

Department of Commerce
Statement of Understanding (SOU)
Centrally Billed Account
Government Travel Charge Card Program

I understand that the Government Centrally Billed Account (CBA) Travel Charge Card Program is designed to improve the management and control of Government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the CBA Travel Card only for those necessary and reasonable expenses authorized by my Bureau for official travel. I will abide by these instructions issued by the Department of Commerce. I understand that the issuance of this Travel Card to me is an extension of the employee-employer relationship and that I am being specifically directed to abide by all rules and regulations with respect to the GTCC.

Card applicants must check all the following provisions:

Abide by all rules and regulations with respect to my usage of the CBA Travel Card.

Use the CBA Travel Card only for official travel.

Reconcile on a monthly basis all travel charges on my billing statement

Notify the Level 1 DAPC of any problems with respect to my use of the CBA Travel Card

Notify the Level 1 DAPC when my responsibilities as an account-holder cease.

Ensure my contact information kept current with the charge card vendor.

I also understand that failure on my part to abide by these rules or other misuse of the CBA Travel Card may result in disciplinary and/or administrative action being taken against me. I also acknowledge the right of the Travel Card Contractor and/or Level 1 DAPC to revoke or suspend my Bureau CBA Travel Card privileges, if I fail to abide by the terms of this agreement or the agreement I have signed with the Travel Card Contractor.

CBA Account Holder Signature

Date

CBA Account Holder Printed Name

E-mail

Approving Official Signature