



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
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USNAINST 4650.1A
4/Dep Finance
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USNA INSTRUCTION 4650.1A

From: Superintendent, U.S. Naval Academy

Subj: GOVERNMENT TRAVEL CHARGE CARD ADMINISTRATION – INDIVIDUALLY BILLED ACCOUNTS

Ref: (a) Joint Travel Regulations (JTR)
(b) OPNAV Instruction 4650.16
(c) SECNAV Instruction 4650.21
(d) DoD FMR Volume 9
(e) DoDI 5154.31, Volume 4
(f) Civilian Human Resources Manual Sub-Chapter 752

1. Purpose. To provide policy and procedures for Individually Billed Accounts (IBAs) for the U.S. Naval Academy (USNA).
2. Cancellation. USNA Instruction 4650.1 and USNA Form 4650/4. This is a complete revision and should be reviewed in its entirety.
3. Background. References (a) through (f) apply throughout instruction.
4. Policy
 - a. The Agency Program Coordinator (APC) for IBAs will ensure management of the government travel charge card program consistent per references (a) through (e).
 - b. All DoD personnel, unless otherwise exempt, who perform travel as part of their duties will obtain and use an IBA travel card. USNA Midshipmen are deemed exempt from this requirement.
 - c. Cardholders must use their travel card to pay for authorized expenses (i.e. airfare, lodging, rental car, meals, etc.) incurred while on official travel only.
 - d. Cardholders may also use their travel card to obtain a cash advance. 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 no longer a separate reimbursable expense on travel vouchers. ATM fees are included in the incidental rate (M&IE).

e. Cardholders will file their travel voucher within five business days of return as directed by reference (a). Split disbursement is mandatory for payment to the travel card vendor. Travelers are responsible for verifying Approving/Certifying Official approves 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. Nonpayment of monthly balance pending split disbursement is not acceptable.

g. Travel orders will not be authorized for cardholders whose travel card account is delinquent. Cardholders will provide proof of payment to card vendor 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 their travel card shall be subject to administrative or disciplinary action. All suspected fraud will be reported to the Naval Criminal Investigative Service (NCIS) and USNA Inspector General. Suspected misuse and abuse should be reported to the IBA APC (x31642), USNA Inspector General (x31632), or the Navy Hotline at 202-433-6742, DSN 288-6743, or toll free 800-522-3451.

i. Check-in and check-out procedures for USNA military and civilian personnel will include mandatory in/out processing through the IBA APC in the USNA Comptroller's travel office. Additional information is available at: <https://intranet.usna.edu/Comptroller/Travel/>

j. Cardholders will use the travel card to pay for expenses incident to Permanent Duty Travel (PDT) formerly called PCS.

k. The primary method of payment for training and conference registration fees should be the Government Purchase Card (GPC). Travelers should contact their GPC cardholder to make the payment. In very limited circumstances, a traveler may be able to use their IBA travel card for conference registration fees, such as onsite registration. Travelers should contact the IBA APC at travel@usna.edu or 410-293-1642 prior to trip start date for additional information.

l. Long-term travel status cardholders must file interim vouchers every 30 days while in a long-term status, not to exceed 180 days, using split disbursements as the method of payment.

m. Military personnel who violate specific regulations of this program are subject to prosecution under the Uniform Code of Military Justice. Supervisors should contact the Staff Judge Advocate for assistance in determining the appropriate corrective action.

n. 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 (f), the remedies for misuse of the government travel card include reprimand to removal and five to 10 day suspension.

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g. Travel orders will not be authorized for cardholders whose travel card account is delinquent. Cardholders will provide proof of payment to card vendor 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 their 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 IBA APC (x31642), USNA Inspector General (x31632), or the Navy Hotline at 202-433-6742, DSN 288-6743, or toll free 800-522-3451.

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j. Cardholders will not use the travel card to pay for expenses incident to Permanent Duty Travel (PDT) formerly called PCS, unless the traveler is a U.S. Marine.

k. The primary method of payment for training and conference registration fees should be the Government Purchase Card (GPC). Travelers should contact their GPC cardholder to make the payment. In very limited circumstances, a traveler may be able to use their IBA travel card for conference registration fees, such as onsite registration. Travelers should contact the IBA APC at travel@usna.edu or 410-293-1642 prior to trip start date for additional information.

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o. Willful misuse of the government travel card may constitute a crime punishable under federal or state law.

p. Accounts are considered past due at 30 days past billing date and the cardholder will be contacted by the USNA APC. Accounts over 61 days past due are considered delinquent and the APC will contact the cardholder, supervisor, and activity Director to make notification. The account will be suspended by the vendor until the overdue balance has been paid. After 75 days past due additional late fees will be added for each billing cycle. Accounts 121 days past due will be cancelled and debt collection will be initiated to include salary offset if necessary. Accounts 126 days past due are reported to the national credit bureaus. Cancelled accounts will not be reinstated.

5. Roles and Responsibilities

a. Agency Program Coordinator (APC). Responsible for account set-up and maintenance. Ensures training requirements and required forms are up-to-date. Informs cardholders of policy changes, conducts Transaction Activity Report (TAR) reviews, processes delinquency notifications, and notifies chain of command when delinquencies and/or misuse occurs.

b. Cost Center Heads/Budget Officers. Take corrective action if misuse or fraud is identified and provide written response to APC stating the results of the review and action taken for transactions deemed inappropriate. The cardholder's supervisor must be notified for disciplinary action if applicable.

c. DTS Approving Officials. Ensure travel vouchers are submitted within five business days after completion of travel and include split disbursement for travel card payment. Approve vouchers in a timely manner to ensure split disbursement is received by payment due date. Ensure no new travel is approved for personnel who are delinquent on their IBA account.

d. Supervisors. Work with the APC to reduce and eliminate delinquent accounts. Ensure cardholders understand the requirements of the GTCC program and take appropriate disciplinary action when policies are violated.

e. Cardholders. Contact IBA APC upon your arrival to USNA. Complete mandatory training and sign required Statement of Understanding (SOU) which will be provided to you upon check-in. Complete refresher training every three years. Ensure safekeeping of your travel card and exercise the same care and security of the card as you would your personal card. Contact travel card vendor immediately and notify the APC if your card is lost or stolen. Use the card for official travel related expenses only. Notify APC of personal information or account changes. Adhere to the travel card policies and procedures.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the

Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Comptroller will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



J. S. BATES
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via USNA's Official Issuances Website, <https://www.usna.edu/AdminSupport/Inst/>.