

## Suspected Misuse E-Mail Notification

Dear (*Cardholder*),

I am the Agency Program Coordinator (*or OPC*) and manage the Government Travel Charge Program for (*Bureau*). During my review of the non-travel activity report dated (*insert date*), it showed that your travel card was used during non-travel status. In accordance with DOC Travel Card Program Handbook, Section 3, DOC's "Zero Tolerance Policy," misuse of the travel card will not be tolerated. This report indicates that your card was used for (*list suspected non-official travel purchases and dates*).

Please provide information to justify use of the card during the timeframe indicated above. In the event no justification is provided by (*date*), your supervisor/manager will be notified of this matter and your card will be deactivated while in a non-travel status.

If you have any questions or concerns, please feel free to contact me at (*APC's contact information*).

APC Signature

cc:  
Supervisor