



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 4600.2E

Code 60

AUG 11 2009

NAVCUITDIST RICHMOND INSTRUCTION 4600.2E

Subj: GOVERNMENT TRAVEL CHARGE CARDS

Ref: (a) DON EBUSOPSOFFINST 4650.1a
(b) COMNAVCUITCOMINST 4400.1C

1. Purpose. To provide policies and procedures for issuance and use of contractor-issued travel charge cards in the performance of Temporary Additional Duty (TAD/TEMADD) per references (a) through (b).

2. Cancellation. NRDRICHINST 4600.2D

3. Background. Department of Defense (DOD) through General Service Administration (GSA) has a contractual arrangement for the use of a Government Travel Charge Card while on official government travel. This charge card is provided to make it easier for the traveler to obtain travel related services, to include meals and incidental expenses. Additionally, the charge card reduces workload at disbursing offices associated with the previous methods of processing payment advances.

4. Definitions. Terms used herein are defined as follows:

a. Card Holder. All personnel assigned to the command that are required to travel on official temporary duty.

b. Non-Card Holder. All personnel assigned to the command who are required to travel on official temporary duty but have been denied issuance of the Government Travel Charge Card or have had the card revoked for non-payment or misuse. These personnel will only be entitled to an advance amounting to 80% of miscellaneous incidental expenses.

c. Charge Card. A credit card issued for use by command members as a means of payment of expenses while in a Temporary Duty status.

d. Agency Program Coordinator. The Logistics Support Officer serves as the APC and manages the program at the local level.

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5. Policy.

a. Military and civilian personnel whose duties require them to travel may use the Government Travel Charge Card as a means of paying expenses while in a travel status. The card may be used only for travel expenses while in a temporary duty status supported by command endorsed travel orders. **Use of the card for other than official travel related expenses is a violation of DoD policy and may result in disciplinary action under the Uniform Code of Military Justice and/or an adverse personnel action.**

b. Cardholders who are traveling are authorized to take a cash advance up to the meals and incidental expense amount indicated on their travel orders prior to departure. Any Automated Teller Machine (ATM) may be used for this purpose and any fees charged are reimbursable via travel claim. However, cardholders are encouraged to use the card at restaurants and lodging facilities and abstain from cash advances whenever possible to avoid cash advance and ATM service fees.

6. Responsibilities.a. Logistics Support Officer.

- (1) Manage the Travel Charge card program for the command.
- (2) Set appropriate account controls for card holders to minimize misuse and abuse.
- (3) Facilitate cardholder mandatory training. Process new charge card request during check-in and deactivate during check-out.
- (4) Keep the chain of Command informed of cardholders with accounts in a suspended/delinquent status.

b. Department Heads. Facilitate cardholder means of restitution to resolve accounts in a suspended/delinquent status.

c. Card Holders.

- (1) Be held responsible for filing vouchers within 5 days of travel return date. Split disbursement totals must be

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correctly annotated to ensure full payment of charge card balance.

(2) Card holders are liable for all billed charges. Members are required to pay their financial obligations whether or not reimbursement has been received.

6. Procedures.

a. Card issuance. Application and training will be provided during the check-in process. Upon completion of mandatory training courses and submission of the application, a recruiter can expect the card in approximately ten days.

b. Travel Orders and Use Limitations.

(1) All travel requirements shall be authorized on TEMADD Travel Orders using the Defense Travel System.

(2) Personnel are prohibited from making ATM withdrawals in an amount exceeding 80% of authorized meals and incidental expenses amount indicated on the orders. Advances should not be taken more than three calendar days prior to travel departure.

c. Use of Charge Cards.

(1) The charge card will only be used for authorized travel expenses such as lodging, meals, car rental, and other incidentals (i.e. car rentals) the TEMADD travel orders may authorize.

(2) The use of the Government Charge Card for Out-of-Pocket Expenses (OPE) is not authorized.

(3) Travel vouchers will be submitted within five calendar days of completion of travel.

d. Contract Charge Card Vendor. In the event the member does not pay charges made to the card, The vendor will take the following actions:

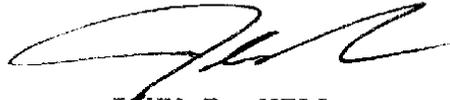
- (1) 60 day mark - suspend the members card
- (2) 75 day mark - charge a \$29.00 dollar late fee
- (3) 90 day mark - send member notification of salary

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off set to be forwarded to DFAS for direct payment from members pay.

(4) 120 day mark - cancel members card

(5) Approximately 156-day mark-after three-consecutive late charges of \$29.00, an additional \$80.00 set up fee charge for salary off set will be incurred. These costs plus amount owed will be directly transferred from members pay to Bank of America.



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Distribution:

NRDRICHINST 5216.1H

List V