

  
Approved for Release  
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Director for Administrative Services

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Date

DEPARTMENT OF COMMERCE (DOC)  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR  
ADMINISTRATION  
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #04, FY11

**SUBJECT:** Mandatory Use of Travel Card for Department Employees and Amendment to *DOC Travel Handbook*

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Effective until canceled or superseded

**BACKGROUND:** C301-2.15(a) of the DOC Travel Handbook is updated to address usage and changes to the travel card program and the issuance of travel advances for official travel.

**PROVISION:** The current section C301-2.15(a) is replaced with this wording:

All Department employees will be eligible to receive a government travel card and travel advances will no longer be issued. The only exception, with respect to the issuance of travel advances, applies to invitational travelers. Invitational travelers, performing travel on behalf of the Department, will be eligible for travel advances issued through the applicable finance office.

**PROCEDURES:** Once a travel card application is submitted to JP Morgan Chase (JPMC), JPMC will conduct a credit worthiness check on behalf of the U.S. Department of Commerce. Neither JPMC nor the Department receives the exact credit score; however, JPMC receives a pass or restricted notice based on the applicants' FICO® score from TransUnion. The numerical score identifies the credit risk level associated with the applicant (i.e. Green or Amber). Below are the guidelines for assigning the travel card credit limit:

- "Green" level, credit limit of \$5,000 (Unrestricted card);
- "Amber" level, credit limit of \$2,500 (Restricted card)

Applicants who need temporary increases of their credit limit must submit requests to their travel card coordinator in writing, signed by their supervisor or approving official.

Questions regarding information contained in credit files must be submitted to TransUnion.

TransUnion ([www.transunion.com](http://www.transunion.com))  
Consumer Disclosure Center  
P.O. Box 1000  
Chester, PA 19022  
866-887-2673

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