



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

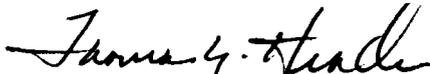
MEMORANDUM FOR SQUADRON PERSONNEL

8 Mar 04

FROM 367 RCS/CC
3990 East Bijou Street
Colorado Springs CO 80909-6806

SUBJECT: Government Travel Charge Card Use Policy

1. All squadron members are expected to constantly maintain the highest standard of personal accountability and integrity. This extends to all financial matters, including the use of Bank of America government travel card (GTC), TDY requests and the submission of travel vouchers after returning from TDY.
2. The GTC offers the Air Force traveler freedom and flexibility to perform their official government travel by using the charge card for hotels, meals, and out of pocket expenses (not to exceed \$75.00 without prior authorization) without having to apply for a travel advance. This is an official travel card, not a personal credit card. Cardholders will not use the card for personal purposes. Official uses for travel expenses and Air Force Recruiters are listed in AFI 65-104, Government Travel Charge Card Program.
3. You are expected to pay the amount billed *in full upon receipt of the monthly statement*. In addition, any delinquencies are subject to garnishment directly from the cardholder's paycheck, result in suspension of privileges associated with the card, as well as disciplinary action. The First Sergeant manages the transaction and delinquency reports by reviewing the delinquency report on a monthly basis and pulls the transaction reports for any cardholder. The following actions are effective immediately:
 - All travel vouchers will be processed as split disbursements (this is mandatory until further notice)
 - Once an account becomes past due (30 days), the First Sergeant will inform the Flight Chief and member on the subject account
 - If an account is past due twice within a 12 month period, the supervisor will provide written counseling...extenuating circumstances will be considered
 - If an account becomes past due a third time within the same period, the written counseling will be provided by either the First Sergeant, Superintendent, or Commander
 - If an account becomes delinquent beyond 126 days, the bank will automatically suspend the account
4. If you aren't sure about what you can or can't use the GTC for, be sure to ask Capt Kittelson or TSgt Martinez, DSN 692-1246.


THOMAS Y. HEADEN, Lt Col, USAF
Commander