UNDER SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1100

JUN 20 2003

COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Definition of Frequent Traveler Subject to Mandatory Use of the Government Travel Charge Card

Management Initiative Decision 904 contained recommendation TC-13 to review the Federal Travel Regulation exemption from mandatory use of the travel charge card for employees who travel five times or less in a year. The Department of Defense Financial Management Regulations ("DoDFMR") currently states that individuals who travel one or two times a year are exempt from mandatory use of the government travel card. Having reviewed actions taken by the Military Services and Defense Agencies to address delinquencies on travel cards, and the potential costs of alternative methods for funding travel requirements, I have determined that no change is warranted to the existing Department of Defense (DoD) policy. This action does not negate any exemptions from mandatory use of the travel card already in place.

Maintaining the current standard is in the best interest of the Department in that it provides a cost effective means of funding travel and places no unreasonable burden on our employees or the Department. With command attention, implementation of split disbursement, salary offset, and datamining tools being developed, the DoD has the necessary means to ensure that any misuse of the travel card is identified and referred for appropriate action through command channels. Existing exemptions contained in the "DoDFMR" provide commanders and supervisors the flexibility to adjust the use of the travel card to meet the travel requirements of their employees.

If you have any questions regarding these matters, please contact Ms. Jacqueline Jenkins, Accounting and Finance Policy and Analysis Directorate at (703) 697-8282 or Steven Johnson, DFAS Travel Card Program Management Office at (703) 607-5050.

Dov S. Zakheim

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