

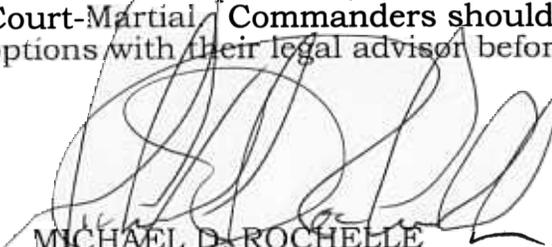
CG POLICY

Number: **I-5**

SUBJECT: Use of Government Travel Card

Date: 14 JUN '02

1. The Government Travel Card (hereinafter "card") is for use by soldiers and government civilians to pay for the reimbursable expenses and incidental nonreimbursable expenses associated with official travel. The card is not to be used for personal, family, or household purposes. No person other than the cardholder is permitted to use the card for any reason.
2. Cardholders are responsible for payment in full of the undisputed amounts due in the monthly billing statement. The card is not a revolving credit line; cardholders may not make a minimum payment and carry a balance on their account. Cardholders are considered delinquent when their account balance is not paid within 30 days after the due date. Failing to file a travel voucher, or not receiving a settlement does not relieve the cardholder of the requirement to pay the bill when due. If the account is 60 days past due, the card will be suspended. At 120 days past due, the card will be cancelled.
3. Soldiers are required to manage their personal affairs satisfactorily and pay their debts promptly, including their Government Travel Card debt. Soldiers who are delinquent or make unauthorized purchases will be counseled concerning proper use of the card and their obligation to pay just debts. At a minimum, counseling for delinquent soldiers should include setting up a payment plan and advising the soldier of the possible disciplinary action that may result from the continued failure to pay his or her just debts. For additional guidance, refer to AR 600-15, Indebtedness of Military Personnel, paragraph 1-5 and chapter 3.
4. Commanders will investigate reports of soldiers whose cards are suspended for delinquency. Soldiers will be "flagged" at the initiation of a delinquency investigation. Flags will remain in place until the investigation is completed and/or any administrative or punitive action is taken, if required. Refer to AR 600-8-2, Suspension of Favorable Personnel Actions, for additional guidance regarding the flagging process.
5. Soldiers who are delinquent or misuse their card by making unauthorized purchases may be in violation of UCMJ, Articles 92, 121, or 134; USAREC Regulation 600-25, paragraph 2-11; and the DoD Financial Management Regulation, volume 9, chapter 3. Commanders will examine the individual facts and circumstances of each case to determine whether to take no action, administrative action, and/or punitive action. Examples may include: Counseling, Bars to Reenlistment, Memorandums of Reprimand, Administrative Separation, Nonjudicial Punishment (Article 15) and Court-Martial. Commanders should refer to my CG Policy B-1, Military Justice, and discuss options with their legal advisor before taking any action.



MICHAEL D. ROCHELLE
Major General, USA
Commanding

ORIGINATING OFFICE:

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