

ANNEX 1

STATEMENT OF UNDERSTANDING

I certify that I have read the DoD government travel charge card policy and procedures in DoDFMR 7000.14-R, Volume 9, Chapter 3 (FMR). I understand that the Government Travel Charge Card Program is designed to improve the management, efficiency, and control of government travel. I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the cash limits established on the card. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand the Department's policy requires mandatory use of split disbursement for all outstanding charges on the travel charge card for military personnel and civilian personnel where labor bargaining obligations have been met.

I understand that the issuance of this GTCC to me is an extension of the employee/employer relationship and that I am being specifically directed to:

- | | |
|--|----------|
| | Initials |
| -Abide by all rule-s and regulations with respect to the GTCC. | _____ |
| -Use the GTCC only for authorized and official travel. | _____ |
| -Pay all undisputed charges (reimbursable and non-reimbursable)
by the due date on the monthly billing statement. | _____ |
| -File travel vouchers promptly within appropriate guidelines. | _____ |
| -Notify the APC of any problems with respect to usage of the GTCC. | _____ |
| -Notify the GTCC contractor and the APC if my card is lost or stolen. | _____ |

(Card applicant must initial all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the GTCC may result in disciplinary action being taken against me. I also acknowledge the right of the GTCC contractor and/or the APC to revoke or suspend my GTCC privileges if I fail to abide by the terms of this agreement or the cardholder agreement with the GTCC contractor.

_____ (Applicant's Signature)	_____ (Date)	_____ (Supervisor's Signature)	_____ (Date)
_____ (Applicant's Printed Name)		_____ (Supervisor's Printed Name)	
_____ (Applicant's /Grade/Title)		_____ (Supervisor's/Grade Title)	

Travel Card Account# _____

Home Address _____

Home Phone _____

EMAIL _____