

DOs

1. **DO** apply for and use the travel card if you are a frequent traveler, i.e., 6 or more trips per fiscal year. *
2. **DO** use the travel card to procure lodging accommodations through our Travel Management Center, if you are in TDY travel status (on official travel orders). *
3. **DO** use the travel card to procure rental car services through our Travel Management Center if you are in TDY travel status (on official travel orders). *
4. **DO** use the travel card in the local area for the following services ONLY if you are in TDY travel status (on official travel orders): a) lodging (if applicable); b) meals; c) gasoline for a POA; d) parking fees (inclusive of airport parking); e) taxi or shuttle service; and f) rental car services for a site visit.
5. **DO** use the travel card (ONLY as a last option) to pay for a registration fee when the conference/meeting is held outside the local area and you will be in TDY travel status (on official travel orders).



* Non-compliance with **any** of these rules or requirements may be subject to some form of IC disciplinary action up to and including removal.

The Do's and Don'ts of Using the Government Contractor- Issued Travel Charge Card

6. **DO** safeguard the travel card while it's in your possession. *
7. **DO** submit your voucher claim within 5 working days following completion of your trip to ensure reimbursement so that your account balance can be paid in a timely manner.
8. **DO** recognize that the Cardholder Agreement is between you and the Contractor and therefore you are liable for payment even if you have not been reimbursed on a voucher claim. *

DON'Ts

1. **DON'T** carry the card (e.g, in your wallet or purse) until you are authorized to conduct government business on official travel orders.
2. **DON'T** use the card in the local area for lodging, meals, rental car services, parking, gasoline for your POA, taxi or shuttle services if you are not in TDY travel status (on official travel orders). *
3. **DON'T** use the card in the local area for purchases of non-official business services/items (e.g., at department stores, book stores, movie theatres, pet shops, flower shops, or for any other similar purchase). *
4. **DON'T** use the card in the local area to pay for a registration fee if you are not going to be in TDY travel status (on official travel orders). *
5. **DON'T** use the card to withdraw funds from an ATM machine or from a bank or other financial institution unless you are going to be in TDY travel status (on official travel orders). *
6. **DON'T** use the card to purchase non-official business related services/items while you are in TDY travel status. This includes the purchase of any item or service for any other Nonfederal or Federal person. *
7. **DON'T** use the card to procure: a) airline or train accommodations directly from an airline, train, or other common carrier; b) lodging accommodations directly from a hotel; or c) rental car services directly from a rental car company, before first making reservations for these services through our Travel Management Center. *
8. **DON'T** fail to pay your account balance in accordance with the provisions of your signed US Bank Cardholder Agreement. Be sure to examine Clause No. 9 of the agreement. *
9. **DON'T** make a payment to the US Bank that may be returned for insufficient funds. *
10. **DON'T** allow someone else to use your travel card to make a purchase. *

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