DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE McGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA 8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity – Dix Policy Memorandum #13 - Travel Charge Card Program

1. This policy memorandum supersedes Installation Command Policy Memorandum #22 - Travel Charge Card Program dated 19 June 2008.

2. APPLICABILITY: This policy applies to all military personnel, civilian employees and all other individuals assigned or attached to Army Support Activity (ASA) – Dix and Devens Reserve Forces Training Area.

3. GENERAL: Effective 11 April 2001, the General Services Administration awarded a contract to the Bank of America (BOA) to provide travel charge card services to eligible federal employees and military personnel. Their program includes issuance of government sponsored travel cards along with a personal identification number (PIN) which allows the traveler to obtain cash advances through Automated Teller Machines (ATM) and to charge authorized expenses incurred in the performance of official temporary duty travel. The government sponsored travel care will not be used for personal expenses unrelated to official travel.

4. ELIGIBILITY: All permanently assigned personnel (military and civilian) who are likely to travel are eligible to be issued the travel card.

5. APPLICATION: Applications for a travel card (BOA Form #S02D0400/OCR 24000) may be obtained from your activity or the DRM Agency Program Coordinator (APC), at (609) 562-5450. All applications for a travel card must be signed by the applicant's supervisor and forwarded to the Director of Resource Management (DRM) for processing. A statement of Understanding (all applicants – civilian or military) must accompany the application. The signed application for the travel charge card binds the cardholder to the terms and conditions of the BOA Agreement. Bank of America will not approve and issue a travel card without the Program Coordinator's approval. Cards will normally be issued within three days of BOA's receipt of the application and should be received at the employee's billing address within 14 days. A Personal Identification Number (PIN) will also be assigned to the cardholder and mailed directly to the applicant.

6. CASH ADVANCES: Travel case advances are available to the traveler through any ATM. Cash advances via ATM are limited to $250.00 per month; retail purchases related to official travel are limited to $100.00 per month.

7. FEES/PAYMENTS:

a. Bank of America will assess a fee of 3 percent or $2.00 (whichever is greater) for ATM withdrawals. It is the cardholder's responsibility to calculate this fee and include the amount on their final TDY voucher to ensure reimbursement.

b. The entire balance is due to BOA upon receipt of their statement.

c. Any discrepancies regarding settlement of a travel voucher must be immediately identified to the DRM APC upon receipt of the settlement to avoid any action by BOA to suspend or cancel a charge card.

d. Suspension of a travel cardholder's privileges for nonpayment of an undisputed amount owed to BOA is usually initiated on or after the 61st calendar day from the billing date. Cancellations of the cardholder's privileges for nonpayment of undisputed amounts owed to BOA are usually initiated on or after the 120th calendar day from the billing date. The DRM APC must be notified in a timely manner of any extenuating circumstances that might affect suspension or cancellation actions.

e. The travel charge card contractor is authorized to charge individual cardholders a late fee of $29.00. The late fee can be assessed monthly when an account is delinquent by 75 calendar days or more. The contractor will not penalize travelers when notified by the government that delay in receipt of a payment was caused by the government. The late fee is an individual cardholder expense and is <u>not</u> reimbursable to the traveler.

f. The travel charge card contractor is authorized to charge individual cardholders a $29.00 returned check fee. The returned check fee is an individual cardholder expense and is <u>not</u> reimbursable to the traveler.

8. RESPONSIBILITIES:

a. The DRM administers the Government Charge Card Program. The Program Coordinator will:

(1) Provide guidance and information all activities.

(2) Process travel card application.

(3) Schedule, print and review information from Bank of America via the Electronic Automated Government Ledger System (EAGLS).

b. Directors/Supervisors will:

(1) Provide applications and a Statement of Understanding to eligible individuals.

(2) Notify the DRM Program Coordinator when civilian or military personnel in possession of a travel card transfer in or depart from ASA - Dix or its sub installation.

(3) Counsel any cardholder when notified by the program coordinator of delinquencies in excess of 60 plus calendar days.

c. The cardholder will:

(1) Use the travel card only for official travel and travel related expenses and will not permit any other individual to use the travel charge card.

(2) Submit a travel voucher to the paying office within five (5) work days of completion of official travel.

(3) Not use the travel card for personal expenses not related to official travel.

(4) Contact the agency program coordinator upon arrival at a new duty station, to effect transfer of the travel card accountability to that agency.

(5) Terminate the charge card upon separation from the United States Army.

(6) Not withdraw more than the amount allowed on TDY orders, be liable for all charges incurred on the travel charge card, and report a lost or stolen card directly to Bank of America.

PATRICK J. SLOWEY
Colonel, IN
Commanding

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