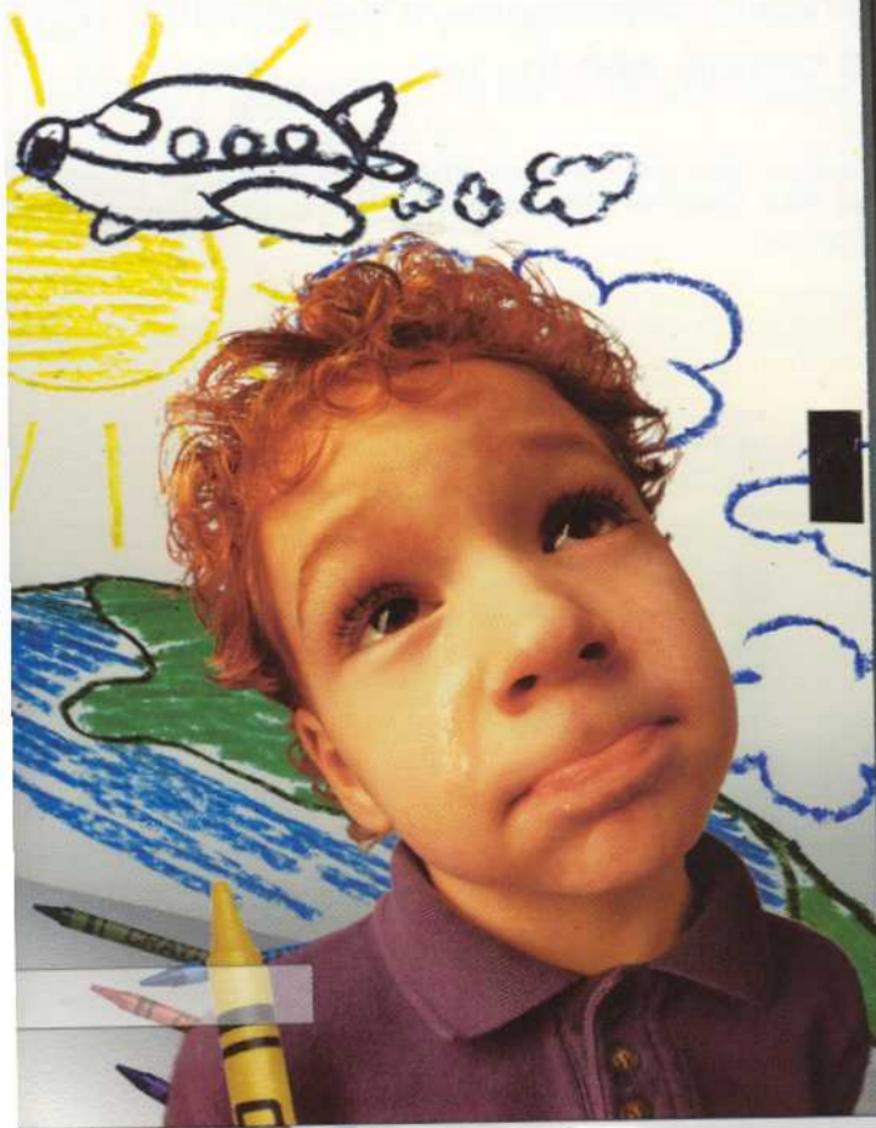


But I didn't know...



Your Government Travel Card is a valuable and simple means to manage your travel expenses. Along with the numerous benefits of having this card, there are certain responsibilities.

... **Now you do!**

In addition to your agency's travel policy, you should comply with the following guidelines:

use your Government Travel Card to pay for official travel expenses.

DO obtain travel advances for official travel through an ATM if authorized by your agency.

track your expenses while on travel so you have accurate information for filing your travel claim.

file your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel.

submit payment in full for each monthly bill.

DO follow your bank's dispute process for charges which are incorrect.

contact your bank's customer service number if you have questions about your monthly bill.

DO be aware that misuse of the card could result in disciplinary actions by your agency.

Don't use your Government Travel Card for personal use.

Don't obtain travel advances through the ATM which exceed your expected expenditures for a trip.

Don't obtain travel advances through the ATM unless you are on travel or will be on travel shortly.

Don't allow your monthly bill to become overdue.

Don't wait for receipt of your monthly bill to file your travel claim.

Don't forget that the card is issued in your name and liability for payment is your responsibility.

Don't make late payments because this could result in suspension or cancellation of your card.

