



## Quiz - Travel Charge Card

Page 1 of 3

**INSTRUCTIONS:** Please complete all questions on this Government Travel Charge Card Quiz, then sign, date, and return the completed quiz to your local area Agency/Organization Program Coordinator (A/OPC).

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. **What is the Government Travel Charge Card used for?**
  - A.  To pay for personal expenses.
  - B.  To pay for authorized official travel expenses, i.e. lodging, meals, and incidental expenses.
  - C.  To purchase furniture and office supplies.
  - D.  None of the above.
  
2. **How do you apply for a Government Travel Charge Card?**
  - A.  Obtain an application from your Agency/Organization Program Coordinator (A/OPC).
  - B.  Apply through your supervisor.
  - C.  Submit an application to the bank.
  - D.  None of the above.
  
3. **Which is the preferred and most efficient method in obtaining a cash advance?**
  - A.  Use your Government Travel Charge Card to withdraw cash from an ATM.
  - B.  Obtain traveler's checks from your TMC.
  - C.  Obtain cash from your Agency's Imprest Fund?
  - D.  All of the above.
  
4. **Examples of charges on your Travel Charge Card which are disputable include:**
  - A.  Sales tax.
  - B.  Double billings.
  - C.  Charges to your account that belong to another account.
  - D.  Both b and c.
  
5. **Who do you notify if your Travel Charge Card is lost or stolen?**
  - A.  The bank.
  - B.  Your supervisor.
  - C.  Your A/OPC.
  - D.  All of the above.



## Quiz - Travel Charge Card

Page 2 of 3

6. **If you have a questioned item on your Travel Charge Card bill, with whom do you try to resolve it?**
  - A.  The bank.
  - B.  Your supervisor.
  - C.  The TMC.
  - D.  The merchant.
  
7. **After returning from official travel, you should complete and submit your travel voucher/travel claim within how many days?**
  - A.  10 days
  - B.  5 days
  - C.  25 days
  - D.  2 days
  
8. **What must you do with your Travel Charge Card reimbursement?**
  - A.  Pay the Travel Charge Card bill in full.
  - B.  Pay for groceries.
  - C.  Deposit the reimbursement in a savings account.
  - D.  Pay a portion of the Travel Charge Card bill.
  
9. **You must pay the Travel Charge Card bill by the due date even if you have not been reimbursed by your Agency.**
  - A.  True
  - B.  False
  
10. **Who is responsible and liable for paying your Travel Charge Card bill?**
  - A.  The Government.
  - B.  You, the Travel Charge Card holder.
  - C.  Your supervisor.
  - D.  Your A/OPC.
  
11. **When is your Government Travel Charge Card payment due?**
  - A.  Anytime.
  - B.  You are not responsible for making the payment.
  - C.  By the due date indicated on the bill.
  - D.  It is due at 61 days.
  
12. **If you do not pay the Travel Charge Card bill in full within 61 days of the due date, what will happen to your Government Travel Charge Card?**
  - A.  The Travel Charge Card will be suspended and you will be unable to use it.
  - B.  The Travel Charge Card will be cancelled.
  - C.  The Travel Charge Card will be renewed.
  - D.  None of the above.



## Quiz - Travel Charge Card

Page 3 of 3

- 13. A Government Travel Charge Card may be cancelled if:**
- A.  It has been suspended two times during a 12-month period for undisputed amounts and is past due again (45 calendar days from the closing date on the statement of the account in which the charge appears).
  - B.  It is past due for the undisputed amounts at 120 calendar days past the closing date on the statement in which the charge appeared.
  - C.  The Travel Charge Card is used for other than authorized purchases and cancellation is approved by the A/OPC.
  - D.  All of the above.
- 14. Upon cancellation, delinquent Government Travel Charge Cards may be reported to credit bureaus or similar entities and can affect your credit rating.**
- A.  True
  - B.  False
- 15. Your supervisor may be notified of your Travel Charge Card delinquency.**
- A.  True
  - B.  False