

Supervisors/Managers Role and Responsibilities

Supervisors/Managers involvement and support is essential for a successful Travel Charge Card Program. To ensure management involvement and a working relationship between you, the A/OPC and cardholders the following are steps that can be taken to ensure an effective Travel Charge Card Program.

- Appoint/designate an A/OPC for Travel Policy and Management to issue guidance, agency wide notices, and conduct training.
- Ensure A/OPC function is adequately staffed to meet travel card program requirements.
- Ensure cardholder training is provided to cardholders and supervisors/managers.
- Determine whether an employee has a need for the travel card and which employees are authorized to receive the travel card.
- Sign cardholder application and Statement of Understanding prior to processing by the A/OPC.
- Counsel employees on the appropriate use of the charge card while on official business travel.
- Ensure employees submit travel reimbursement vouchers within five working days of return from official business travel.
- Review and sign travel claims to confirm the authorized travel and reimbursement.
- Encourage employees to use the split disbursement option when submitting travel reimbursement voucher.
- Review transactions and delinquency reports provided by the A/OPC and coordinate with Human Resources Division when delinquency and misuse occur.
- Keep open lines of communication with cardholders by notifying them on delinquency and misuse of the travel card.
- Initiate appropriate disciplinary actions for delinquency and unauthorized use of the travel card, in accordance with DoD and Agency's policy.

Reference(s):

- DoD Financial Management Regulation, Volume 9, Chapter 3, Department of Defense Government Travel Charge Card, March 2005
- DoDEA Policy Memorandum: Government Travel Charge Card Program, 00-C-001, dated March 20, 2001
- Office of the Under Secretary of Defense Memorandum, Subject: Government Charge Card Disciplinary Guide for Civilian Employees, April 21, 2003
- Agreement Between Department of Defense Employee and Bank of America, N.A. (USA)
- Cardholder Statement of Understanding