

Cardholders Role and Responsibilities

Each cardholder within DoDEA has responsibilities associated with the Travel Charge Card Program. As a cardholder, it is important to understand your role and responsibilities, and to work closely with your A/OPCs to ensure proper travel charge card use. The Government Travel Charge Card Program is intended to facilitate and standardize the preferred method of paying for expenses incident to official business travel in support of DoDEA missions. Everyone who has a government-issued travel card must follow the rules established for that card.

Cardholder responsibilities include the following:

- Ensure A/OPC is contacted during in/out processing with DoDEA.
- Become familiar with DoD and Agency policies and procedures regarding official Government business travel and authorized purchases as they relate to the travel card.
- Complete Cardholder's Training Course.
- Comply with the terms and conditions of the cardholder's "Statement of Understanding" Agreement that was signed prior to issuance of the travel card.
- Notify the Bank and your A/OPC of name and address changes.
- Identify and dispute charges on your billing statements that you do not recognize. Cardholders relinquish their right to recover a disputed amount if they do not dispute the charge in writing within 60 days from the date the erroneous charge first appeared on their billing statement.
- Report lost or stolen travel cards promptly to the bank, your A/OPC, and to your supervisor.
- Use the travel card only for authorized expenses, i.e., transportation, lodging, and meals that are incurred when in an official business travel status. Only expenses reimbursable by the Government may be charged to the travel card.
- Submit travel reimbursement vouchers within five working days of return from official business travel.
- Consider the split disbursement payment option when processing travel reimbursement vouchers.
- Pay the travel card accounts in full by the billing statement due date. Ensure that the bank receives payment in a timely manner, thereby precluding late fees. Payment of the charges is not contingent upon receipt of a travel reimbursement.

Reference(s):

- DoD Financial Management Regulation, Volume 9, Chapter 3, Department of Defense Government Travel Charge Card, March 2005
- DoDEA Regulation 7351.1, Resource Management Division, Use of the Government Travel Charge Card, March 16, 2007
- 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 the card contractor (Citi).
- Cardholder Statement of Understanding
- GSA Pamphlet: "But I didn't knowNow you do!"
- DoDEA A/OPC Points of Contact Listing