



TRAVEL TIDBITS

3.3.2020

NEW FEDERAL EMPLOYEES – PORTAL TICKET GUIDANCE Concur Profile and US Bank Travel Card

Once you create a Portal ticket to add a new Government Traveler to Concur on the Government Traveler Profile Form, you may also request traveler to apply for the US Bank travel card at the same time.

First Time Traveler:

1. Complete the Concur Government Traveler Profile Form.
2. Create Portal ticket and upload the completed Profile Form to the ticket.
3. All travel arrangements must go through Concur/BCD.

Government Travel Card:

Federal Travel Regulations (FTR) and USDA Policy requires **ALL** government travel cardholders to use the Government travel card, also know as an Individually Billed Account (IBA), while on official travel.

1. The Government Travel Card must be used for the following expenses:
 - Air/Train Transportation
 - Lodging
 - Rental Car
 - Ground Transportation

All ARS employees traveling at least once per year are **required** to have a Government Travel Credit Card, issued by US Bank.

To apply, the following completed documents **MUST** be submitted in the Portal ticket.

1. Certificate of Completion of the AgLearn course, “USDA Travel Card Training”
2. A copy of the IBA Acknowledgement Form, signed by both the travel and supervisor.
3. The applicants .gov email address in the Comments section.

Should you have questions or need assistance, please contact your Travel Specialist.


CONCUR GOVERNMENT TRAVELER PROFILE

ORGANIZATION: GUSDAREE _____

NAME AS IT APPEARS ON ID USED AT THE AIRPORT (EX: DRIVER'S LICENSE):

FIRST NAME: _____

MIDDLE NAME: _____ DOES NOT HAVE A MIDDLE NAME

LAST NAME: _____ GENDER: MALE FEMALE

SS NUMBER: _____ DATE OF BIRTH: _____

RESIDENT ADDRESS: _____

LINE 2 OF ADDRESS: _____

CITY / STATE & ZIP: _____

HOME PHONE #: _____ CELL # _____

OFFICE PHONE #: _____

OFFICE EMAIL: _____

ARS EMERGENCY CONTACT NAME: _____

ARS EMERGENCY CONTACT'S WORK #: _____

GOVT TRAVEL CARD #: _____

NAME ON CARD: _____ EXP. DATE: _____

MANAGEMENT UNIT'S DATA – DO NOT USE ACRONYMS

UNIT'S NAME: _____

STATION ADDRESS: _____

CITY / STATE & ZIP: _____

OFFICE PHONE & FAX: _____

TRAVEL ARRANGER: _____

TA'S PHONE #: _____ TA'S EMAIL: _____

FOR BUSINESS SERVICE CENTER USE ONLY:

TRAVELER HAS A FMMI VENDOR RECORD YES NO

PSEUDO SS#: _____

**THE DEPARTMENT OF AGRICULTURE (USDA)
GOVERNMENT TRAVEL CARD PROGRAM
INDIVIDUALLY BILLED ACCOUNT
ACKNOWLEDGMENT & ACCEPTANCE STATEMENT**

1. The Government Travel Card Program provides travelers with a means of financing their official travel expenses without obtaining costly travel advances or using their own funds. Only official Government expenses incurred as a result of temporary duty travel may be charge to the travel charge card. Expenses include meals, lodging, rental car, transportation tickets, and any other authorized travel related expenses for which the use of the travel card is allowable under DR2300-001, Travel Card Regulations. Travelers are expected to directly use the travel charge card whenever and wherever practical for all these expenses prior to the use of an automatic teller machine (ATM). ATM use is available for limited cash advance amounts where use of the travel charge card is impractical.

1. Use of the travel charge card for any other purpose than official Government travel business is **NOT AUTHORIZED** and is considered misuse of the travel charge card program. Delinquency in payment of the monthly travel card billing is considered card abuse. The frequent issuance of Non-Sufficient Fund checks to repay the contractor is also considered a form of travel card abuse. Card misuse and abuse may be subject to disciplinary actions under the appropriate agency and civilian personnel regulations.

2. The *AUSDA Zero Tolerance Policy*[@] strictly prohibits the following use of the card:
 - a Unauthorized charges not associated with official travel.
 - (1) Personal and family member use of the card is forbidden.
 - (2) Use or the card for activities listed in Section 7 b(7) and (8) of the USDA Government Travel Card Guidance are forbidden.
 - b Use of the card while not on official travel status, except for cash withdrawals from an automated teller machine within 3 to 5 days before travel begins, are forbidden.
 - c Shared use of the card with another employee for official travel purposes. Shared used includes placing charges for another traveler, including group meals, on your card.
 - d Account delinquency beyond a 30-day period.
 - e Failure to use the card while on travel.
 - f Failure to pay accounts with sufficient funds.
 - g Failure to use Government issued voucher reimbursements to repay travel expenses.
 - h Excessive cash advances, or cash advances not commensurate with official travel.

Cardholders are responsible for reading and familiarizing themselves with the contents of the bank 's Card Agreement, the USDA Travel Card Regulation 2300.001 and agency specific policies regarding the use of the card. Questions concerning the card should be addressed to the local or primary travel card coordinator.

(Over)

APPENDIX A-2

- 4 I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the USBank Card Agreement and to abide by the *USDA Zero Tolerance Policy*.

_____(SIGN/DATE)
SIGNATURE OF CARDHOLDER

- 5 The application for the above to participate in the Travel Card Program is recommended for approval.

_____(SIGN/DATE)
SIGNATURE OF IMMEDIATE SUPERVISOR

NOTE: THIS STATEMENT MUST ACCOMPANY THE TRAVEL CARD APPLICATION SENT TO THE PRIMARY AGENCY/ORGANIZATION PROGRAM CARD COORDINATOR.