary action as prescribed by Air Force Instruction (AFI) 36-704, *Discipline and Adverse Actions*, and in coordination with the Civilian Personnel Flight. Appropriate civilian discipline will be determined on a case-by-case basis taking into consideration the required factors to be considered when determining appropriate penalty.

4. The Government Travel Card is only authorized for purchases and cash advances for official Government travel expenses while on official travel orders. The card should be used for lodging, rental cars, registration fees, airline tickets, etc. Cash advances are currently authorized for a maximum of \$665 per billing cycle for standard accounts and \$365 for restricted accounts. When possible, members are encouraged to charge authorized expenses to limit Automated Teller Machine (ATM) fees.

5. Individuals should be aware that all purchases/advances are subject to monitoring. The functional APC will review cardholder usage monthly to ensure no card abuse (improper or unauthorized charges) and document actions. The Wing APC will schedule and print a monthly listing of all delinquent accounts. This information will be provided to the Commanders for appropriate action. In addition procedures have been initiated to prevent purchases in retail stores of unauthorized nature and measures are in place to prevent purchases via telephone. Administrative and/or disciplinary action, as noted above, may be taken as a result of any unauthorized use of the government travel card. If your position requires you to perform official government travel and you have lost your card privileges, your ability to perform required duty may be adversely impacted resulting in duty related disciplinary action.

5.1. Prescribed forms. None.

5.2. Adopted forms.

AF IMT 847, *Recommendation for Change of Publication*

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-704, Discipline and Adverse Actions, 22 July 1994

AFI 36-2907, Unfavorable Information File (UIF) Program, 17 June 2005

AFI 65-201, Managers' Internal Control Program Procedures, 12 October 2006

AFMAN 33-363, Management of Records, 1 March 2008

AFPD 65-2, Management Control Program, 28 August 2006

DODFMR 7000.14R, Vol 9, Chapter 3, Department of Defense Government Travel Charge Card, March 2005

Article 15, Uniform Code of Military Justice (UCMJ)

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

APC—Agency Program Coordinator

ATM—Automated Teller Machine

AW—Airlift Wing

DFAS—Defense Finance and Accounting Service

CC—Commander

FM—Financial Management

JA—Judge Advocate

LOC—Letter of Counseling

OPR—Office of Primary Responsibility

RDS—Air Force Records Disposition Schedule

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File