FORSCOM Traveler's Statement of Understanding for use Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses

I, [*print name*] _____have received, read, and understand the information regarding appropriate use of the Government contractor-issued travel charge card and Enclosure 1 (see reverse). In addition to this Statement of Understanding, the specific documents that I have received include: Information Paper (Use of GTCC for PCS), Travel Card Do's & Don'ts for Employees and the Individual Cardholder Agreement from the card issuer.

I further understand that:

My travel charge card may be used for all **authorized official** expenses associated with PCS travel, including cash travel advances at an ATM, and allowable relocation expenses (such as en-route travel and an authorized house-hunting trip) – use of the card for any other purpose is misuse;

I am responsible for securing my travel charge card to prevent its unauthorized use by others, as I am the sole person authorized to use this card;

Using the card for personal purchases or other non-travel expenses or ATM withdrawals other that for official PCS travel for which such us is authorized, is misuse;

Official reprimands, suspension form duty without pay, and dismissal from the Federal service are some actions that my be taken for misuse or abuse of the Government-issued travel charge card;

I must pay my travel card charges by using Split Disbursement feature when preparing my DD Form 1351-2 travel voucher and pay my statement balance on time.

I must in-process with the GTCC Agency Program Coordinator at my new duty station within three days of arrival and advise them of my PCS / Mission Critical Station.

Citibank may suspend or cancel the card and ultimately report my delinquency to credit bureau(s). This may have unfavorable effects on my personal credit rating and reports.

My failure to adhere to the terms of this PCS Agreement and the Individual Cardholder Agreement between Citibank and myself may be considered misconduct subject to disciplinary and/or adverse actions, up to and including dismissal from federal service.

In accepting and using my Government-issued travel charge card to pay for PCS expenses, I agree to and accept the terms above governing my use of this card.

_____

Employee's Signature and Date

_____

Employee's Printed Name (LAST, FIRST, MIDDLE)

ENCLOSURE 1 TO STATEMENT OF UNDERSTANDING (GTCC)

Responsibility to Pay GTCC Bills in Accordance with Cardholder Agreement

Employees are responsible for reading and adhering to the policies and procedures specified in the cardholder agreement they sign in order to obtain a Government travel charge card. Under the cardholder agreement currently in effect, the travel charge card bill is due and payable in full when delivery at the employee's billing address. Current Cardholder Agreement is also attached.

The employee is liable to Citibank for full reimbursement of all charges authorized by the employee.

Under FTR 301-52-24, employees must pay amounts owed to the travel card bank in accordance with the cardholder agreement, even if the employee has not yet been reimbursed for those expenses appearing on the billing statement.