



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 4650.10

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7 APR 1994

DEPOT ORDER 4650.10

From: Commanding General
To: Distribution List

Subj: TRAVEL ADVANCES FOR OFFICIAL GOVERNMENT TEMPORARY
ADDITIONAL DUTY (TAD) TRAVEL

Ref: (a) MCO P4650.37 (MCTIM) (NOTAL)
(b) ALMAR 351/93
(c) NAVADMIN 005/94
(d) CMC Memo 7131 MRF of 25 Nov 92 (NOTAL)

Encl: (1) American Express (AMEX) Card Automated Teller Machine
(ATM) Procedures

1. Purpose. To establish procedures for procuring travel advances in conjunction with official Government business travel.

2. Background. This Order is to provide definitive guidance so that Depot personnel, on official travel orders, will know where and how to receive a travel advance prior to beginning travel.

3. Applicability. This Order applies to all MCRD San Diego civilian and active duty Marine Corps personnel who perform official business travel under orders.

4. Information

a. All personnel on TAD orders will be designated by the order writing authority as either a "Frequent Traveler" or "Nonfrequent Traveler." Per references (a), (b), and (c), "frequent travelers" are those personnel in the pay grades of E7, GS-9, or wage grade equivalents and above who are expected to travel at least twice a year. Personnel below these grade levels, who are expected to travel at least twice a year, may apply for "frequent traveler" status with their commanding officer's approval. Per reference (d), all recruiters are regarded as "frequent travelers." "Nonfrequent travelers" are then considered to be all other personnel.

b. All persons categorized as "frequent travelers" will be afforded an opportunity to receive the Government-issued AMEX charge card. Personnel who are card eligible, but elect not to apply for a card, or have a suspended or revoked card, will be considered frequent travelers and shall be limited to advance levels authorized for cardholders. Commanding officers have the

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authority to deny issuing an AMEX charge card to frequent travelers due to financial difficulties.

c. Four (4) basic categories of travelers exist:

(1) Frequent traveler with AMEX charge card.

(2) Frequent traveler without AMEX charge card, but has applied for the card.

(3) Frequent traveler who chooses not to apply for an AMEX charge card or whose card has been revoked by the Command.

(4) Nonfrequent traveler.

d. Travel Advance Policy

(1) For category c.(1) travelers, no travel advances will be paid by the Finance Officer. Travelers with an AMEX charge card are authorized to obtain a personal identification number (PIN) that will be used to withdraw a cash advance from an ATM. The advance is limited to the authorized amount calculated for the period of travel specified on the orders. ATM advances should not be taken more than five days prior to the date of departure or after the last day of travel. Since the AMEX is a charge card and not a credit card, the entire balance will be due upon receipt of the billing statement. A service charge of 2.75 percent for ATM cash withdrawals will be assessed the traveler, but this service charge can be claimed on the travel claim submitted to the Finance Officer on returning from TAD. Receipts are not required to support charges less than twenty five (25) dollars. However, travelers will retain and submit all ATM receipts for settlement of travel claims. REIMBURSEMENT WILL BE DISALLOWED ON AMOUNTS IN EXCESS OF THE AUTHORIZED TRAVEL ADVANCE. See the enclosure for procedures for utilizing the AMEX charge card with ATM's.

(2) For category c.(2) travelers, travel advances will be paid by the Finance Officer. The travel advance for these travelers will be 80 percent of the per diem rate for lodging and subsistence times the number of days TAD. The traveler will also be advanced 80 percent of all other estimated costs except for registration fees which will be advanced in their entirety.

(3) Category c.(3) travelers shall be limited to advanced levels authorized for card holders. Normally, card holders are eligible for no advances, but exceptions may be made on a case-by-case basis for personnel known to have personal financial difficulties. When the exception is verified by the supervisor and approved by the order writing authority, the

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traveler will be advanced TAD funds by the Finance Officer, as if they were a nonfrequent traveler. The orders for those approved exceptions must be annotated as if a nonfrequent traveler.

(4) Category c.(4) travelers will be advanced the same as category c.(2) travelers. That is, they will be advanced by the Finance Officer at 80 percent of the per diem rate times the number of days TAD. They will also get 80 percent of the estimated other expenses and 100 percent of registration fees.

e. Personnel using the Government issued AMEX charge card are to strictly adhere to the guidance provided for its use in reference (b).

f. All personnel are reminded that they are still required to submit a travel claim settlement voucher within three days of completion of TAD to the Finance Office via their appropriate personnel offices.

5. Action

a. Assistant Chief of Staff, G-1

(1) Assume staff cognizance over the Government-issued AMEX charge card program.

(2) The order writing authority will designate all travelers as either frequent or nonfrequent travelers in their TAD orders.

(3) The order writing authority will clearly indicate on the TAD orders whether the advance is to be paid via an ATM or the Finance Officer.

b. Assistant Chief of Staff, Comptroller. Provide TAD travel advances and settle travel claims per references (a) through (c).

c. Frequent Travelers

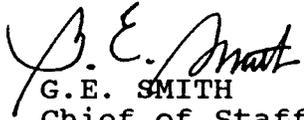
(1) Procure and use the AMEX charge card for official travel only.

(2) Limit ATM cash withdrawals to the amount authorized in the travel orders.

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(3) Pay all proper charges on the monthly AMEX charge card bill in-full and in a timely manner.


G.E. SMITH
Chief of Staff

DISTRIBUTION: A

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AMERICAN EXPRESS CHARGE CARD ATM PROCEDURES

1. The following guidelines apply to the Navy and Marine Corps implementation of the ATM procedures for issuing travel advances.

a. Eligibility. Personnel GS-9/E-7 and above and wage grade equivalents who are expected to travel at least twice a year should apply for an American Express (AMEX) Card and PIN. Also, with the commanding officer's or director's approval, personnel below the required grade levels who are expected to travel at least twice a year may apply. Personnel who are frequent travelers and (1) have had their AMEX card suspended or revoked or (2) decline to participate in the AMEX card program will be considered as frequent travelers for travel advance purposes.

b. Responsibilities

(1) Activity Coordinators. Provide application forms to personnel for enrollment in the AMEX program and for obtaining PINs. Ensure that the enrollment applications are correct before submission to AMEX.

(2) Personnel. Forward completed card and/or ATM application to the AMEX activity coordinator. The PIN will be sent directly to the billing address and is operational upon receipt. The AMEX ATM mechanism is to be used only for official travel. ATM withdrawals are limited to authorized advance amounts (meals and incidental expenses plus other authorized reimbursable expenses), rounded up as required by the ATM. Do not obtain a travel advance more than 5 days before travel or after the last day of travel. The entire AMEX card balance is due upon receipt of billing statement. The ATM privilege will be suspended if the card balance is in a 60 days past due category.

c. ATM Procedures. The following are ATM procedures for obtaining cash advances:

(1) Insert the card in an ATM that accepts the AMEX card. There are currently over 69,000 worldwide locations. The AMEX activity coordinators can provide a list of ATM networks that accept AMEX cards.

(2) Enter your personal identification number (PIN).

(3) Enter "any key."

(4) Enter the dollar amount requested (round amount needed as required by the ATM).

ENCLOSURE (1)

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(5) Receive cash and ATM transaction receipt. There is a 2.75 percent AMEX fee which is a reimbursable item on travel voucher. The 2.75 percent is reflected on the AMEX statement, not the ATM receipt, but the ATM receipt will be used by the traveler to compute the allowable reimbursement. The traveler should indicate the amount claimed for the fee on the travel claim as a reimbursable expense.

(6) AMEX ATM daily and weekly dollar limitations will appear on "PIN Mailer" that is sent to cardholder.

(7) AMEX provides the following telephone numbers for assistance:

- (a) ATM locator service 1-800-CASH-NOW
- (b) Billing questions 1-800-492-4922
- (c) ATM locator service overseas (904) 565-7895
- (d) Billing questions overseas (602) 492-4922

d. Cancellation of Orders. If travel orders are canceled before departing, but after drawing an ATM advance, the 2.75 percent ATM fee is reimbursable. In this situation, a Claim for Reimbursement for Expenditures on Official Business (SF 1164) shall be used to reimburse the member. The claim should be supported by the original orders.

e. Miscellaneous

(1) If the card is lost or stolen, notify AMEX immediately. In the continental U.S. call 1-800-492-4922 and overseas call collect (602) 492-4922.

(2) Do not write the PIN on the card. It could be used by someone to obtain cash if the card is lost or stolen.

(3) Travelers who forget their PIN can notify AMEX at 1-800-CASH-NOW and a new PIN will be issued and mailed to the billing address.

2. Questions concerning this guidance should be forwarded to the Military Personnel Office. Telephone inquiries may be directed to: DSN 524-1268 ext 1375 or commercial (619) 524-1268 ext 1375.