



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY TO
ATTENTION OF

30 July 2004

POLICY STATEMENT NO. 13

MISUSE OF GOVERNMENT TRAVEL CHARGE CARD AND
DELINQUENCY IN PAYING THE CARD BILL

1. The Bank of America Government Travel Card is provided only for official temporary duty (TDY) travel and travel-related expenses away from the official duty station. The card and the account are not to be used for personal purposes. Soldiers and civilian employees (card holders) are notified of this restriction when they receive the card. To use the card for other than official TDY travel and travel-related expenses is a violation and may subject a card holder to disciplinary action.
2. The Bank of America entered into an agreement beneficial to the U.S. Army. The card's use simplifies TDY travel cost. Proper use of the travel charge card reduces the cost of providing advance travel funds. Though the card is Government-sponsored, it is issued to the card holder. This means that the card holder is personally responsible for charges made on the card.
3. A card holder may also be disciplined for failure to pay the debt incurred with a Government travel card. In addition to any administrative action that may be taken against an individual for delinquent payments, the Bank of America may take actions such as cancellation of the card, negative reporting to national credit bureaus, and garnishment of wages.
4. The Bank of America Travel Card is for official use only. I expect compliance with this policy.

A handwritten signature in cursive script, appearing to read "Billie J. Mielcarek".

BILLIE J. MIELCAREK

COL, SP

Commanding

DISTRIBUTION:

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