

## Sample Inappropriate Charge Card Use E-Mail Notification

Dear (*Cardholder*),

A review of the attached (*insert Contractor's name*) monthly activity charge card report indicates that your travel Government charge card appears to have (a) questionable transaction(s) during this reporting period. Please submit to me a written explanation of the expense incurred in conjunction with official travel by (*date*).

As part of our commitment to provide service to employees participating in the travel card program, we would like to remind you of the responsibilities that employees have in using the (*insert Contractor's name*) travel charge card.

Employees who participate in the travel charge card program shall, to the maximum extent possible, utilize the charge card to pay for expenses connected with official Government travel (e.g., lodging, meals and car rentals). Employees should use the card **only** for authorized travel expenses while on official business. You should not use the charge card to pay for personal travel expenses or for any other purpose, which is not related to your authorized **official** government business.

If you have any other questions, please contact (*APC's contact information*).