

APPENDIX C

TRAVEL CARD PROGRAM CARDHOLDER STATEMENT OF UNDERSTANDING

(Reference DoDFMR, Volume 9, Chapter 3, Appendix A)

NOTE: The government travel card application will not be processed without this form on file.

I certify that I have read the attached ARNG government travel card policy and procedures. I understand that the Department of Defense 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 by all instructions issued by the Department of Defense (DoD) and the Army National Guard.

The above limitation on card usage also applies to automatic teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed \$500.00 (standard) or \$250.00 (restricted) per billing cycle. 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 APC. However, I will endeavor to charge expenses to the account wherever feasible versus using 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 card.
- Use the 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 contractor and APC if my charge card is lost or stolen.

(Card applicant will initial all the above provisions.)

I understand that my failure to abide by these rules or misuse of the card may result in disciplinary action being taken against me. I 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 or the agreement I have signed with the travel card contractor. I understand that revocation or suspension of my travel card privileges does not entitle me to a travel advance.

Applicant's Signature

Applicant's Printed Name

Series/Grade/Title

Immediate Supervisor or APC
PRINTED NAME / SIGNATURE

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GOVERNMENT TRAVEL CARD PROGRAM HANDOUT**Program Purpose:**

- As the standard payment vehicle for ARNG travel-related expenses, an official Government Travel Card, with ATM privileges, is available for personnel traveling on Official Government Business. This eliminates or reduces the number of travel advances paid by disbursing offices without imposing a financial burden on our travelers. This policy applies to all official government travel or the per diem portion of a permanent change of station (PCS) move performed by ARNG personnel. The card is a charge card and not a credit card. It is the responsibility of the cardholder to pay all debts.

Cardholder Rules:

- Cardholders must sign the ARNG Government Travel Card Program Statement of Understanding before completion of an application. The Statement of Understanding states (in part) that the Government Travel Card is to be used only for official travel and that the traveler agrees to submit timely travel claims (5 days after TDY period or every 30 days for extended TDY). The cardholder agrees to reimburse the bank by the billing statement due date. The use of the "Split Disbursement" option on the reimbursement voucher is highly encouraged. If the cardholder has not received reimbursement due to process delays, he or she should immediately contact the APC. However, the bank will automatically deactivate cards with any balance 60 days past due from the initial billing unless contacted by the APC. The contractor will charge the cardholder a late fee monthly of outstanding debts exceeding 120 days.

- All official travel-related expenses such as hotels, meals, rental cars and fuel should be charged to the card.

- Cash withdrawals are limited to the amount of cash needed to cover incidental and miscellaneous expenses. ATM cash withdrawals may not exceed \$500 in a billing cycle. The APC may coordinate additional ATM advances if the TDY requires it. The service charge for withdrawing cash from ATMs is reimbursable through the travel voucher system as long as the cardholder claims the fee on the voucher and the cash is not withdrawn more than 3 days prior to the start of travel or after the last day of travel. Receipts for these withdrawals are not required when filing a travel settlement claim. To obtain ATM locations within CONUS, the cardholder may call the contractor at 1-800-472-1424. To obtain a number for OCONUS ATM locations, the cardholder should call the contractor prior to departure.

- In the event the cardholder loses, forgets, or misplaces the cardholder's assigned Personal Identification Number (PIN), the cardholder must call the contractor at 1-800-472-1424 in order to change the PIN.

- Should a card be lost or stolen, the cardholder must immediately call the contractor at 1-800-472-1424. The APC will be notified of the missing card as soon as possible.

- Reimbursements of expenses will be directed to repaying the bank. The recommended option is by split disbursement designated at the time the voucher is processed. The second option is payment at the time of billing. Diversion of government travel funds for personal gain and not used travel charge card payments will be cause subject to disciplinary action under the Standards of Conduct at a minimum.

Extended TDY:

- Personnel serving on long-term TDY must file an interim reimbursement voucher every 30 days. Travel reimbursement delays will be reported to the APC as soon as possible.

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Repeated Delinquencies:

- Cardholders who repeatedly are delinquent through their own nonpayment of a legitimate bill from the contractor will be canceled from the card program and issued a memorandum affirming the cancellation and denial of the card and ATM privileges. Employee misuse of the card may be grounds for disciplinary action. Persons in this status will not be authorized a travel advance except in extreme emergencies. Any dollar amount 60-days past the billing date is considered delinquent. Three delinquencies in a 12-month period will result in cancellation of the Travel Charge Card.

Credit Checks:

- Cardholders, at their own discretion, may decline a credit check. In these cases, the bank will issue a "Restricted Card". Their APC will suspend the card privileges during periods of non-travel and reinstate when travel is required.

Account Program Coordinator (APC):

- Each state/activity has a Travel Card APC assigned to answer questions or provide explanations as required.

Your Primary APC is: _____

Phone Number: _____

Your Alternate APC is: _____

Phone Number: _____

Extended Travel Charge Card Benefits:

- Government travel charge card holders are eligible to receive extended benefits coverage. You are automatically covered when you initiate and pay for the entire travel related transaction with your government travel charge card. Additional restrictions, limitations, and exclusions may apply to the terms and conditions of the insurance provisions. For details, please contact your travel charge card customer service by calling the 800 number listed on the back of your card. The contractor provides these benefits free:

TRAVEL & EMERGENCY ASSISTANCE
• Lost or Stolen Card Report
• Emergency Medical Referral Assistance
• Prescription Assistance
• Emergency Legal Referral Assistance
• Valuable Document Delivery
• Emergency Transportation Assistance
• Emergency Ticket Replacement
• Travel Accident Insurance
• Lost Luggage Assistance
• Emergency Message Service
• Emergency Translation Service
• Pre-Trip Assistance

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Extended Travel Charge Card Benefits (con't):

AUTO RENTAL INSURANCE (ARI)
<ul style="list-style-type: none"> • ARI provides primary coverage worldwide up to the actual cash value of most rental cars for damage due to collision or theft for rental periods which neither exceed 31 consecutive days. Certain restrictions, limitations, and exclusions apply.
<ul style="list-style-type: none"> • The entire rental transaction must be charged to your credit card to activate ARI (Collision/Loss Damage Waiver) coverage. This means you must use your credit card to initiate and complete the entire rental transaction.
<ul style="list-style-type: none"> • ARI coverage is applicable only to valid drivers of the vehicle.
<ul style="list-style-type: none"> • The rental auto must be operated in accordance with the car rental agreement.
<ul style="list-style-type: none"> • You must decline the car rental company's collision damage waiver (CDW/LDW) option, or similar provision, if offered by the car rental company.
<ul style="list-style-type: none"> • ARI coverage is collision damage coverage only. It does not cover injury to persons, nor to property other than the rental car as it was originally manufactured.
<ul style="list-style-type: none"> • ARI coverage is not valid for certain areas outside the U.S. where prohibited by law or by the car rental agency's policy.
<ul style="list-style-type: none"> • Most rental cars are covered (check with your credit card assistance center for a list of exclusions).
<ul style="list-style-type: none"> • If you have an accident, immediately, but no later than 20 days* following the date of the damage or theft, call the credit card assistance center to report the accident and receive processing instructions, or your claim will be denied. If you are located outside the U.S., use the appropriate international toll-free number provided by the credit card company. The Rental Agency is not responsible for filing your claim under this program unless you are traveling outside the U.S. and sign a Cardholder Agreement Form (which will be provided by the Rental Agency.)

*Not applicable to residents of certain states.