

**MEMORANDUM**

12 April, 2001

From: Deputy Superintendent, Naval Postgraduate School

To: Distribution

Subj: BANK OF AMERICA VISA TRAVEL CARD POLICY

1. Travelers are strongly encouraged to use the "Split Disbursement" option in Travel Manager. Split Disbursement is an electronic payment method by which DFAS will pay the traveler's official travel card bill directly to Bank of America and the remaining amount due to the traveler will automatically be sent to the traveler's checking or savings account. Effective immediately, accounts that are over 60+ days past due will be cancelled.
2. For further information regarding the travel card program, please contact the Agency Program Coordinator, Mary Anne Egan at 656-2246 or [megan@nps.navy.mil](mailto:megan@nps.navy.mil).



Roger Buschmann