DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
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REPLY TO ATTENTION OF

JUL 12 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Travel Card Program – Mandatory Use of Individually Billed Accounts (IBA) to Pay for Official Temporary Duty (TDY) Travel

1. Effective, no later than October 1, 2005, Army policy is amended to require use of IBA for all official travel expenses for all military and non-bargaining unit employees. For employees that are members of bargaining units, the change is effective upon completion of local bargaining obligations. This policy change permits continued use of the Centrally Billed Account (CBA) for transportation costs for those who do not have a travel card.

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

John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

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