

**THE DEPARTMENT OF AGRICULTURE (USDA)**  
**GOVERNMENT TRAVEL CARD PROGRAM**  
**ACKNOWLEDGMENT & ACCEPTANCE STATEMENT**

The Government Travel Charge Card Program provides travelers with a means of financing their official travel expenses without obtaining costly travel advances or using their own funds. Only official Government expenses, incurred as a result of temporary duty travel, may be charged to the travel charge card. Expenses include meals, lodging, rental car, transportation, and any other authorized travel related expenses. Travelers are expected to use the travel charge card whenever and wherever practical for all these expenses, prior to the use of an automatic teller machine (ATM) for a cash advance. ATM cash advances are allowed for minor expenses and where use of the travel charge card is impractical or not possible.

Use of the travel charge card for any purpose other than official Government travel related expenses is NOT AUTHORIZED and is considered misuse of the travel charge card program. Allowing your travel charge card to become delinquent, by not paying the bill in a timely manner, or using non-sufficient fund checks for payment, are considered travel charge card misuse/abuse. Card misuse or abuse may subject the employee to disciplinary actions under the appropriate agency and civilian personnel regulations.

The '*USDA Zero Tolerance Policy*' strictly prohibits the following use of the card:

- a. Unauthorized charges not associated with official travel.
  - (1) Personal and family member use of the card is forbidden.
  - (2) Additional prohibited activities are listed in Section 8b.
- b. Charges while not in an official travel status.
  - (1) Use of the card in the vicinity of the official duty station or residence is forbidden, unless used in connection with official travel.
  - (2) Cash withdrawals from an ATM
- c. Shared use of the card with another employee for official travel purposes.
- d. Account delinquency beyond a 30-day period.
- e. Failure to use the card while on travel.
- f. Failure to pay the travel charge card amounts due with sufficient funds.
- g. Failure to use voucher split-disbursement to repay travel expenses.
- h. Excessive cash advances not commensurate with official travel.

Cardholders should read and familiarize themselves with the contents of the contract banks Cardholder Guide for Travel, the Federal Travel Regulation (FTR), the USDA Travel Card Regulation (DR2300-001) and agency specific policies regarding the use of the travel charge card. *Additionally, cardholders should be familiar with FTR 301-51 (Paying Travel Expenses), 301-54 (Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card), and 301-76 (Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card).*

Questions concerning the travel charge card should be addressed to the local or primary A/OPC.

1. I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the contractor bank agreement and to abide by the *USDA Zero Tolerance Policy*.

SIGN \_\_\_\_\_

Date \_\_\_\_\_

CARDHOLDER SIGNATURE

2. The application for the above to participate in the Travel Card Program is recommended for approval.

SIGN \_\_\_\_\_

Date \_\_\_\_\_

SUPERVISOR/AGENCY DESIGNEE

3. Completed application received and forwarded to the contractor bank.

SIGN \_\_\_\_\_

Date \_\_\_\_\_

A/OPC SIGNATURE

**NOTE: This statement should accompany the travel charge card application sent to the A/OPC.**