

STATEMENT OF UNDERSTANDING

1. The U.S. Government Travel Card, hereafter referred to as “travel card”, shall be used only for official government travel purposes. Any unauthorized or personal use of the travel card may result in its suspension or cancellation.
2. Accepting and using the travel card shall make the applicant legally bound to the terms of the agreement provided by the card company. The cardholder shall be responsible for all charges made with the travel card. Lost or stolen cards must be immediately reported to the card company.
3. To the greatest extent possible, official travel expenses shall be charged with the travel card rather than purchasing traveler checks or withdrawing cash from an ATM. Each purchase of traveler checks or a cash withdrawal from an ATM costs the government an additional fee and should be made only when official travel expenses cannot be paid with the travel card.
4. Claims for reimbursement for official travel shall be submitted within one week from the day that the travel is completed. If official travel exceeds 30 days, cardholder shall not wait until returning to his duty station before submitting a travel reimbursement voucher. Instead, an interim voucher shall be submitted every 30 days so the cardholder can be reimbursed in time to pay the monthly account statement. On the voucher the cardholder should mark the box designating “split disbursement”, indicate the amount to be paid directly to the card company, and include the travel card account number.
5. The cardholder shall pay all travel card charges upon receipt of the monthly account statement. Any account balance that is not paid in full by its due date shall be considered delinquent. Any delinquency of 60 days or more may result in the suspension or cancellation of the travel card.
6. The cardholder consents and agrees that the agency program coordinator shall reserve the right to review and/or monitor the cardholder’s travel card account.

By signing below, I acknowledge that I have read and fully understand the above Statement of Understanding.

Printed Name

Signature

Date