

## THE DEPARTMENT OF AGRICULTURE (USDA)

### GOVERNMENT TRAVEL CHARGE CARD PROGRAM CARDHOLDER ACKNOWLEDGMENT & ACCEPTANCE STATEMENT

The Government Travel Charge Card Program provides travelers with a means of financing their official travel expenses without obtaining travel advances or using their own funds. Only official Government expenses, incurred as a result of temporary duty travel, may be charged to the travel charge card. Expenses include meals, lodging, rental car, transportation, and any other authorized official travel related expenses. Travelers are expected to use the travel charge card whenever and wherever practical for these expenses, prior to using an automatic teller machine (ATM) for a cash advance. ATM cash advances are allowed for minor expenses and where use of the travel charge card is impractical or not possible.

Use of the travel charge card for any purpose other than official Government travel related expenses is NOT AUTHORIZED and is considered misuse of the card. Allowing your travel charge card to become delinquent, by not paying the bill in a timely manner, or using 'non-sufficient fund' checks for payment, are considered card misuse/abuse. Card misuse or abuse may subject the employee to disciplinary actions under the appropriate agency and civilian personnel regulations.

The '*USDA Zero Tolerance Policy*' strictly prohibits the following use of the card:

- a. Making unauthorized charges, charges not associated with official travel, or using the card while not in an official travel status
- b. Allowing family members and friends to use the card; or using the card to pay for another employee's official travel expenses.
- c. Using the card in the vicinity of the official duty station or residence, unless in connection with official travel.
- d. Allowing your account to become delinquent, failure to pay accounts with enough funds, or failure to use split disbursement to repay official travel expenses.
- e. Making cash withdrawals from an ATM more than 3 business days before the start of official travel or after the final day of official travel.
- f. Obtaining cash advances from ATMs located in a casino or other gaming establishment.
- g. Using the card to pay for alcoholic beverages with meals or using the card to pay for meals for everyone in at the table/in the party, then being reimbursed in cash.

Cardholders should read and familiarize themselves with the contents of the contractor banks *Cardholder Guide for Travel*, 41 Code of Federal Regulation (CFR) Chapters 300 through 304 (commonly known as the Federal Travel Regulation (FTR)), the USDA Travel Charge Card Regulation (DR2300-001) and agency specific policies regarding the use of the travel charge card. Additionally, cardholders should be familiar with FTR 301-51 (*Paying Travel Expenses*), 301-54 (*Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card*), and 301-76 (*Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card*).

Questions concerning the travel charge card should be addressed to the local or primary A/OPC.

1. I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the contractor bank agreement and to abide by the *USDA Zero Tolerance Policy*.

**Cardholder Printed Name:** \_\_\_\_\_

SIGN \_\_\_\_\_  
CARDHOLDER SIGNATURE

Date \_\_\_\_\_

2. Recommend approval for the employee listed above to participate in the Travel Charge Card Program.

SIGN \_\_\_\_\_  
SUPERVISOR/AGENCY DESIGNEE

Date \_\_\_\_\_

3. Electronic application processed and submitted online via the contractor bank electronic access system.

SIGN \_\_\_\_\_  
A/OPC SIGNATURE

Date \_\_\_\_\_

**NOTE: This statement must accompany the travel charge card request, and training certificate sent to the A/OPC.**