

CG POLICY

Number: **I-4**

SUBJECT: Mandatory Use of Split Disbursement

Date: **30 MAY 02**

1. REFERENCES:

- a. Memorandum, General Keene, dated 20 October 2000, subject: Army Individual Travel Card Delinquency.
- b. Memorandum, Ernest J. Gregory, dated 17 November 2000, subject: Army Individual Travel Card Delinquency.

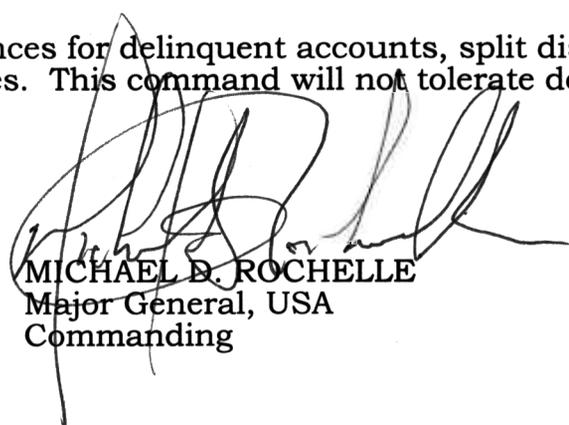
2. PURPOSE. To establish USAREC policy on the use of the split disbursement option. Utilizing this option will aid in decreasing command delinquency rates.

3. GUIDANCE.

a. Delinquency rates for the Government Travel Card Program are excessive. It is imperative that travel cards are paid in full each month. To ensure cards are paid promptly and delinquency rates decrease, all USAREC travelers are required to use split disbursement.

b. Utilizing split disbursement is the quickest and easiest method for paying the government travel card. Travelers annotate in block 1 of the DD 1351-2 a specific dollar amount to be sent to their travel card. Within 72 hours of disbursement a payment will be received by the government travel contractor. The difference will be sent via electronic funds transfer to the traveler's personal account.

c. Cardholders face adverse consequences for delinquent accounts, split disbursement is a valuable tool to avoid these consequences. This command will not tolerate delinquencies. Commanders, make it happen.



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