

TRAVEL CREDIT CARD

USE YOUR GOVERNMENT CREDIT CARD FOR OFFICIAL GOVERNMENT TRAVEL ONLY!

You **MUST** pay the individual balance due on your account each month, whether or not you have received reimbursement

DO NOT PAY with cash or personal credit cards for airfare or rental car. You will not be reimbursed!

You CAN use your card for:

Airline or similar modes of transportation Tickets	* Lodging
Restaurant/food purchases (no room service)	* Fuel for rental cars only
Rental Cars (when approved ahead of time on your travel authorization)	* Parking fees
Taxi fare, bus, subway, shuttle, train and other local transportation type costs	* ATM advances

You CAN NOT use your card for:

- Long distance phone calls
- Rental cars (without authorization or combining personal & government travel)
- Personal vehicle fuel
- Registration fees or tuition
- Personal purchases/gifts

OTHER FREQUENT TRAVEL ISSUES

You must have an authorization to travel (SIGNED) before leaving park.

With hotel expenses being central billed you cannot charge room service, movies, mini bar or other things to your room and leave them on your invoice. Upon checkout you will need to get removed from your invoice and pay separately with personal funds.

No ATM fee is charged at JP Morgan Chase machines. Any other bank will charge a fee but you will be reimbursed on your voucher plus 1.75% of the amount you withdraw. You **WILL NOT** be reimbursed if you use your personal ATM card. You need to provide ATM receipt.

You must use the contract travel agency for all airline tickets. SATO @ 866-486-6135

You **cannot** use any of the online reservation systems (expedia, cheapotels, priceline, etc) to reserve lodging

Need to request tax exempt at hotels. Number is printed on front of card and division travel clerks have forms.

Receipts **required** for all airline or similar transportation, rental cars/fuel, parking, and lodging.

If travel expenses are paid by a non-federal source you must complete DI-2000 and work with the park travel coordinator to go through the appropriate steps.

Rental cars – you can not combine personal and government travel. Government rental time goes on your Gov't card but YOU MUST pay for personal time with personal funds.

You **MUST** have an itemized invoice/receipt for lodging and rental cars – the credit card statement is not acceptable.