

From: **COMMANDING OFFICER, NAVY RECRUITING DISTRICT, NEW YORK**

Member 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 credit 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 Charge/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 member's good standing and cause the member's 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 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. Violations of this order may result in administrative or disciplinary action, including trial by court-martial.

\_\_\_\_\_  
Christopher M. Young  
CDR,USN, EXECUTIVE OFFICER

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.

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

**DEPARTMENT OF DEFENSE NAVY  
STATEMENT OF UNDERSTANDING  
GOVERNMENT TRAVEL CARD PROGRAM**

I certify that I have read the attached DOD Financial Management Regulations Volume 9, Chapter 3, Para 0308 and 0309 and NRDINST4651.ID. I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Service. 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 these instructions issued by the Department of Defense (DoD).

The above limitation on card usages also applies to automatic teller machines (ATM) withdrawals. The amount of cash withdrawals will be annotated on your orders. If my account is not delinquent and my travel orders authorized 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 that the issuance of this charge card 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 charge card**
- Use the charge card only for official travel**
- Pay all charges upon receipt of the monthly billing statement from the Travel Card Contractor**
- Notify the APC of any problems with respect to my usage of the charge card**
- Notify the Card Contractor and the APC if my charge card is lost or Stolen (Card applicants must initial all above provisions.**

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

\_\_\_\_\_  
**(Applicant's Signature)**

\_\_\_\_\_  
**(Supervisor's Signature)**

\_\_\_\_\_  
**(Applicant's Printed Name)**

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**(Supervisor's Printed Name)**

\_\_\_\_\_  
**(Applicant's Grade and Date)**

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**(Supervisor's Grade and Date)**