



NTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>rd</sup> Battalion 381<sup>st</sup> Regiment (TS)  
310 Armed Forces Drive  
GRAND PRAIRIE, TEXAS 75051

REPLY TO  
ATTENTION OF

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #16: Government Travel Charge Card

1. References: Fifth Army Memorandum Policy Letter, dated 1 Oct 2000
2. All Federal employees are required to use the government travel charge card for all expenses for official government travel. The only exemption is an employee whose travel charge card is cancelled for financial irresponsibility.
3. Applicants will complete the application and DOD Statement of Understanding for Cardholders, obtain their supervisor's approval, and submit these documents to the Resource Management Office for processing.
4. Travel expenses exempt from the mandatory use of the Government travel charge card are laundry, parking, local transportation system, taxi, tips, meals (when impractical) and expenses incurred at a vendor that does not accept credit cards.
5. Travel advances via automated teller machine (ATM) are authorized up to 24 hours before travel date.
6. The cardholder is responsible for making prompt payment to the travel card corporation for all charges incurred using the travel card.
7. This battalion will not tolerate delinquency.
8. Ready and Alert!

FERNANDO GUTIERREZ  
LTC, QM  
Commanding