



Quiz - Travel Charge Card

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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.



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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.



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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