



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 4650.1  
4/DepFin  
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USNA INSTRUCTION 4650.1

From: Superintendent

Subj: GOVERNMENT TRAVEL CHARGE CARD MANAGEMENT – INDIVIDUALLY BILLED ACCOUNTS

Ref: (a) DON eBUSOPSOFFINST 4650.1A  
(b) OPNAVINST 4650.16  
(c) SECNAVINST 4650.21  
(d) DOD Financial Management Regulation Volume 9  
(e) Civilian Human Resources Manual Sub-Chapter 752

1. Purpose. To provide procedures for Individually Billed Accounts (IBAs)/Government Travel Charge Cards for United States Naval Academy (USNA) personnel.

2. Policy

a. The Agency Program Coordinator (APC) for IBAs will ensure management of the government travel charge card program consistent with references (a) through (e).

b. Personnel who travel three or more times in a twelve-month period are considered frequent travelers and are required to use the travel card. Voluntary card use is encouraged for infrequent travelers.

c. Cardholders will use their travel card to pay for authorized expenses e.g. airfare, lodging, rental car, and meals, etc. incurred while on official travel only.

d. Cardholders may also use their travel card to obtain cash advances. Cash advances may be obtained within three days of the travel and are limited to 80% of the authorized per diem for meals and incidental expenses. Automated Teller Machine (ATM) fees are an authorized reimbursable expense on travel vouchers.

e. Travelers/Cardholders will file their travel vouchers within five days of return as directed on their travel orders. Split disbursement is mandatory for payment to the travel card contractor, currently CitiBank. Travelers are responsible for ensuring Approving/Certifying Officials process/approve their voucher for timely payment.

f. Cardholders are responsible for payment in full of the amount stated on the monthly billing statement by the specified due date. Non payment of monthly balance pending split disbursement is not acceptable.

g. Travel orders will not be processed/authorized for cardholders whose travel card account is delinquent. Cardholders will provide proof of payment to Citibank prior to authorization of additional travel.

h. Misuse, abuse, fraud, and payment delinquency of the government travel charge card will not be tolerated. Cardholders who misuse the travel card shall be subject to administrative or disciplinary action. All suspected fraud will be reported to the Naval Criminal Investigative Service (NCIS) and Command Evaluation. Suspected misuse and abuse should be reported to the APC (x31616), Command Evaluation (x31632), or the Navy Hotline (202-433-6743, DSN 288-6743, or toll free 800-522-3451).

i. Check-in and check-out procedures for USNA military and civilian personnel will include a stop at the Travel Office and the travel card APC.

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j. The Travel Card APC will deactivate travel cards of departing personnel. Cardholders will check in with their new Command's APC to have their card reactivated.

k. Cardholders will not use the travel card to pay for expenses incident to Permanent Change of Station.

l. Cardholders will not use the travel card to pay for training or conference fees. These fees will be appropriately processed using the government purchase card.

### 3. Standard/Restricted Cards

a. **Standard Cards.** A standard card currently has a credit line of \$7,500, which includes a monthly ATM limit of \$665. With supervisor's written approval, the APC can raise the credit line to meet mission requirements when supported by travel orders.

b. **Restricted Cards.** A restricted card may be issued based on an applicant's credit history. A restricted card currently has a credit line of \$4,000, which includes a monthly ATM limit of \$365. With supervisor's written approval, the APC can raise the credit line to meet mission requirements when supported by travel orders, not to exceed the default credit line for a standard card, \$7,500. The restricted card is only activated for periods of official travel.

4. Account Activity Management. The APC will review travel charge card reports monthly and provide reports to the Cost Center Financial Manager, Cardholders and/or Supervisors as appropriate for their review to ensure cardholder compliance with the policies and procedures of the travel charge card program.

a. The Transaction Activity Report (TAR) identifies monthly travel cardholder activity and ATM usage. The APC will provide the report to Cost Center Financial Managers. The Cost Center Financial Manager will validate that all transactions are appropriate to official travel. A written response will be provided stating the results of the transaction review and action taken for transactions deemed inappropriate. The cardholder's supervisor will be notified to take appropriate disciplinary action.

b. The Delinquency Report identifies delinquent cardholders and ages the delinquencies by time frame; e.g., 30, 60, 90, and 120 days. The APC will provide a monthly report to Cost Center Financial Managers for review and action. The Cost Center Financial Manager will provide a monthly response to the APC providing status of cardholder payment. The APC will also prepare and distribute delinquency notices to the cardholder and cardholder's supervisor per reference (d).

### 5. Travel Status

a. **Mission Critical Status.** The APC is authorized, with the written request of the cardholder's supervisor, to advise the travel charge card contractor to designate a cardholder's account as being in a mission critical status when the travel prevents the traveler from filing vouchers and paying the travel card balance. The mission critical period may not exceed 180 days. Cardholder has a 45 day administrative period after removal from mission critical status to pay account balance.

b. **Long-term Travel Status.** The cardholder must file interim vouchers every 30 days while in a long-term travel status, not to exceed 180 days, using split disbursement as the method of payment.

### 6. Disciplinary Guidelines

a. Military personnel who violate the specific regulations of this program can be prosecuted under the Uniform Code of Military Justice. Supervisors should contact the Staff Judge Advocate for assistance in determining the appropriate corrective action.

b. Civilian personnel who misuse or abuse the government travel card may be subject to appropriate administrative or disciplinary action up to, and including, removal from federal service. Per reference (e), the following policy on recommended remedies is provided for civilian employees. The Supervisor will work with the Human Resources Department (HRD) and advise the APC on corrective action taken.

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## OFFENSE &amp; RANGE OF REMEDIES

Offense	First Offense	Second Offense	Third Offense
Misuse of Government sponsored travel charge card (e.g., use for unauthorized personal expenses, failure to pay charge card bill in a timely manner, or failure to use card for required expenses arising from official travel)	Reprimand to Removal	5-day suspension to removal	10-day suspension to removal

c. Willful misuse of the government travel card by either military personnel or civilian employees may constitute a crime punishable under federal or state law.

#### 7. Responsibilities.

##### a. APC

(1) Sets up and monitors accounts and maintains organizational hierarchy structure.

(2) Ensures cardholders and approving officials complete required and refresher training on the use and responsibilities associated with the government travel charge card.

(3) Maintain files for all cardholders to include application, statement of understanding, training certificates, etc.

(4) Update Cardholders on administrative and policy changes by distributing Travel Card Administrative Notices (TCANs) and Travel Card Policy Notices (TCPNs).

(5) Conducts and follows up on Transaction Activity Reviews.

(6) Process delinquency letters and follows up on status of payment.

##### b. Cost Center Financial Managers

(1) Review monthly Transaction Activity Report to validate that transactions are appropriate and cardholder was on official travel at time of the transaction. Provide written response to APC on results of the review. Take corrective action if misuse or fraud is suspected.

(2) Review monthly Delinquency Report with cardholder and supervisor to ensure balance is paid in full. Provide written response to APC on status of payment.

##### c. Defense Travel System Approving Officials

(1) Ensure travel vouchers are submitted within five days after completion of travel and include split disbursement for travel card payment. Approve vouchers timely to ensure split disbursement is received by payment due date.

(2) Ensure no new travel is approved for personnel who are delinquent.

(3) Complete mandatory training; initial and every two years.

##### d. Cardholders

(1) Submit a Card Contractor Application Form, a certificate of training, and signed Statement of Understanding to the APC. If transferring the travel card account from another command, complete transfer of new employee form, USNA NNB 4650/4.

(2) Complete mandatory and refresher training.

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(3) Ensure safekeeping of the travel card and exercise the same care for the security of the government travel charge card as a personal charge card. Contact the travel charge card contractor and APC immediately if the travel card is lost or stolen. Beware of identify theft.

(4) Use the travel card for travel related expenses ONLY.

(5) File travel claims promptly, within five days of return or every 30 days for long term travel.

(6) Pay account promptly and in full regardless of reimbursement.

(7) Ensure the travel card is not used prior to three days before beginning date of travel or after the last day of travel. Prior to travel, confirm with the bank that your card is activated and has an account limit that will support anticipated travel expenses.

(8) Notify APC of personal/account changes.

(9) Upon reporting or leaving the Naval Academy check-in and check-out with the Comptroller Department Travel Office and APC.

e. Military Personnel and Human Resource Departments

(1) Ensure personnel check-in and check-out with the Comptroller Department Travel Office so cards may be deactivated, closed, etc.

(2) Provide a monthly report of personnel gains and losses to the Comptroller Department Travel Office.

f. Command Evaluation Office. Conduct semi-annual reviews of the Government Travel Charge Card program.

/S/  
J. L. FOWLER

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