



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE McGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

1 March 2016

MEMORANDUM FOR NCO Academy Fort Dix

SUBJECT: Policy Letter 27, Travel Charge Card Program

1. References.

a. DOD Financial Management Regulation 7000.14-R , Volume 9, Chapter 3, Department of Defense Government Travel Charge Card, July 2013.

b. Travel and Transportation Reform Act, 19 July 1998.

c. HQDA, ASA (M&RA), Employee Relations Bulletin Number 86, Appendix A , 14 Aug 1997.

2. DOD personnel are required to use the government travel charge card (GTCC) for all authorized expenses related to official government travel, unless otherwise exempted.

3. All cardholders must completed annual training on the basic rules of the program and the personal responsibilities of owning a government credit card. Training is located on the internet at <https://www.defensetravel.dod.mil/Passport>.

4. When returning from temporary duty (TDY), the Soldier will file a travel settlement voucher (DTS entry for DD Form 1351-2) within five days after the travel is completed. For extended TDY over 30 days, travelers will file interim travel vouchers for reimbursement every 45 days until travel is completed. Cardholders will use Split Disbursement when filing the settlement voucher. The split disbursement must ensure all outstanding credit card debts are paid first.

5. The cardholder bears sole responsibility for the card and is liable for paying all charges and fees incurred in a timely manner. The travel card contract requires that all outstanding, undisputed charges be paid by the due date specified on the billing statement. Misuse and delinquencies are unacceptable. The GTCC will be suspended for misuse or nonpayment.

6. The headquarters will publish a Delinquency Report on the 13th of every month. This report identifies delinquent accounts and timeline of the delinquency. The Soldier and supervisor will provide a detailed account of when the delinquencies will be paid. The action will be accounted for in a counseling DA Form 4856.

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7. The late fees applied at 75 days past billing are the responsibility of the cardholder. Additional late fees are applied in 30 day increments at the billing cycle, until the past due amount is paid in full. The delinquent balance may be resolved by payment in full or by an agreed repayment schedule with the travel card vendor. Billing questions may be directed to the travel card vendor at the number printed on the billing statement for that purpose.

8. All cardholders will provide a DoD Statement of Understanding during in processing to the unit and are required to out-process through the Budget Office before signing out of the unit.

9. Personnel who misuse or abuse the travel card are subject to administrative or disciplinary action.

10. Point of contact is the undersigned or SSG(P) Parris.

KIMBERLY K. KEMPER
CSM, USA
Commandant