



## DEPARTMENT OF THE ARMY

Joint Base Myer – Henderson Hall  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

REPLY TO  
ATTENTION OF

IMMH-RM

17 Jul 13

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum DRM-1, Use of Government Travel Credit Card by Civilian Employees

1. REFERENCES.

a. Memorandum, Assistant Secretary of the Army, Financial Management and Comptroller (ASA,FM&C), 12 July 2005, Subject: Army Travel Card Program – Mandatory Use of Individually Billed Accounts (IBA) to Pay for Official Temporary Duty (TDY) Travel.

b. Memorandum, ASA (FM&C), 9 March 2006, Subject: Policies, Procedures and Responsibilities for the Army Travel Charge Card Program.

2. PURPOSE. To establish procedures for use of the Government Travel Credit Cards (GTCC) by Army civilians employed by the Joint Base Myer-Henderson Hall.

3. APPLICABILITY. These procedures are applicable to Army civilian personnel assigned to and/or under the operational control of the Joint Base Myer-Henderson Hall Commander.

4. POLICY.

a. During initial inprocessing, new employees will seek guidance from their first-line supervisor whether or not they will be frequent travelers (defined as traveling on official government business three or more times a year). Only those employees who are expected to be frequent travelers will be allowed to apply for a GTCC.

b. Travelers are not authorized to use this card for any purpose other than to pay for authorized expenses related to official government travel.

c. All travelers are required to pay their Citibank bill on time, regardless of the status of reimbursement from a travel voucher. Travelers must file their travel voucher within five days of completing official travel in order to ensure reimbursement is made before their Citibank bill becomes due.

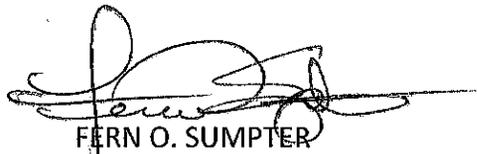
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d. The Agency Program Coordinator (APC) will routinely check the status of all JBM-HH GTCC accounts. The APC will report to the first-line supervisor travelers who are 30, 60 or 90 days delinquent on the Citibank bill(s), travelers who may be using the card inappropriately (for other than authorized purchases), or travelers who have excessive ATM usage on their Citibank bill(s). First-line supervisors will take appropriate action when necessary to address these issues. Corrective action may include requesting that the APC suspend or cancel the traveler's GTCC.

e. All JBM-HH GTCC holders are required to choose the split disbursement option when filing their settlement voucher.

5. PROPONENT. The Joint Base Myer-Henderson Hall Directorate of Resource Management, Agency Program Coordinator is the proponent and POC for this policy at (703) 696-5650.

A handwritten signature in black ink, appearing to read 'Fern O. Sumpter', with a long horizontal flourish extending to the right.

FERN O. SUMPTER  
COL, MI  
Commanding