

Important Travel Information

General Information: https://employees.faa.gov/tools_resources/travel/

GovTrip E-Travel System User Guides: <http://govtrip.faa.gov/>

Travel Charge Card Information: https://employees.faa.gov/tools_resources/travel/charge_card/

Voucher Federal Travel Claim: use the Preparation Guide:
<http://www.tc.faa.gov/acx30/TESERV%20GUIDANCE%20-%20GENERAL.pdf>

GSA Per Diem Rates: [Per Diem Rates](#)

State Tax Exempt Forms: [State Tax Exempt Forms](#)

Is the lodging facility on the FEMA list of fire safe lodging? Check it out by visiting URL
www.usfa.fema.gov/applications/hotel

Cash Advance: You may obtain cash two days before departure to cover out-of-pocket cash expenses. Cash transactions typically cannot be charged to your card, such as: local transit system, taxi, parking, ferry fees, gasoline.

Contact APC's

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Contact NPC

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Monthly Retail and ATM Limit The monthly limit for retail transactions including lodging, transportation, and car rental is \$10,000.00. The monthly limit for ATM withdrawals is \$1,000.00. The APC or NPC may raise this limit as follows:

To Raise the Limit: The APC may raise the retail limit up to \$10,000.00 on written request from the cardholder's first level manager. The limit, raised in \$500.00 increments, must be proportional to the travel performed. The APC will reset the limit to \$7500.00 before transferring the account to another APC and as circumstances change (temporary increase, revert to non-frequent traveler, etc). This includes limits raised by the NPC.

To Raise the Limit above \$10,000: The NPC may approve a retail limit above \$10,000.00 based on the justification provided by the manager and approval from the APC.

Key Lessons Learned:

Do not withdraw cash for personal use!

Do not withdraw cash after completion of travel!

Do not use your government travel charge card for personal purchases!

You are personally liable for all charges on your card!

Payment on all undisputed charges must be made on or before the billing due date regardless of the reimbursement status of your Voucher.

Travel Charge Card Training: on eLMS

Course Number and Title: FAA30200114 Travel Charge Card: Cardholder Training

Some Situational Questions and Answers from AFM 100:

1. If I see a movie in my room and get a frozen dinner from the hotel commissary and charge it to my room, can I pay the hotel bill including the movie and meal with my TCC?

Answer: The frozen dinner is not a problem as it is covered under the meal portion of the per diem. The movie should be paid for with cash or a personal credit card as the charge is not an official travel expense.

2. I am at dinner with three other colleagues. There is only one check for the meal. Three plan to pay with cash and one plans to pay using the TCC. Can I use the TCC to pay the check and then collect the cash from my other three colleagues? Am I in violation of TCC misuse?

Answer: The travel card is used for your personal expenses only. You may not pay expenses for others using the card. This is considered misuse.

3. I am on travel status and I need to have some shirts laundered. Can I pay the bill with my TCC?

Answer: Laundry is covered under the incidental expense portion of the M&IE and cannot be claimed as a separate expense on the voucher. The incidental expense is \$3.00 per day. You may use the card to pay this expense.

4. I am on travel status and I am at dinner and I order a glass of wine with my meal. Can I use my TCC to pay the bill?

Answer: Alcoholic beverages are not considered as part of the meal portion of the per diem. The wine charge should be paid separately.

5. I am on travel status and I have charges to my hotel bill to include Laundry, Cocktails at the lounge, and meals at the in house restaurant. Can I use my TCC to pay the hotel bill?

Answer: The laundry and meal charges are properly chargeable to the travel card. The cocktail charge must be paid using cash or a personal credit card.

6. I am on travel status and my luggage is lost. Can I use my TCC to purchase clothes to get me through the travel?

Answer: The travel charge card cannot be used to purchase clothes or luggage.

7. I am on travel status and our team decides to go to a dinner theater for dinner. Can I use my TCC to pay my bill?

Answer: The travel card may be used to pay for the meal. Entertainment charges must be paid in cash or using a personal credit card.