



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
THE COMMANDING GENERAL  
UNIT 29351  
APO AE 09014-9351

AEUFC-FAPD

4 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army in Europe Command Policy Letter 39, Government Travel Charge Card

1. The Army standard for travel-card delinquencies is that no more than 3 percent of the total number of active cards be delinquent. Additionally, no more than 4.5 percent of charged dollars may be delinquent. Delinquent cards and dollars are those that are more than 60 days overdue. To prevent delinquencies, commanders will take the following actions:

a. Appoint agency program coordinators (APCs) to monitor the use and delinquency status of charge cards.

b. Deactivate delinquent cards and cards that are being used inappropriately.

c. Consider administering disciplinary action in appropriate cases.

2. Commanders must emphasize the need to prevent the abuse and delinquency of travel cards by doing the following:

a. Ensure that all cardholders demonstrate fiscal responsibility to pay their personal debts before approving card applications.

b. Check to see how often the applicant travels before approving an application. A card may not be appropriate for individuals who travel fewer than six times a year.

c. Deactivate cards for those who are not in an official travel status nor are required to travel on short notice.

d. Ensure that cardholders are briefed on the proper use of the card and the individual responsibility to pay all debts when due.

e. Encourage the use of "split-disbursement option" to specify which portion of the travel settlement to send directly to the Government Travel Charge Card Company.

f. Help cardholders in a travel status for more than 30 days file interim travel settlements.

g. Require unit APCs to screen card transactions on a monthly basis for unauthorized purchases and delinquencies.

*This letter is available at <https://www.aeaim.hqusareur.army.mil/library/home.html>.*

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h. Ensure unit in- and outprocessing procedures require travel cardholders to process through the unit APC. To prevent delinquencies, cards should be deactivated when individuals deploy or prepare for a permanent change of station (PCS).

i. Ensure that soldiers are financially prepared to deploy or PCS. This means ensuring that soldiers know their options for obtaining funds and paying bills after their card is deactivated.

3. Commanders and leaders must ensure that soldiers use the Government Travel Charge Card responsibly. By ensuring that our soldiers use the card properly, we can support the Army's standard for reducing delinquencies.



B. B. BELL  
General, USA  
Commanding

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