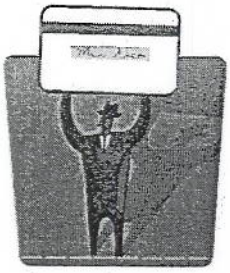


Citi Card Application Cover Sheet

NAME: _____ _____
(LAST) (FIRST) (MI) RANK

SSN: _____ DOB: _____

UNIT: _____

WORK PHONE: _____

MAILING/BILLING ADDRESS:

_____

_____

_____

HOME PHONE: _____

AKO EMAIL: _____

(Applicant, complete all information above this line for new applications and transfers. Also complete Annex 1)

DATE DOCUMENTS RECEIVED: _____

DATE REQUEST ENTERED IN CITI: _____

DATE APPLICATION RECEIVED BY APC: _____

STATUS:

DATE	COMMENTS

DEPARTMENT OF DEFENSE (DoD)
STATEMENT OF UNDERSTANDING
GOVERNMENT TRAVEL CHARGE CARD PROGRAM

I certify that I have read the attached DoD government travel card policy and procedures in DoDFMR 7000.14-R, VOL 9, CH 3 (http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf). I understand that the government travel charge card program is designed to improve the management, efficiency, and control of government travel. I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the cash limits established on the card. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand the Department's policy requires mandatory use of split disbursement for all outstanding charges on the travel card for military personnel and civilian personnel where labor bargaining obligations have been met.

I understand that the issuance of this GTCC to me is an extension of the employee/employer relationship and that I am being specifically directed to:

Initial to the left of each statement:

☐ - Abide by all rules and regulations with respect to the GTCC.

☐ - Use the GTCC only for authorized official travel.

☐ - Pay all undisputed charges by the due date on the monthly billing statement.

☐ - Notify the APC of any problems with respect to my usage of the GTCC.

☐ - Notify the GTCC contractor and the APC if my GTCC is lost or stolen.

(Card applicants must check off all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the GTCC may result in disciplinary action being taken against me. I also acknowledge the right of the travel GTCC contractor and/or the APC to revoke or suspend my travel GTCC privileges if I fail to abide by the terms of this agreement or the cardholder agreement with the travel card contractor.

Applicant's Signature _____ Supervisor's Signature _____

E-6 and below must have signature of an E-7 or above in Chain of Command.

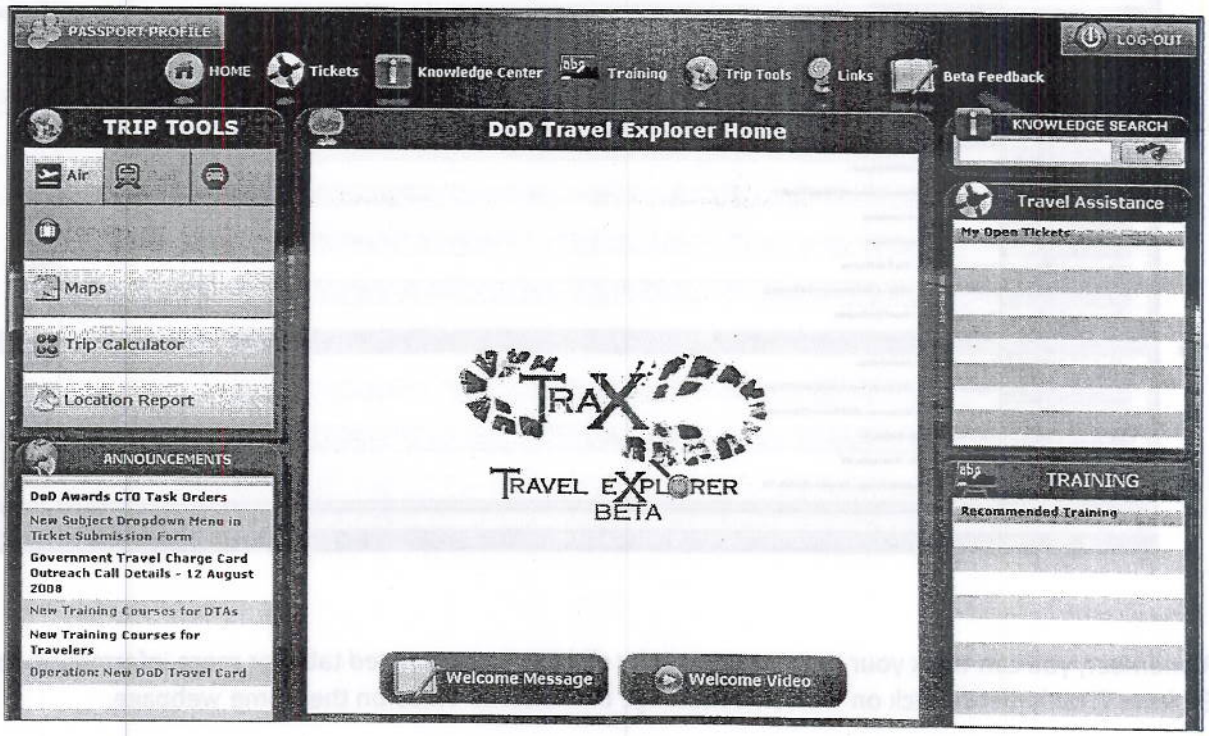
CitiDirect® GTCC Travel Card Training

REGISTRATION INSTRUCTIONS

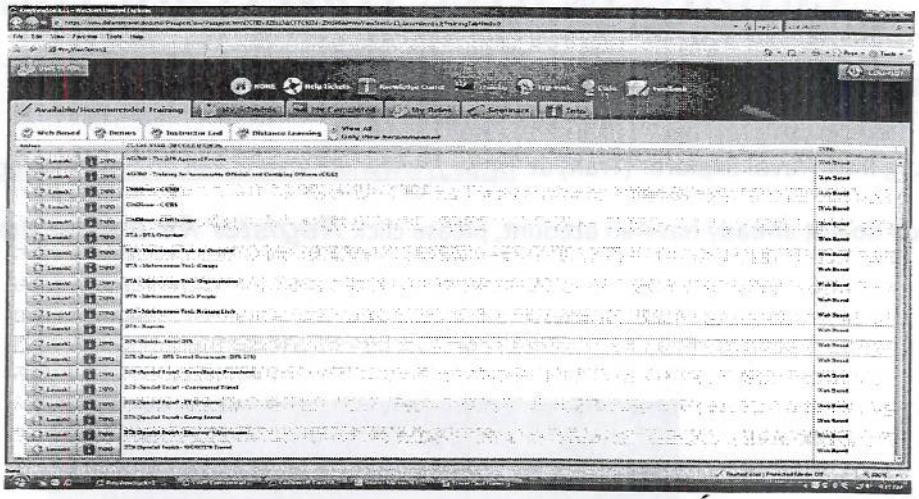
Step 1: Log into Travel Explorer (TraX) at https://www.defensetravel.dod.mil/Passport

Note:* If you do not already have an account, please click ***Register for a New Account*

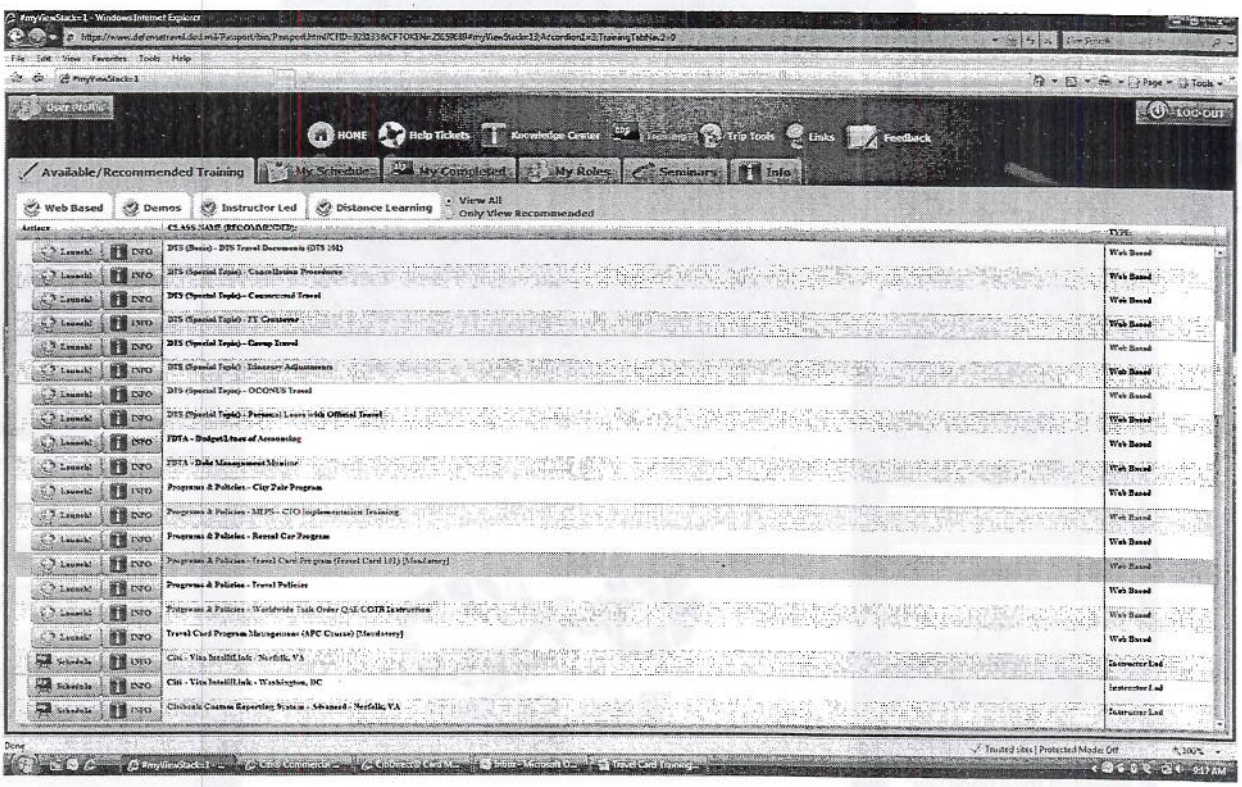
Step 2: From the TraX homepage, click on the ***Training*** icon on the top menu bar.



Step 3: Click on **VIEW ALL TRAINING** located under MY ROLES



Step 4: Review the list of available training and select the Web- Based CitiDirect® Travel Card 101 (Programs & Policies) by clicking on the *Launch* button. When you finish, print the Certificate of Completion.



Remember, you can track your training process by clicking on *Completed* tab. For more information about Travel Explorer (TraX), please click on *Welcome Message* or *Welcome Video* on the Home webpage.