



United States Department of
Health & Human Services

TRAVEL CARD - DO'S & DON'TS FOR EMPLOYEES

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 authorized expenses incurred in connection with official travel orders. 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 the travel at the Department of Health and Human Services (HHS), as set forth in the Federal Travel Regulation (FTR) and any OPDIV specific directives.

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

Do use your travel card to pay for authorized expenses on official travel orders.

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 official travel status.

Do be aware your OPDIV 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.

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

Don't wait to report a lost or stolen travel card to the bank and your Agency/Organization Program Coordinator (AOPC) or travel coordinator.

Do surrender your travel card to your supervisor upon separation from HHS. Advise your AOPC if you have transferred or notify the bank if you have changed your mailing address.

Don't forget to file your travel claim within 5 working days after trip completion or every 30 days if you are on extended TDY 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 use your travel voucher reimbursement for personal gain. Failure to pay the bank can result in termination of charge card privileges and/or Salary Offset.

Do use Split Disbursement, when vouchering, to pay your bill.

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

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 OPDIV 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 when authorized.

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

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

Don't forget to take travel card refresher training as required by HHS and the OMB Circular A-123 Appendix B.

Do become familiar with the FTR and your OpDiv's travel guidelines. Read the HHS Travel Manual or visit GSA's website for more travel card information.

Still have questions?

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

HEADQUARTERS CONTACT:

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