

030209. Centrally Billed Account (CBA) APCs. The CBA APCs are those personnel designated by their activity commander or director as responsible for the management of CBAs used for the purchase of transportation services.

030210. Unit Travel Cardholders. Holders of unit travel cards are designated by the activity commander or director as responsible for management of the CBA unit card.

030211. Travel Cardholders. Cardholders for individually billed accounts (IBA) are personnel to whom travel cards have been issued for use while performing official government travel. These personnel shall adhere to the procedures set forth in this Regulation and applicable DoD Component guidance. Individual cardholders are responsible for payment in full of the undisputed amounts due in the monthly billing statement from the card contractor.

0303 MANDATORY USE OF THE TRAVEL CARD

030301. Policy

A. Use by DoD Personnel. All DoD personnel shall be required to use the government-sponsored, contractor-issued travel charge card for all expenses arising from official government travel, unless otherwise exempted. Although a traveler may be required to use the travel card, failure to use the travel card shall not be a basis for refusing to reimburse the traveler for otherwise appropriate charges. Such failure may, however, subject the traveler to appropriate administrative or disciplinary action.

B. Travel Orders. All travel orders shall:

1. Include the following statement notifying travelers of the requirements of the TTRA. “The Travel and Transportation Reform Act of 1998’ stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.”

2. Indicate whether the traveler is (or is not) a government travel card cardholder.

3. If the traveler is a government travel card holder, indicate whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods.)

4. Indicate that government travel cardholders shall obtain cash, as authorized, through ATMs (rather than obtaining cash advances from a DoD disbursing officer).

030302. Government-Wide and DoD-Wide Exemptions

A. Classes of Personnel Exempted

1. The GSA has exempted the following classes of personnel from mandatory use of the travel charge card:

a. Employees who have an application pending for the travel charge card.

b. Individuals traveling on invitational travel orders.

c. New appointees.

2. In addition to the government-wide GSA exemptions, the following classes of personnel are exempt from mandatory use of the card throughout the Department:

a. Members of the Reserve Officer Training Corps and military personnel undergoing initial entry or initial skill training prior to reporting to their first permanent duty station.

b. Military and DoD civilian personnel who are denied travel charge cards or whose travel charge cards have been canceled or suspended for financial irresponsibility or for other specific reasons.

c. Hospital patients.

d. Prisoners.

e. Such military or DoD civilian personnel as approved by the Head of a DoD Component during (1) a period of war; (2) a national emergency declared by the President or the Congress; or (3) mobilization, deployment, or contingency operations.

f. Such military or DoD civilian personnel traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of a travel charge card.

g. Such military or DoD civilian personnel whose use of the travel charge card, due to operational, security, or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of themselves or others, or would compromise a law enforcement activity.

h. Direct and indirect hire foreign nationals.

i. Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel charge card to such individual.

**B. Classes of Expenses Exempted**

1. The GSA has exempted the following classes of expenses from the mandatory use of the travel charge card:

- a. Those incurred at a vendor that does not accept the government-sponsored, contractor-issued travel charge card.
- b. Laundry/dry cleaning.
- c. Parking.
- d. Local transportation system fares.
- e. Taxi fares.
- f. Tips.
- g. Meal charges when the use of the card is impractical (e.g., group meals or when the card is not accepted at a dining establishment).
- h. Telephone calls (when a government calling card is available for use in accordance with agency policy).
- i. Relocation allowances prescribed in chapter 302 of the Federal Travel Regulation, except en-route travel and househunting trip expenses.

2. In addition to the GSA government-wide exemptions, the following classes of expenses are exempt from the mandatory use of the travel charge card throughout the Department of Defense:

- a. All expenses covered by the "meals and incidentals" portion of the per diem allowance.
- b. All local and long distance telephone calls.

030303. Exemptions Made by the Heads of DoD Components

A. Class Exemptions. The Heads of DoD Components may exempt additional types or classes of expenses or types or classes of personnel from the mandatory use requirements of the TTRA. An exemption covering a type or class of expenses or type or class of personnel shall be approved by the USD(C) prior to implementation.

B. Individual and Specific Expense Exemptions. The Heads of DoD Components may exempt any individual person or specific expense (i.e., a specific occurrence of an expense relating to a particular traveler or a single episode of travel) from the mandatory use requirements of the TTRA. These exemptions do not require approval by the USD(C).

C. Notifications Of Exemptions. The Head of a DoD Component (or designee) who grants an exemption from the requirements of the TTRA shall, in accordance with statutory requirements and regulations promulgated by the Administrator for General Services, prepare and submit the following notifications:

1. Not later than 30 days after granting an exemption for a type or class of individual or a type or class of expense covered by subparagraph 030303.A, above, notify the Administrator of General Services in writing of the granting of such exemption.

2. Not later than 30 days after granting an exemption to any individual person or specific expense covered by subparagraph 030303.B, above, notify the Administrator of General Services in writing of the granting of such an exemption.

Notifications under subparagraphs 30303.C.1. and 30303.C.2., above, shall state the reason for the exemption and be submitted directly to the Administrator of General Services, Attention: MTT, 1800 F Street, NW, Washington, D.C. 20405. A copy of each notification shall be provided to the DFAS, Attention: DFAS-HQ/FMT, 1931 Jefferson Davis Highway, Arlington, Virginia, 22240-5291.

030304. Payment Methods Authorized When Exempted. When an exemption is granted from the mandatory use of the travel charge card, one or a combination of the following may be authorized for payment of travel expenses. City pair contractors, however, are not required to accept payments under subparagraphs 030304.A or B below:

- A. Personal funds, including cash or a personal charge card;
- B. Travel advances; or
- C. Government Travel Requests.

0304 NON-MANDATORY USE OF THE TRAVEL CARD

030401. Voluntary Card Use. An individual granted an exemption from mandatory use of the travel card may continue to use the travel card on a voluntary basis.

030402. Local Travel. The travel card can be used for local travel expenses (i.e., parking and tolls), but such use is not required under the TTRA.

#### 0305 PROGRAM STRUCTURE AND GENERAL TRAVEL CARD INFORMATION

##### 030501. General Information

A. Card Design. In accordance with the GSA master contract, government travel cards may be issued in either the regular card design (i.e., the U.S. Capitol dome with an airplane and the words: "For Official Government Travel Only"), the quasi-generic card, or generic card (quasi-generic and generic are plain gray cards with the "Visa" logo). When security is an issue, a generic or quasi-generic travel card may be issued upon written request from the APC through the CPM to the contractor.

B. The Program. The DoD Travel Card Program consists of three products: individually billed accounts (IBA); centrally billed accounts (CBA); and travelers checks.

C. Internet Based Electronic Travel Card Management System. The GSA master contract stipulates that the card contractors will offer an Internet based electronic travel card management system. These systems allow access via personal computers (PCs) in order to process and maintain DoD travel card accounts, display transaction and account data, and provide designated reporting information. The DoD Components shall determine whether individual cardholders will have system access for their accounts and will notify the TCPMO and contractor of that decision. DoD Component activities shall use the contractor's Internet based electronic travel card management system to the maximum extent possible. CPMs shall inform the card contractor of any organizations (e.g., major commands, major subordinate commands, bases or installations) that lack connectivity to on-line services. The card contractor shall issue electronic program management reports as required. Paper reports are rendered on an exception basis and require CPM/TCPMO approval.

D. Automated Teller Machine (ATM) Access. Travelers may use the travel card at a specified network of ATMs to obtain cash needed to pay for "out-of-pocket" travel-related expenses. The card contractor will assign a personal identification number (PIN) to each cardholder, together with card issuance to permit ATM access. ATM advances shall not be obtained earlier than 3 working days before scheduled travel. The card contractor will charge the cardholder a transaction fee for ATM use. This charge, which appears on the cardholder's billing statement, is a reimbursable expense. In addition, some banks charge a service fee for ATM access. That fee also is reimbursable. Government travel advances will not be authorized for personnel who are eligible to be issued individual travel cards.

##### E. Travelers Checks

1. Cardholder Placed Order Via the Internet. If otherwise permitted, travelers checks may be ordered by the cardholder in pre-determined amounts via the contractor's Internet based electronic travel card management system. The contractor will charge a user fee