

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

ANNEX 1 STATEMENT OF UNDERSTANDING (GOVCC)
(April 2014)

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://comptroller.defense.gov/Portals/45/documents/fmr/Volume_09.pdf). The DoD policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian) and it also allows the cardholder access to the GSA City Pair Program. The GTCC reduces the need to issue traditional travel advances (cash/electronic funds transfer), eliminates the need for the traveler to pay for their own expenses, and provides financial readiness to DoD personnel (military or civilian). Refer to the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 for additional information regarding mandatory use of the travel card. I also understand that I am authorized to use the card only for these 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:

- Abide by all rules and regulations with respect to the GTCC. Activate my GTCC upon receipt.
- Pay all undisputed charges by the due date on the monthly billing statement.
- File travel vouchers promptly within appropriate guidelines.
- Notify the APC of any problems with respect to my usage of the GTCC.
- Ensure my contact information in DTS and with the travel card vendor is kept current.
- Notify the travel card vendor and the APC if my GTCC is lost or stolen.

(Card applicants must initial 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 card vendor and/or the APC to revoke or suspend my GTCC privileges if I fail to abide by the terms of this agreement or the cardholder agreement with the travel card vendor.

Applicant's Signature: _____

Supervisor's Signature: _____

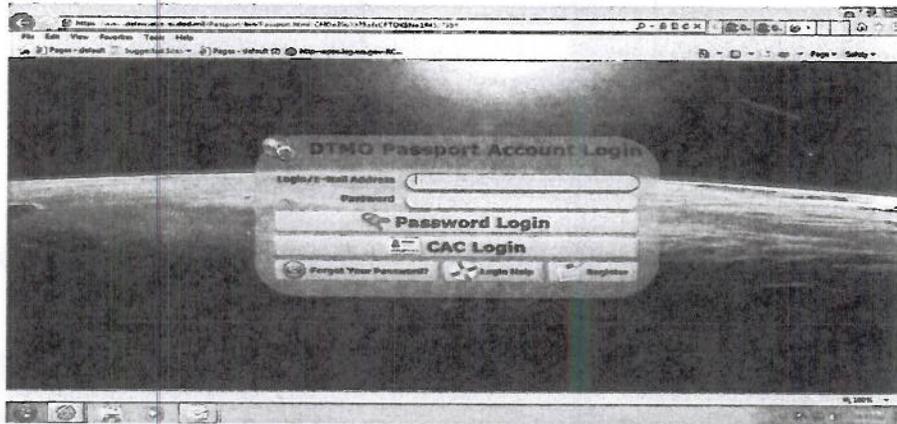
E-6 and below must have signature of an E-7 or above in Chain of Command.

Citidirect GTCC Travel Card Training

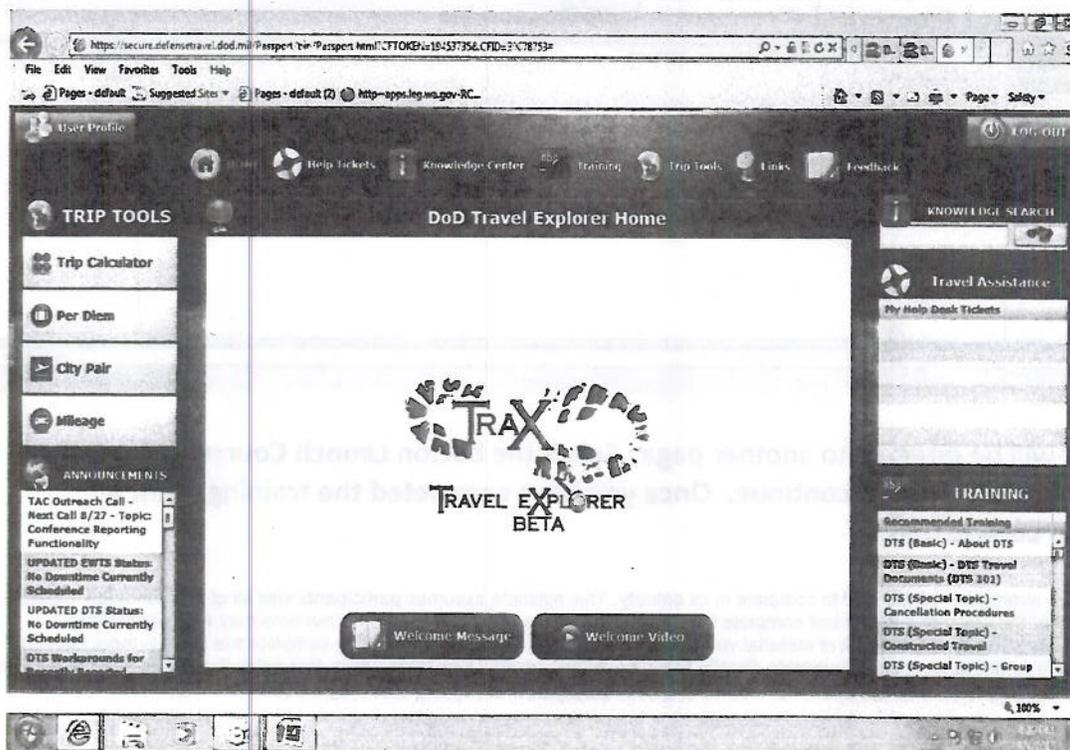
REGISTRATION INSTRUCTIONS

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

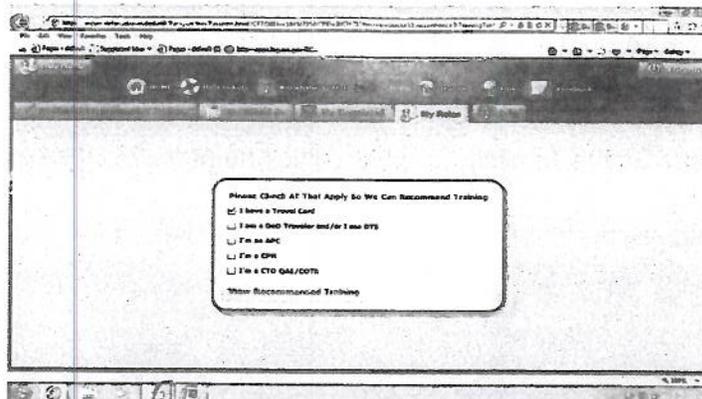
*Note: If you do not already have an account, please click *Register for a New Account*



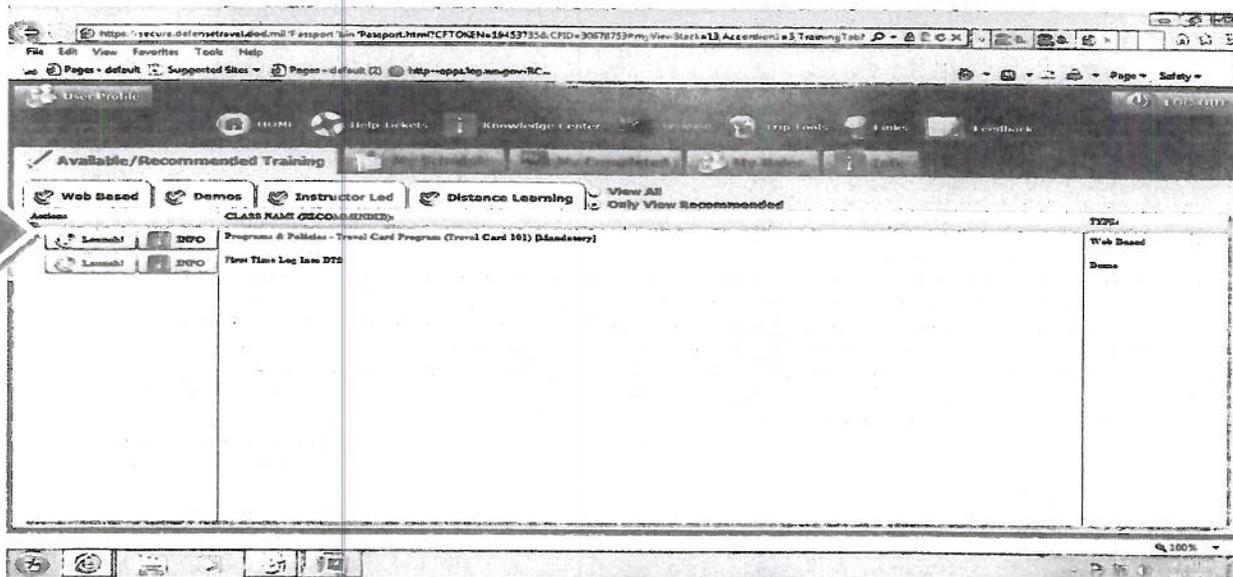
Step 2: From the TraX homepage, click on the *Training* icon on the top menu bar.



Step 3: Click on Training and select the button Only View Recommended and then click on I HAVE A TRAVEL CARD located under MY ROLES



Step 4: Review the list of available training and locate: Programs & Policies – Travel Card Program (Travel Card 101) (Mandatory). Click the Launch! button



Step 5: You will be directed to another page. Select the button Launch Course. When start page appears, click Enter to continue. Once you have completed the training, print a certificate of completion.

This class takes an average of 75 minutes to complete in its entirety. This estimate assumes participants visit all of the mandatory material, approximately half of the optional material and complete the assessment at the end of the module. Your time may vary significantly depending on your reading speed, amount of material you access, and many other factors. You may complete this class in more than one sitting. If you wish to return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. Travel Explorer (TraX) does not retain a record of your progress after you exit a training module.