

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

I certify that I have read the travel card policy and procedures in DOC Travel Charge Card Program Handbook (http://www.osec.doc.gov/ofim/TMD/Documents/DOC_TRAVEL_CARD_PROGRAM_Handbook-October_2016.pdf). The DOC policy is that the Government Travel Charge Card (GTCC) will be used by all non-exempt employees to pay for all costs related to official government travel. Official government travel is defined as travel under official authorizations/orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary method of payment for official travel expenses incurred by DOC employees and it also allows the cardholder access to the GSA City Pair Program. The GTCC reduces the need to issue traditional travel advances (electronic funds transfer), eliminates the need for the traveler to pay for their own expenses, and provides financial readiness to employees. The Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 provides additional information regarding mandatory use of the travel card. I also understand that I am authorized to use the card only for necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the cash limits established on the card. If my account is not delinquent and my travel authorizations/orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, attempt to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand that the issuance of this GTCC 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:

- Activate my Travel Card upon receipt.
- File travel vouchers within 5 business day of completing travel.
- Pay all undisputed charges by the due date on the monthly billing statement.
- I will not use the card for personal expenses, nor for other travelers.
- Ensure my contact information is kept current with the GTCC contractor.
- Notify the APC of any problems with respect to my use of the travel card.
- Notify the GTCC vendor and my APC if my travel card is lost or stolen.

I also understand that failure on my part to abide by these rules or otherwise misuse the GTCC may result in disciplinary and/or administrative action being taken against me. I also acknowledge the right of the travel card contractor and/or the APC to revoke or suspend my Travel Card privileges if I fail to abide by the terms of this agreement or the cardholder agreement with the travel card contractor.

Applicant's Signature

Date

Bureau

Applicant's Printed Name

E-mail

Supervisor's Signature

Date