

**Don't** allow your travel card account to become delinquent. Delinquency occurs on the **first** day after the due date.

**Do** respond timely to your agency and bank on receipt of a delinquency notice. A mutual agreement can be reached to rectify any problem immediately.

**Don't** put other employees' travel expenses on your card.

**Do** obtain cash advances for official travel through an ATM only if authorized by your agency.

**Don't** obtain cash advances that exceed the authorized travel meals and incidentals (MI&E) per diem for the trip. Example: \$35.00 MI&E per diem x 5 days = \$175 is the authorized amount.

**Do** follow your bank's dispute process for incorrect or erroneous charges.

**Don't** reactivate an expiring card unless travel will be authorized by your agency within three months.

**Do** become familiar with the FTR and your agency's travel guidelines. Read the Agriculture Travel Regulation (ATR) 2300.1 or visit the USDA website for more travel card information.

## USDA CONTACTS

**Know your Agency Travel Coordinator!**

**Still have questions?**

First, contact your Agency/Organization Program Coordinator (A/OPC) for travel card questions.

Second, contact your Agency Travel Coordinator (ATC). The ATC knows your agency specific travel policies and procedures. See [www.usda.gov/ocfo/travel/index.htm](http://www.usda.gov/ocfo/travel/index.htm) for a list of ATCs.

A/OPC: \_\_\_\_\_  
ATC(s): \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## HEADQUARTER CONTACTS

**Office of the Chief Financial Officer  
Credit, Travel, & Accounting Policy Division  
(CTAPD)**

**Only ATC's/AOPCs are authorized to contact CTAPD for questions regarding USDA travel policy and travel card program.**

## NATIONAL FINANCE CENTER CONTACTS

**Customer Support & Analysis Section (CSAS)  
504-426-5471**

Any questions regarding accessing the Travel System (e.g., input, transmissions, implementations, etc.)

**Travel Inquiry Section  
504-255-4878**

General payment, processing, reports or suspense inquiries.

**Publishing & Visual Communication Team  
504-426-1218**

Requests for external procedure manuals, bulletins, etc.



TRAVEL CARD

**DO's & DON'Ts**

FOR

EMPLOYEES



United States  
Department of Agriculture  
Washington, D. C. 20250

**Est. 2/03 CTAPD**

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*This simple quick guide is provided to the traveler with the knowledge that the more things you "do" right, the fewer "don'ts" apply.*

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## **“DO’s and DON’Ts”**

***With the privilege of a government travel card also comes the responsibility for its proper use.***

*Your government travel card is a tool that assists you in the performance of your duties. The manner in which you use the travel card will reflect directly upon you as an employee and as an individual.*

*You must use the card only for expenses incurred in connection with official travel. Possession of the card does not exempt you from the use of Department’s Travel Management Centers (TMC) or Government contract carriers when required.*

*Use of the card does not relieve you of the responsibility to employ prudent travel practices and to observe rules and regulations governing travel at the Department of Agriculture (USDA), as set forth in the Federal Travel Regulation (FTR) and any agency specific directives.*

***Proper use of the USDA travel card and its privileges are outlined in this quick guide.***

**Do** use your travel card to pay for authorized, official travel expenses.

**Don’t** use your travel card for personal expenditures not reimbursable on the travel voucher.

**Do** remember your travel card has a charge limit for food and automatic teller machine (ATM) withdrawals.

**Don’t** use your travel card during periods when you are not on travel status.

**Do** be aware your agency and your immediate supervisor may monitor card use and will take disciplinary action when misuse or abuse has occurred.

**Don’t** allow others to charge purchases on your travel card.

**Do** be aware that vendors report to the Department on the use of the card for non-travel related expenses.

**Don’t** charge office supplies, training, conference fees, photocopies, postal services, or equipment on the travel card. Use the purchase card or other acquisition procedures to procure non-travel services and products.

**Do** safeguard your card and assure it is not lost or stolen.

**Don’t** wait to report a lost or stolen travel card to the bank and your travel coordinator.

**Do** surrender your travel card to your supervisor upon separation from the USDA. Advise your travel coordinator if you have transferred to another agency within USDA or notify the bank if you have changed your mailing address.

**Don’t** forget to file your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel.

**Do** retain your receipts while on travel so you have accurate information to file a travel claim and to reconcile your monthly statement.

**Don’t** wait for your voucher reimbursement to pay your bill.

**Do** submit payment in full for the travel card bill before the statement due date.

**Don’t** use your travel voucher reimbursement for personal gain. Failure to pay the bank can result in termination of charge card privileges and/or garnishment of wages.

**Do** contact the bank customer service number in a timely manner, if you have questions about your monthly bill.