

# DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

**PART A** (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 550, Chapter III, Chg. 1, TRAVEL CHARGE CARD PROGRAM**
2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  LMES  LMER  ORAU  SURA  
 Bechtel Jacobs Company

Other contractors (list by type)

*Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?  
 No  Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include editorial revisions to indicate the correct number of the correlating DOE Order (DOE 1500.4A, Chg. 1), and the current organizational title of the Oak Ridge Financial Services Center. Changes were also made in subparagraphs 4a(1), 4b(2) and (4), 5b(2), and 5c(1) and (3) to reflect current policy. The former Attachment 1 has been replaced in its entirety.
5. **CONTACT POINT:** Joyce Norris-Randolph Oak Ridge Financial Service Center, FM-71 576-0780  
Name Organization Telephone

**PART B** (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 550, Chapter III	05/15/1996	ORO O Control Form	08/25/2000
Pages III-1 through III-10		ORO O 550, Chapter III, Chg. 1, Pages III-1 through III-12	08/25/2000

*ORO Orders are available on the ORO Directives Management Home Page  
[[http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm)] within 5-10 working days after receipt of this Control Form.  
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Kenneth W. Warden, AD-440  
Signature Management Analyst, AD-440

08/25/2000  
Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**

Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

ORO O 550 Chapter III Change 1
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**DATE: 08/25/2000**

## **SUBJECT: TRAVEL CHARGE CARD PROGRAM**

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1. PURPOSE. This Chapter relates to DOE 1500.4A, Chg. 1, TRAVEL CHARGE CARD PROGRAM, dated September 15, 1992, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 550, Chapter III, TRAVEL CHARGE CARD PROGRAM, dated May 15, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI employees who are designated to use charge cards for travel expenses.
4. RESPONSIBILITIES.
  - a. Director, Oak Ridge Financial Service Center (ORFSC).
    - (1) Designates individuals to serve as program coordinators who:
      - (a) Perform those tasks identified in DOE 1500.4A, Chg. 1, subparagraph 7f.
      - (b) Review vendor-issued charge card applications and Employee Acknowledgments (included in Attachment 1 below) for completeness and accuracy and complete the agency information on the applications.
      - (c) Forward the completed application to the vendor and retain the agency copy with the original Employee Acknowledgment statement.
    - (2) Determines the extent of charge card usage for ORO travelers.
    - (3) Ensures ORO's implementation of the charge card program is consistent with the provisions of DOE 1500.4A, Chg. 1.
  - b. Employees (see paragraph 3 above).
    - (1) Complete a "Government Card Application & Agreement For Employees of the United States Government" (included in Attachment 1 below).

- (2) Sign an Employee Acknowledgment to certify receipt and understanding of the memo, "New Nationsbank Travel Card Program" (Attachment 1), which prescribes the rights and obligations related to use of a Government-issued charge card.
- (3) Forward the charge card application and Employee Acknowledgment to their designated program coordinator for appropriate action.
- (4) Promptly report lost or stolen cards to the vendor.
- (5) Perform those tasks identified in DOE 1500.4A, Chg. 1, subparagraphs 7e(5) and (6).

5. REQUIREMENTS AND PROCEDURES.

- a. Travel Advances. If authorized a travel charge card, employees who travel or expect to travel at least two times per year should use their charge cards in lieu of cash advances for most travel expenses (see DOE 1500.4A, Chg. 1, paragraph 11).
- b. Automated Teller Machine (ATM).
  - (1) A maximum advance amount of \$500 for each seven-day period may be received via an ATM. The advance amount may be withdrawn in increments or in total. Employees on travel longer than seven days can withdraw the maximum amount every seven days. A higher advance may be requested by the program coordinator on a case-by-case basis for unusual circumstances.
  - (2) The fee for an ATM cash advance (1.75 percent of the advance amount) will be added to monthly bill.
  - (3) The ATM cash advance should coincide with the advance authorized on the travel authorization except in certain emergency situations.
- c. Financial Obligations and Liability (see DOE 1500.4A, Chg. 1, subparagraph 8j).
  - (1) All amounts charged to the card, including cash advances, purchases, or fees, will be called "charges" for billing purposes. The vendor will send monthly statements of all charges to each cardholder. Payment for these charges is due upon receipt of the monthly billing statement.
  - (2) When any undisputed amount is first included as a "Previous Balance" on the monthly statement, it is considered to be delinquent. If it is included as a "Previous Balance" a second time, it is considered to be seriously delinquent and may result in suspension of credit card privileges. With the consent of ORO, the card may be canceled if the undisputed amount is not paid in full within 120 days of the date of the first billing statement. If a traveler's card is canceled for nonpayment, he or she will only be

authorized the maximum travel advance of up to \$45 per day as if the card was still active.

- (3) ORFSC will receive monthly reports from the vendor showing all ATM activity similar to the reports currently being received for the normal Government credit card activity. These reports are reviewed to ensure that travelers are utilizing the cards in the manner they were intended. Use of the charge card for expenses other than for officially authorized government travel could constitute violation of the provision under 10 Code of Federal Regulations 1010.207, "Use of Government Property," and may result in disciplinary actions of the employee.
6. REFERENCES. DOE O 534.1, ACCOUNTING, dated September 29, 1995, which prescribes the policies and general procedures for the accounting and financial management of Department of Energy accounting operations.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS.

Attachment 1 - Memorandum from James R. Martin, Director, ORO Financial Service Center, dated November 6, 1998, subject: "New Nationsbank Travel Card Program."

**United States Government**

**Department of Energy**  
Oak Ridge Operations Office

# memorandum

**DATE:** November 6, 1998

**REPLY TO**  
**ATTN OF:** FM-713:Cain

**SUBJECT:** NEW NATIONSBANK TRAVEL CARD PROGRAM

**TO:** All ORO Employees

The current American Express (AMEX) Government card accounts will automatically expire on November 29, 1998, at 6:59 p.m. Eastern Standard Time (EST) and the new NationsBank (NB) Visa will start at 7:01 p.m. EST on November 29, 1998. NationsBank has recently merged with Bank of America (BOA) and will adopt the BOA name in the future. The Department of Energy award to NB was made in accordance with the General Services Administration master contract under which NB was selected as a qualified provider of the Federal Government's travel, purchases, and integrated card business. The new Visa card is to be used by travelers for obtaining advances and to pay for all other travel costs, including lodging, transportation, rental cars, meals, and incidental expenses.

Current AMEX cardholders will be issued a verification PIN and a Visa card in separate mailings estimated to begin on November 8, 1998. The Visa card will have a picture of the United States Capitol dome and a commercial passenger airplane. Upon receipt of the card, employees should sign the card, return the top portion of the cardholder mailer in the business reply envelope provided, and call the toll-free number on the card to verify receipt. Approximately 5 days after receipt of the card, you will receive your ATM PIN in the mail, which can be changed to accommodate individual preference. Employees who had an AMEX card suspended or canceled will not automatically receive a new Visa card; rather, an application must be processed through the Travel Coordinator, Joyce Randolph (576-0780). Any cardholder in good standing with AMEX that does not get a card by November 20, 1998, should call the Travel Coordinator for assistance in determining the status of your card replacement.

Following is some information about the new Visa card. If you have any questions, please call the Travel Coordinator.

- Existing balances on the AMEX card will not be transferred to the new Visa card. The AMEX final monthly billing statements will include charges through November 29, 1998.
- If you are on an official trip that crosses November 29, 1998, you will need to take both Government issued cards (AMEX and Visa) with you to complete your travel without difficulty.

All ORO Employees

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November 6, 1998

- Upon cancellation of the AMEX account, cut up your AMEX card and discard it. The old card does not need to be returned to the Oak Ridge Financial Service Center.
- The new Visa card is accepted at more than 148,000 ATMs in the United States and more than 178,000 in Europe.
- Cash can be obtained by accessing ATM machines that display the NB, Visa, or MasterCard logo, which includes the Oak Ridge Federal Credit Union. Locations are available at <http://www.visa.com>.
- Using a NB/BOA ATM will avoid surcharges.
- An ATM machine will not return a card if an incorrect PIN is entered more than three times.
- Travelers may obtain cash from a bank teller if an ATM is not available.
- The Visa ATM fee exclusive of surcharge is 1.75 percent versus the current AMEX fee of 2.75 percent.

*Original Signed By*  
James R. Martin, Director  
Oak Ridge Financial Service Center

**DEPARTMENT OF ENERGY  
OAK RIDGE OPERATIONS OFFICE  
EMPLOYEE ACKNOWLEDGMENT**

I certify that I have received, read, and understand the memorandum (with attachments) issued by James R. Martin, Director, Financial Service Center, entitled "New NationsBank Travel Card Program." I also certify that I will abide by such policies, procedures, and other instructions as may be issued by the Department of Energy and/or the vendor, pertaining to the use of any card issued to me for purposes of conducting official Government travel.

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Employee Signature and Date

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Name (Type or Print)

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Title

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Organization and Location

Return this acknowledgment along with your signed application to the coordination located in FM-711.





Return Copy to: Bank of America  
Government Card Services  
P.O. Box 1637  
Norfolk, VA 23501-1637  
Facsimile: 757-624-6323  
Toll Free Fax: 877-217-1033

**Individually Billed Card Account Setup/Application Form**

Return Copy to: Bank of America  
Government Card Services  
P.O. Box 1637  
Norfolk, VA 23501-1637  
Facsimile: (757) 624-6323  
Or (888) 698-5631

**TO BE COMPLETED BY EMPLOYEE PLEASE TYPE OR PRINT ALL INFORMATION**

First Name	Last Name	MI	Social Security No *																
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Agency Name	
Mother's Maiden Name (for security purposes)	Mailing Address Home ___ Business ___ (check one)
e-mail address:	
Office Telephone Number	City _____ State/Province _____
Country and Area Codes: _____	Zip Code/Postal Code _____ Country _____
Number: _____	

By signing below, I (a) request that a Government Card be issued in my name, (b) agree to use the Card for official travel and official travel related expenses only, and to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card, and (c) attest to the best of my knowledge, that the information I have provided herein is true and correct.

**PLEASE RETAIN COPY FOR YOUR RECORDS.**

Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

\* Social Security Number or other unique identifier.  
**NOTE: See attached Agreement between Agency/Organization Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account.**

**AGREEMENT BETWEEN AGENCY/ORGANIZATION EMPLOYEE AND  
BANK OF AMERICA, N.A. (USA)**

**IMPORTANT: BEFORE YOU SIGN THE INDIVIDUALLY BILLED CARD ACCOUNT SETUP/APPLICATION FORM, OR USE THE GOVERNMENT CARD, READ THIS AGREEMENT THOROUGHLY. PLEASE RETAIN THIS AGREEMENT FOR YOUR RECORDS.**

**1. DEFINITIONS.** In this Agreement, the word "Agreement" means this document as modified by any amendment issued pursuant to Section 13. The word "we" "Bank of America" or "us" refers to Bank of America, N.A. (USA), the issuer of the Card. The "GSA Contract" refers to the General Services Administration Contract No. GS-23F-98004. The word "Program" means the card program established pursuant to the GSA contract. "Agency/Organization" means the United States federal agency, bureau, division, office or other organizational entity participating in the program that has requested/authorized Bank of America to open an account for you. The words "cardholder", "you" or "your" means the Agency/Organization employee whose name appears on the Card. The word "Government Card", "Card" or "Cards" mean the card issued to you by us under the Program. "Account" means the account established by us in connection with the Government Card. "Cash Advance" is a cash advance obtained through use of the Account at any participating affiliated automated teller machine ("ATM") or any financial institution or other establishment authorized to process and grant you a cash advance.

**2. ACCEPTANCE OF THE AGREEMENT. BY SIGNING THE INDIVIDUALLY BILLED CARD ACCOUNT SETUP/APPLICATION FORM, ACTIVATING, SIGNING, OR USING THE CARD AND/OR THE ACCOUNT, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, CUT THE CARD IN HALF AND RETURN THE PIECES TO BANK OF AMERICA.**

**3. PROMISE TO PAY; LIABILITY.** All amounts charged to the Account including purchases, Cash Advances and fees will be called "Charges." You promise to pay for all Charges made by you or anyone you allow to use the Account until paid in full. Official travel and travel-related expenses charged to the Card will be reimbursed by the Agency/Organization under the Agency's/Organization's expense reimbursement procedures applicable to you. You also agree to report

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04/23/99

your expenses promptly to the Agency/Organization in accordance with its expense reimbursement procedures. You, as the Cardholder, are responsible for making payment to Bank of America. You are responsible for all Charges made with the Card even if you let someone else use the Card or voluntarily relinquish physical possession of the Card. You must retrieve the Card from that person to avoid further liability.

**4. DISCLOSURE OF ACCOUNT INFORMATION.** In addition to routine uses under the Privacy Act, you authorize Bank of America to: (1) provide information about your Account to Bank of America's service providers administering your Account under the GSA Contract; (2) disclose all necessary Account information to outside attorneys representing Bank of America in connection with any legal or administrative proceeding involving your Account or Bank of America's actions under this Agreement; (3) provide all necessary Account information to Bank of America's auditors in the course of any audit; (4) disclose all necessary Account information to outside attorneys, collection agencies or credit bureaus if we refer all or part of the Account for collection in accordance with the GSA Contract and your Agency/Organization's Task Order. You understand that past due Accounts will be reported to your Agency/Organization. By signing the Individually Billed Card Account Setup/Application Form, you are providing your written consent to the disclosure of Account information as provided in this Section 4.

**5. USE OF GOVERNMENT CARD.** You agree to use the Card only for official travel and official travel related expenses away from your official station/duty station in accordance with your Agency/Organization policy. You agree not to use the Card for personal, family or household purposes. Charging privileges on the Card are provided by Bank of America pursuant to the GSA Contract and the Task Order of your Agency/Organization. No other person is permitted to use the Card issued to you for Charges or for any other reason.

**6. PAYMENT.** We will send statements of all Charges to you. All payments are due by the due date specified on your statement ("Due Date"). You should notify us immediately of any change in your billing address by calling the number indicated in Section 14. Payments must be made in U.S. currency, in electronic form or with a money order payable in U.S. dollars, or with a draft or a check drawn on a bank in the U.S. and

## AGREEMENT BETWEEN AGENCY/ORGANIZATION EMPLOYEE AND BANK OF AMERICA, N.A. (USA)

payable in U.S. dollars. If we decide to accept a payment made in some other form, payment will not be credited to your Account until your payment is converted into one of the forms just mentioned. We may accept late payments, partial payments or checks and money orders marked "payment in full" or with other restrictive endorsements without losing any rights under this Agreement or under the law.

**7. SUSPENSION AND CANCELLATION.** Suspension or cancellation does not affect the terms of this Agreement, including without limitation your obligation to pay the balance of your Account, until your obligation to Bank of America under this Agreement has been satisfied.

**A. Suspension:** Bank of America may suspend your Account and prohibit further Charges if (i) payment for any undisputed principal amount is not received within 61 calendar days from the closing statement in which the unpaid Charge first appeared, or within the timeframe specified in the Agency/Organization task order, unless otherwise directed by the Agency/Organization Program Coordinator, or (ii) the Agency/Organization or GSA requests the suspension. Bank of America will reinstate your suspended account upon full payment of the amount due unless otherwise directed by the Agency/Organization.

**B. Cancellation by Cardholder:** You may cancel the Card at any time by notifying Bank of America, cutting the Card in half and returning the parts to Bank of America.

**C. Cancellation by Bank of America.**

(i). **Automatic Cancellation:** The Card and the Account will automatically be canceled upon (a) termination of your employment with the Agency/Organization regardless of the reason; (b) termination or expiration of the GSA Contract and/or Agency/Organization task order; (c) request of the Agency/Organization or GSA; or (d) request of Bank of America with the permission of the Agency/Organization. Upon cancellation, you agree to return the Card immediately, cut in half, to Bank of America.

(ii). **Cancellation Due to Delinquency:** Bank of America may cancel your Account if (a) the Account has been suspended two times during a 12 month period for non-payment of undisputed principal amounts and is past due again; for purpose of this section 7.C.(ii).(a), "past due" means payment is not received within 45 calendar days from the closing date on the statement of Account in which the Charge first

appeared; (b) the Account is 126 calendar days past due from the closing date on the statement of Account in which the unpaid Charge first appeared, or within the timeframe specified in the Agency/Organization task order, unless otherwise directed by the Agency/Organization Program Coordinator, or (c) the Agency/Organization or GSA requests the cancellation. Bank of America may reinstate a canceled Account upon full payment of the amount due and any late fee assessed. Account statements may not (at the option of Bank of America) be sent after an Account has been canceled.

**8. ATM USAGE.** If your Agency/Organization is participating in the Bank of America ATM Program for Government Cardholders, you will separately receive a Personal Identification Number ("PIN"). You may then obtain Cash Advances at an ATM when authorized in accordance with Agency/Organization procedures.

**9. NO WAIVER OF BANK OF AMERICA'S RIGHTS.** All rights and remedies of Bank of America are cumulative and may be pursued singularly, successively or together, at the option of Bank of America. Except as expressly provided below in this Section 9, Bank of America's failure at any time to exercise any of its rights hereunder or any other rights shall not constitute a waiver nor otherwise bar the exercise of any of these options or rights at a later date. Bank of America waives its right to suspend the Account for a particular Charge if suspension procedures are not initiated within 180 calendar days of the closing date on the statement of Account in which the Charge first appeared.

**10. TRAVELERS CHECKS.** If your Agency/Organization is participating in the Bank of America Travelers Check program for Government Cardholders, you may purchase travelers checks when authorized in accordance with Agency/Organization procedures and a Travelers Check Fee of 1.5% of the total amount of the checks purchased will apply. If your Agency/Organization has negotiated a lower Travelers Checks Fee, the lower amount will apply.

**11. CHARGES.** You agree to pay the following Charges unless your Agency/Organization has

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BANK OF AMERICA, N.A. (USA)**

negotiated a lower rate or fee, in which case, you will pay the lower amount.

- **Return Check Fee.** \$20.00 for any payment which is returned for any reason.
- **Cash Advance Fee.** 1.9% of the amount of each Cash Advance.
- **Delinquency and Collection Charges.** If Bank of America refers your Account to any attorney for collection, you will be responsible for attorney's fees, if any, not to exceed 25% of the Account balance plus all other costs of collection and court costs except where prohibited by law.
- **Late Fee.** If your Account has been canceled, \$20.00 for any payment not received within 120 calendar days past the closing date on the statement of Account in which the Charge first appeared.

**12. CONVERSION OF FOREIGN TRANSACTIONS.** Charges made in a foreign currency will be converted into U.S. Dollars. The conversion rate used will be at least as favorable as an interbank rate or where required by law, an official rate. This rate shall be the one in existence at the time the transactions is processed.

**13. CHANGE IN TERMS.** Bank of America may, with the written consent of GSA and your Agency/Organization, change the terms of this Agreement upon 30-day written notice to you. You agree that the new terms provided in any such notice may apply both to your new transactions and to your Account balance on the date the change becomes effective. If you do not agree to a change in terms of this agreement, then prior to the effective date of the change, you must notify us, cut the card in half and return the pieces to us.

**14. LOST OR STOLEN CARD/REPLACEMENT.** If your Card is lost or stolen, or if you think another person may use your Account without your permission, you must notify Bank of America immediately by calling the number listed below.

Telephone Numbers:  
Within United States 1-800-472-1424  
Collect Calls from out of the United States (757) 441-4124  
You may confirm your notification by writing to:  
Bank of America  
Security Department  
P.O. Box 1350  
Norfolk, VA 23501

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If there is any unauthorized use of your Card or Account you agree to cooperate with Bank of America during its investigation, which will include your completion of a Cardholder Statement of Disputed Item. Should you need a replacement card, please call the same telephone number listed in this Section 14 for lost or stolen Cards.

**15. LIMITATION OF DAMAGES.** In no event shall Bank of America be liable to you for any consequential, special, indirect or punitive damages of any nature.

**16. COLLECTION/TELEPHONE MONITORING.** You agree that if you do not pay your Account, Bank of America or its collection agent may call you regarding the collection of your Account. You understand that the calls could be automatically dialed and a recorded message may be played. You agree such calls will not be "unsolicited" calls for purposes of local, state, or federal law. You agree that we may monitor telephone calls between you and us to ensure the quality of the customer service we provide.

**17. CHANGES TO NAME, ADDRESS OR EMPLOYMENT.** You understand that Bank of America will send Account Statements, replacement or renewal Cards, or other notices at the address shown in its records. You will promptly notify Bank of America of any change in your name, address or employment.

**18. NONTRANSFERABLE.** Each Card is nontransferable.

**19. SEVERABILITY.** The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement.

**20. SUCCESSORS AND ASSIGNS.** You agree that Bank of America may at any time assign or transfer to another person your Account, your Account balance, or this Agreement. The persons to whom Bank of America transfers or assigns your Account, your Account balance, or this Agreement will have all of Bank of America's rights under this Agreement. You will not assign or transfer any of your rights or duties under this Agreement, and this Agreement is binding on your successors, heirs and legal representatives and upon anyone to whom you assign your assets or who succeeds to them

**AGREEMENT BETWEEN AGENCY/ORGANIZATION EMPLOYEE AND  
BANK OF AMERICA, N.A. (USA)**

**21. GOVERNING LAW:** This Agreement and your Account are subject to the GSA Contract and shall be governed by Arizona law and the laws of the United States. This Agreement is entered into in Arizona and all credit will be extended by Bank of America from Arizona.

**PRIVACY ACT NOTICE:**

In accordance with the Privacy Act (5 U.S.C. 552a), the following notice is provided: The information requested on the card application form is collected pursuant to Executive Order 9397 and chapter 57, title 5, United States Code, for the purpose of recording travel expenses incurred by the employee/member and to claim entitlements and allowances prescribed in applicable federal travel regulations. The purpose of the collection of this information is to provide Government agencies necessary information on the GSA travel card contract which provides travelers with charge cards for official travel and related expenses, attendant operational and control support, and management information reports for expense control. Routine uses which may be made of the collected information and other account information in the system of records entitled "Travel Charge Card Program GSA/GOVT-3" are as follows: (1) transfers to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, administrative, or regulatory investigations; (2) pursuant to a request of another Federal agency in connection with hiring, retention, issuing a security clearance, reporting an employee investigation, clarifying a job, letter or contract or issuing a license, grant, or other benefit; (3) to a Member of Congress or to a Congressional Staff Member in response to an inquiry of the Congressional Office made at the request of the individual about whom the record is maintained; (4) to officials of labor organizations when necessary to their duties of exclusive representation; (5) to a Federal agency for accumulating reporting data and monitoring the system; (6) GSA contract travel agents assigned to agencies for billing of travel expenses; (7) listing, reports, and records to GSA by the contractor to conduct audits of carrier charges to the Government; and (8) any other use specified by GSA in the system of records entitled "Travel Charge Card Program GSA/GOVT-3," as published in the Federal Register periodically by GSA. The information requested is not mandatory. Failure to provide the information will nullify the application, and a charge card will not be issued to the employee/member.

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