



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

12 JUN 2002

CELD-T (55)

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS
(DIRECTORS/CHIEFS LOGISTICS OFFICES)

SUBJECT: Standard Operating Procedures for Unit Travel Cards

1. Purpose. This Standing Operating Procedure (SOP) defines responsibilities and procedures for processing, issuance, usage, and payment of the Government Unit Travel Cards for U. S. Army Corps of Engineers (USACE) employees deployed in support of emergency response operations.

2. Scope. These procedures are applicable to all USACE elements, major subordinate commands (MSCs), districts, laboratories, and field operating activities (FOAs).

3. Reference. DoD Financial Management Regulation, Volume 9, Chapter 3 September 2000.

4. Policy.

a. Unit travel cards are not designed to replace the Government Contractor-issued individually billed account (IBA) or centrally billed account (CBA). IBAs must be used to pay for costs incident to official travel, unless otherwise exempted. CBAs should be used for the commercial transportation arrangements (air/rail), unless the conditions are met to authorize the use of the IBA for such arrangements.

b. Unit travel cards are issued to each district upon receipt and processing of the unit travel card application. The Chief of Logistics in each district assigns an account manager and an alternate to manage the district's unit travel card account. Additional cardholders may be assigned under the designated account manager.

c. Proper Use of the Unit Travel Card. USACE personnel are authorized to use the unit travel card only for the reserving of lodging accommodations and rental cars for official travel in preparation for deployment in support of emergency response operations.

d. Each deployed employee must use their Government Contractor-issued IBA when making final arrangements to secure lodging and rental vehicle. This will ensure that these charges are not erroneously placed on the unit travel card.

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e. The unit travel card is NOT authorized for uses as follows:

- (1) Air/rail/bus transportation.
- (2) Food Establishments.
- (3) Automated Teller Machine (ATM) access.
- (4) Parking.
- (5) Telephone calls.
- (6) Regular TDY travel not in support of emergency response.
- (7) Other miscellaneous reimbursable travel expenses not identified in paragraph 4c above.

f. Prompt Payment of Charges. The unit travel card is a charge card, not a credit card. The cardholder is not entitled to carry account balances forward. Cardholders are liable for all unpaid charges to their account upon receipt of the Contractor's billing statement, except where the unit travel card has been promptly reported as lost or stolen.

g. Command Involvement. Commanders are not liable for charges incurred on a cardholder's unit travel card, however, Commanders and Directors should be knowledgeable regarding the use of the unit travel cards by their personnel. This card is an asset and must be protected. Cardholders whose cards are canceled for misuse or delinquency can suffer adverse consequences, i.e. their personal credit rating will be affected, their ability to perform mission TDY travel may be hindered and they may be subject to disciplinary action.

5. Responsibilities.

a. Agency Program Coordinator (APC). A designated employee from the HQUSACE Directorate of Logistics is the APC for the management and control of all unit travel cards. The APC serves as the liaison between the Military Traffic Management Command (MTMC) Program Coordinator and the Account Manager. The APC is responsible for submitting applications and justification letters to MTMC for processing, approval and issuance of unit travel cards. The APC advises the MTMC Program Manager when additional unit cards are required for incoming deployed Logistics Planning and Response Team (LPRT) members and again when the cards are to be deactivated at the completion of the response. The APC provides guidance to USACE activities and establishes procedures as needed.

b. Account Managers. The Unit Card Account manager is assigned by the District's Chief of Logistics. The Account Manager is responsible for all cards issued under the district's account. The Account Manager processes the Purchase Requests and Commitments (PR&C), obligation, and receiving report in the Corps of Engineers Financial Management System (CEFMS). The Account Manager reconciles the charges appearing on the summary account that is a composite (rollup) of all charges from all cards assigned to that district. The Account Manager is responsible for filing any necessary disputes with the unit travel card contractor. Although it is not the intent for any room or car rental charges to be actually charged

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on the unit card, it is possible that some charges may be incurred. The Account Manager coordinates with the responsible cardholder for the processing of the payment in accordance with paragraph 6b of this document. The Account Manager is responsible for providing the necessary documentation to the USACE Finance Center (UFC) for invoicing and disbursement. The Account Manager is responsible for notifying the APC of any additions or deletions of cardholders immediately upon notification of changes.

c. **Cardholders.** Cardholders are responsible for ensuring that all charges for lodging and rental cars are placed on the responding employee's IBA. Cardholders must cancel reservations for any room or car upon notification that the reserved lodging and transportation is not required. In the event that is not possible to cancel within the required time frame established by the lodging and car rental agencies, the Cardholder is responsible for providing the Account Manager with all required documentation for any expenses charged to the district's unit travel card.

d. **The National Logistics Planning and Response Team (LPRT) Manager.** The LPRT Manager notifies the APC of pending emergency response situations. The deployed LPRT Leader provides the National Program Manager and APC with names of cardholders within the district where the emergency event is located, or those being deployed from other districts.

6. CEFMS Requirements and UFC Procedures.

a. In the event that reservations are not canceled in the required timeframe to prevent charges or if the traveler neglects to place the charges on their IBA, the Account Manager will accomplish the following:

(1) Establish a CEFMS purchase request to cover the expenses. This could be one or many depending upon the funding citations that need to be used and the amount of expenses that now have to be absorbed.

(2) Obtain all necessary approvals on the purchase request.

(3) Process a manual CEFMS obligation. The obligation number should be UCMONYY (Unit Card Month Year). The delivery order number will be "NA". If a district has multiple unit cards in use, the obligation number should be appended to have a dash and the account manager's last name (i.e. UCAUG02-BROWN). The vendor selected shall be "UNIT CARD". This is the vendor identification established on each CEFMS database. The line items on the obligation should mirror those of the purchase request. The receiving org code is the organization code of the account manager.

(4) Obtain all necessary approvals on the obligation.

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(5) Enter a receiving report in CEFMS.

(6) Print the receiving reports.

b. The UFC requires a completed SF 1034, Miscellaneous Reimbursement, be submitted with the Bank of America (BoA) monthly billing statement.

(1) The account manager signs the SF 1034. The SF 1034 should identify the billing account number, the statement date, and amount to be paid.

(2) The Account Manager must include a certification statement on the BOA monthly billing statement as follows:

"Pursuant to authority vested in me, I certify that this billing statement is correct and proper for payment, except as may be noted herein or on supporting documents."

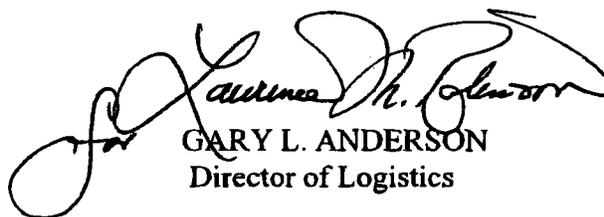
(3) The completed SF 1034, certified billing statement, and all receiving reports should be submitted to the Accounts Payable Division of the UFC. The receiving reports should total the amount certified for payment. These documents should be submitted in a timely manner that will allow prompt payment without incurring interest penalties.

c. The UFC processes the invoices and receipt vouchers based on the statement and receiving reports supplied.

d. The UFC Disbursing Division processes disbursement via electronic funds transfer (EFT) to BoA.

7. The point of contact is Belinda K. Camp, CELD-T, (202) 761-0936.

FOR THE COMMANDER:



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Director of Logistics