



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 4651.1K  
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30 Apr 16

### NAVCRUITDIST NEW YORK INSTRUCTION 4651.1K

Subj: GOVERNMENT TRAVEL CHARGE CARDS

Ref: (a) NAVSO P-6034 (Joint Federal Travel Regulations)  
(b) Joint Travel Regulations  
(c) COMNAVCRUITCOMINST 4400.1E  
(d) DoD 7000.14-R (Financial Management Regulations)  
Volume 9, Chapter 3  
(e) NAVSUPINST 4650.7

Encl: (1) Executive Officer's Adherence Agreement  
(2) DoD Navy Statement of Understanding Government Travel  
Card Program  
(3) Application and Government Travel Card Program  
Employee Account Agreement

1. Purpose. To provide authority, designate responsibilities, and prescribe policies and procedures for issuing and maintaining Government-sponsored, contractor-issued charge cards for eligible personnel. This instruction applies to all military personnel and DoD Federal Employees who perform official government travel.

2. Cancellation. NAVCRUITDISTNYINST 4651.1J CH-2

3. Punitive Effect. This instruction is a regulatory general order and applies to all personnel within Navy Recruiting District New York. By accepting the Government Travel Card (GTC), personnel agree to use it only for official travel and official travel related expenses while in a temporary duty (TDY) status away from the permanent duty station and to submit charges for reimbursement in accordance with Department of the Navy (DoN) and Navy Recruiting Command (NRC) policy and procedures. The GTC may not be used for personal purposes. Per enclosure (1), use of the GTC other than as authorized and prescribed in this instruction is punishable under the Uniform Code of Military Justice (UCMJ) for military personnel and may be a basis for appropriate disciplinary action with respect to civilian employees.

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#### 4. Background

a. Under the provisions of reference (a), travelers are eligible to receive advance travel funds to pay for anticipated travel expenses. Upon completion of official travel, the traveler submits a travel voucher for reimbursement of the authorized and allowable expenses via the Defense Travel System (DTS).

b. As a means of reducing the large number of travel advances and outstanding non-liquidated travel advances, the General Services Administration (GSA) entered into a competitively awarded contract for a contractor-issued charge card to be used by government personnel to charge official Government business expenses including travel and official travel related expenses incident to TDY away from the permanent duty station business expenses. This program has been expanded to allow for obtaining cash at Automated Teller Machines (ATM). The use of ATM's for travel withdrawals with the GTC is only authorized for official government travel incident to TDY away from the permanent duty station.

c. The ATM Program charges a transaction fee for ATM use. This charge will be billed later and not appear on transaction receipts. In addition, incremental surcharges for ATM transactions may be imposed by local banks and financial institutions. This additional incremental surcharge fee is normally two dollar or less. All fee charges incurred to obtain cash are a reimbursable expense for the traveler.

5. Definitions. For purposes of this instruction, certain terms used herein are defined as follows:

a. Travel Card. A government travel card issued for use by DoN government employees. The term does not include personal credit cards issued to employees based upon their own financial merit by any financial institution.

b. Agency Program Coordinator (APC). The DoN official who has been designated by the Commanding Officer to manage the GSA Travel Card Program at the local level. Usually the Supply Officer is designated at the District level.

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c. Organization Defense Travel Administrator (ODTA). The DoN official who has been designated by the Commanding Officer to review the DTS data input from the traveler. Usually the Transportation Officer is designated at the district level.

d. Automated Teller Machine (ATM). The ATM Program enables cardholders to use the GTC to obtain cash from ATMs operated by any bank or financial institution that participates in the program to obtain cash directly from bank dispensers subject to imposed limits, local law and cash availability.

e. Personal Identification Number (PIN). Unique identification number assigned to cardholder, which entitles cardholder to obtain cash from ATM dispensers.

6. Policy. All military and DoD Federal Employees within the Navy Recruiting District shall apply for the GTC.

7. Procedures

a. Card Issuance. To participate in the travel card program, an eligible traveler must sign a statement of understanding and obtain a GTC application, enclosures (1) and (2). Copies of the signed application and agreement terms must be maintained on file for each cardholder for three years from date of transfer or surrender of the card, whichever occurs first.

b. Travel Orders

(1) All travel requirements shall be digitally routed in DTS. A Common Access Card (CAC) is required to access DTS.

(2) Travelers must estimate travel advances for Lodging/Miscellaneous Incidentals and Expenses (MI&E) and other entitlements outlined in the DTS program.

(3) ATM withdrawals should be the authorized advance travel amount (meals and incidental expenses plus other authorized reimbursable expenses) indicated on travel orders data in block 15. An ATM travel advance must not be obtained more than 24 hours prior to the day of travel or after the last day of travel.

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c. Use of the GTC. The cardholder will use the GTC for official travel expenses to the maximum extent possible. The Commercial Travel Office (CTO) will provide the traveler with a flight itinerary, car rental, lodging and applicable TDY fees.

d. ATM Transaction Fees

(1) The traveler must indicate the amount claimed for the fee in the DTS program when summarizing expenses incurred during the period of official TDY travel. All ATM fees, including applicable surcharges will not be allowed for ATM advances obtained more than 24 hours prior to the day of travel or after the last day of travel.

(2) If travel orders are canceled before departing, but after withdrawing an ATM advance, the ATM fee shall be reimbursable. In this situation, a Claim for Reimbursement for Expenditures on Official Business (SF 1164) shall be used to reimburse the traveler. The member shall immediately settle the debt of the ATM withdrawal and all applicable fees to the Government-sponsored charge card provider.

e. Travel voucher claims. All travel requirements shall be digitally routed in the DTS program. A CAC is required to access DTS. All travel vouchers will be submitted within five (5) calendar days upon completion of TDY travel.

f. Travelers are required to retain receipts for car rentals, lodging, parking, airline tickets, taxi fares, gas for rental cars, baggage fees and conference fees (at a minimum) and process the data in DTS within five calendar days upon completion of TDY travel.

8. Responsibility

a. The Commanding Officer will designate a Transportation Officer in writing.

b. The Command Organization Defense Travel Administrator (ODTA) will:

(1) Distribute the applications to all military and DoD Federal Employees.

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(2) Process Government Travel Card applications.

(3) Provide any additional information required by the Government Travel Card provider on the application once it is signed and returned by the military member or DoD Federal Employee.

(4) Process application on the Citibank website to the address provided by the Government Travel Card provider.

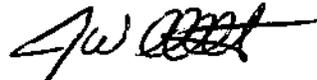
(5) Maintain a list of all eligible travelers who have been issued a Government Travel Card.

c. The Executive Officer will:

(1) Review Government Travel Card applications and sign the application as the authorized command representative.

(2) Ensure each eligible traveler signs enclosure (1) and receives a copy of enclosure (2) for their records.

(3) Appoint assistant coordinators as needed to help manage the program.



J. W. STICHT

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From: EXECUTIVE OFFICER, NAVY RECRUITING DISTRICT NEW YORK

Member's Name: \_\_\_\_\_

1. As a Citi Bank Government Travel Card Holder, you signed an agreement that stated in part that you agreed to use the card for official travel and official travel-related expenses only. You are authorized to use the government travel card for the following purposes:

a. Lodging expenses in connection with official travel orders, including expenses at the travel destination and en route. Such lodging must be in support of government business only.

b. Cash advances and fees not to exceed the amount authorized by travel orders. The ATM Cash Advances Program is to be used in conjunction with, and as a supplement to, the Government Travel/ATM Card program. Therefore, service members must limit their cash advances to those expenses that cannot be charged on the card. Any item that can be charged to the card must be charged to the card rather than paid for by cash advance. Any cash advance is to be used only to support government business.

c. Transportation expenses may be charged, including ground transportation, if such expenses are authorized by travel orders. Such travel must be in support of government business only.

2. Use of the Government Travel Card is essential for the efficient administration of official government business. The card is issued pursuant to a GSA contract with Citi Bank, which provides special benefits to the member and the government. Many members will need to use the card in order to perform their official duties and must maintain their cards in good standing. Misuse of the card is detrimental to the government because it may jeopardize a members good standing and cause the members card privileges to be suspended or revoked. This may make it difficult for the member to perform official duties. Misuse of the card may result in civil collection action. Therefore, misuse of the card is contrary to good order and discipline, and may tend to bring discredit upon the Navy.

3. To ensure adherence to this agreement, I direct that you are to use the Government Travel Card for its intended purpose; this

Enclosure (1)

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is ONLY for official travel and official travel related expenses. Any other use of the card is UNAUTHORIZED and in violation of this order.

4. Violation of this order may result in administrative or disciplinary action, including trial by court-martial.

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CDR, USN, EXECUTIVE OFFICER  
BY DIRECTION

5. Acknowledgement:

I hereby certify that I have received the above order and understand that I may use the Government Travel Card only for official travel and official travel related expenses. I further understand that unauthorized use of the card will subject me to the full range of administrative actions, and/or punitive actions under the Uniform Code of Military Justice and/or as a basis for appropriate disciplinary action with respect to DoD Federal Employees.

Member Signature: \_\_\_\_\_

APC Signature: \_\_\_\_\_

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TAB 6D

Department of Defense - Statement of Understanding  
Government Travel Charge Card Program

I certify that I have read the attached DoD government travel card policy and procedures in DoDFMR 7000.14-R, VOL 9, CH 3. I understand that the government travel charge card program is designed to improve the management, efficiency, and control of government travel. I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the cash limits established on the card. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash-withdrawals.

I understand the Department's policy requires mandatory use of split disbursement for all outstanding charges on the travel card for military personnel and civilian personnel where labor bargaining obligations have been met.

I understand that the issuance of this GTCC to me is an extension of the employee/employer relationship and that I am being specifically directed to:

- Abide by all rules and regulations with respect to the GTCC.
- Pay all undisputed charges by the due date on the monthly billing statement.
- File travel vouchers promptly within appropriate guidelines.
- Notify the APC of any problems with respect to my usage of the GTCC.
- Notify the travel card vendor and the APC if my GTCC is lost or stolen.

(Card applicants must check off all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the GTCC may result in disciplinary action being taken against me. I also acknowledge the right of the travel card contractor bank and/or the APC to revoke or suspend my GTCC privileges if I fail to abide by the terms of this agreement or the cardholder agreement with the travel card contractor bank.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Supervisor's Signature



# Individually Billed Account Travel Card Set Up Form

## Citibank® Government Travel Card Program

**Instructions:**

This form must be completed by the Department of Defense employee, approving supervisor and the Agency Program Coordinator (APC). Use this form to apply for a new Individually Billed Card Account to be used by a Department of Defense employee. Information collected on this application is subject to the Privacy Act of 1974 (5 U.S.C. 552a) and applicable agency regulations. Questions? Contact Commercial Card Services toll-free 1-800-200-7056 from the U.S. and Canada or, if dialing from international locations, call collect 757-852-9076. See pages 3-5 for detailed instructions on completing this form.

Fax: 866-671-5910  
605-338-5745

**Section I: Reporting Parameters (To be completed by APC. \* = Required fields)**

1. Citi Account Hierarchy*	Specify the complete 5-digit account Hierarchy Level (HL) numbers that pertain to your organization. Each Hierarchy Level consists of 5 digits.																																		
	HL1					HL2					HL3					HL4					HL5					HL6					HL7				
	2	0	0	0	1	2	2	0	0	0	3	2	6	5	0	4	2	1	4	7	5	3	0	4	0	6	3	1	9	4					

**Section II: Cardholder Information (To be completed by employee. \* = Required fields)**

2. Applicant Name*	Provide full name: First, Middle Initial and Last name of the applicant as it should appear on the card (maximum of 21 characters – including spaces)																											
3. Applicant SSN*															4. Date of Birth (mm/dd/yyyy)*	/ /												
5. Applicant Address Details*	If your Primary Address is a P.O. Box or if your Card should be shipped to an Alternate Address, please complete the Alternate Address section below. Applications providing only a P.O. Box will not be processed; a physical address is required. For APO/FPO addresses only, an Alternate/physical Address is not required. For Expedited Card Delivery a physical address is required.																											
	<input type="checkbox"/> Expedited Card Delivery (Note: A \$20 fee will be charged) <input type="checkbox"/> Ship Card to Alternate/Physical Address																											
	Primary Address* (this is where your statement will be mailed)														Alternate/Physical Mailing Address* (No Post Office Box)													
	Mail to Attention														Mail to Attention													
	Address Line 1*														Address Line 1*													
	Address Line 2														Address Line 2													
	City or APO/FPO*														City or APO/FPO*													
	State*							Zip/Postal Code*							State*							Zip/Postal Code*						
Country*														Country*														
6. Applicant Contact Details*	E-mail Address*														Home Phone* ( )													
	Commercial Office Phone* ( )														Cell Phone ( )													

**Section IIa: Cardholder Information (To be completed by employee.)**

7. Paper-free Option	You have the option to receive your card account billing statement ("statement") electronically and certain notices, including legal notices, for your card account ("notices") electronically. If you select this option, your statement as well as any notices that we make available electronically now or in the future will be available to you for viewing on the CitiManager web site and will not be mailed to you, and we will send you an e-mail alert to the e-mail address provided above when your statement or a notice is ready for viewing. If you wish to select this option, please check the box below:																											
<input type="checkbox"/> By checking this box, I agree to receive statements and notices electronically as described above and to receive e-mail alerts of statements and notices. I understand that I must register for CitiManager at <a href="http://www.citimanager.com/login">www.citimanager.com/login</a> in order to view statements and notices electronically.																												



# Individually Billed Account Travel Card Set Up Form

## Citibank® Government Travel Card Program

### Section III: Cardholder Signature & Agreement (To be completed by employee. \* = Required fields)

<b>Signature &amp; Agreement*</b>	By signing below, I: (i) acknowledge I have read the Citi® Department of Defense Services Travel Card Program <i>Cardholder Agreement</i> ; (ii) agree to be bound by the terms and conditions as set forth in the Agreement; and (iii) understand that only the Department of Defense may request particular Authorization Parameters (Section III). This application is for a Department of Defense Travel Card account, which may be standard or restricted, as described in the Cardholder Agreement. I expressly agree to accept whichever type of account is established. Pursuant to requirements of law, including the U.S.A. PATRIOT ACT, the bank is required to request additional information to verify your identity.		
	<i>IMPORTANT INFORMATION about opening a new Citibank® Corporate Travel Card account: To help the United States Government fight terrorism and money laundering, Federal law requires us or your employer to obtain, verify, and record information that identifies each person that opens an account. What this means for you: when you open an account, we or your employer will ask for your name, a street address, date of birth, and an identification number, such as a Social Security number, that Federal law requires us or your employer to obtain. We or your employer may also ask to see your driver's license or other identifying documents that will allow us or your employer identifies you. We appreciate your cooperation.</i>		
	<b>8. Applicant's Signature*</b>		<b>9. Date*</b>
	<b>10. Credit Report Authorization* (Initial one)</b>	A. _____ I, as the cardholder, authorize the bank to obtain credit reports on me as described in the agreement.	B. _____ I, as the cardholder, DO NOT authorize the bank to obtain credit reports on me. Therefore, I will not be eligible for a standard card.
<b>11. Approving Supervisor's Signature*</b>		<b>12. Date*</b>	

### Section IV: Account Specification (To be completed by APC. \* = Required fields)

<b>13. <input type="checkbox"/> Restricted by APC (See detailed instructions pages 2-4)</b>	
a) Date to Activate (mm/dd/yyyy)	b) Date to Deactivate (mm/dd/yyyy)

### Section V: Authorization (To be completed by APC. \* = Required fields)

<b>14. Authorized APC*</b>	By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Department of Defense Travel Card be issued to the employee named in Section I of this application. PLEASE RETAIN A COPY FOR YOUR RECORDS.		
	APC Name (type or print)*	E-mail Address*	
	APC Signature*	Date*	
	Commercial Office Phone* ( )		