DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

August 7, 2003

REPLY TO
ATTENTION OF

MEMORANDUM FOR SEE DISTRIBITION

SUBJECT: Travel Card Program – Definition of Infrequent Traveler

Reference Assistant Secretary of the Army (Financial Management and Comptroller) memorandum, February 21, 2003, subject: Policies, Procedures and Responsibilities for the Army Travel Charge Card Program.

Referenced memorandum defined "infrequent traveler" as individuals who travel five or less times in a calendar year. This was based on a General Service Administration (GSA) revision to the Federal Travel Regulation and clear indications that OSD would adopt this GSA definition DOD-wide.

On June 20, 2003, the Under Secretary of Defense (Comptroller) issued a decision that no change in the DOD definition of infrequent traveler was warranted, given actions taken by DOD Components to address delinquency and the potential increase in cost for government travel advances. (Enclosure) Accordingly, the DOD definition of infrequent traveler remains as described in the DOD Financial Management Regulation (FMR): individuals who travel two or less times per year (see Volume 9, Chapter 3, paragraph 030302 A.2.j). Army organizations should use this definition in making decisions on issuance of the travel card.

Commanders and managers are reminded that the infrequent traveler definition is based on the projected frequency of travel. In addition, this paragraph in the DOD FMR includes other exemptions that provide commanders and supervisors with flexibility on issuance of the travel card. These other exemptions include financial irresponsibility; mobilizations, deployments or contingency operations; and certain types of duty status.

Mr. Frank Rago, the Army Travel Charge Card Program Manager, is available to assist and answer your questions. Mr. Rago can be reached by phone at (703) 693-3386 (DSN 223-3386) or by email at francis.rago@hqda.army.mil.

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Enclosure

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JUN 20 2003

COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
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DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Definition of Frequent Traveler Subject to Mandatory Use of the Government Travel Charge Card

Management Initiative Decision 904 contained recommendation TC-13 to review the Federal Travel Regulation exemption from mandatory use of the travel charge card for employees who travel five times or less in a year. The Department of Defense Financial Management Regulations ("DoDFMR") currently states that individuals who travel one or two times a year are exempt from mandatory use of the government travel card. Having reviewed actions taken by the Military Services and Defense Agencies to address delinquencies on travel cards, and the potential costs of alternative methods for funding travel requirements, I have determined that no change is warranted to the existing Department of Defense (DoD) policy. This action does not negate any exemptions from mandatory use of the travel card already in place.

Maintaining the current standard is in the best interest of the Department in that it provides a cost effective means of funding travel and places no unreasonable burden on our employees or the Department. With command attention, implementation of split disbursement, salary offset, and datamining tools being developed, the DoD has the necessary means to ensure that any misuse of the travel card is identified and referred for appropriate action through command channels. Existing exemptions contained in the "DoDFMR" provide commanders and supervisors the flexibility to adjust the use of the travel card to meet the travel requirements of their employees.

If you have any questions regarding these matters, please contact Ms. Jacqueline Jenkins, Accounting and Finance Policy and Analysis Directorate at (703) 697-8282 or Steven Johnson, DFAS Travel Card Program Management Office at (703) 607-5050.

Dov S. Zakheim