THE ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

AUG 10 2004

MEMORANDUM FOR DISTRIBUTION

Subj: MANDATORY SPLIT DISBURSMENT FOR CIVILIAN PERSONNEL

Last year following direction from the Under Secretary of Defense (Comptroller), I issued guidance mandating split disbursement for all Department of the Navy (DON) military personnel using the government-sponsored, contractor-issued travel card. The split disbursement process allows travel cardholders to designate an amount to be sent directly to the travel card contractor when filing their travel vouchers with any balance being sent to the traveler. This benefits travelers, as there should be no need to make additional payments by check to clear any outstanding balance and also significantly reduces the likelihood of delinquent balances.

In addition, the memorandum stated that mandatory split disbursement for civilian personnel would follow after finalization of labor relations bargaining obligations. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) has informed my Office of Financial Operations that the Department has completed its labor relation's obligations. Therefore, effective immediately, all DON civilian personnel required to use the individually billed travel card must use split disbursement.

Mandatory split disbursement for civilians, as with the military, shall be accomplished through the travel voucher process. All DON travelers required to use the individually billed travel card are responsible for designating an amount equal to the charges on the travel card to be sent to the card issuing bank. Regardless of the method of payment used by the traveler, approving officials must review, approve, sign, and date all travel vouchers prior to submission to the settlement office. Approving officials will return for correction all vouchers submitted by travel cardholders that do not, at a minimum, accurately reflect the reimbursable charges for which travel card use is mandatory.

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Commanders and supervisors should verify that their local labor relations obligations are met before implementing this policy. My point of contact is Mr. David McDermott, who can be reached at (202) 685-6719, or via e-mail at david.e.mcdermott@navy.mil.

DIONEL M. AVILES

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