

**CREDIT CARD APPLICATION
MILITARY PERSONNEL ONLY
Six Easy Steps to Complete**

Steps for new applicants:

1. **Step One:** Traveler (resident/fellow/GME staff) will gather the required information and the program coordinator will initiate an email request to RMD DTS-Credit Card personnel and cc GME. The email request must include:
 - a. Traveler applicant's SSN
 - b. Traveler applicants email
 - c. DoD Statement of Understanding **(Initialed/Signed-Applicant & then by Company Commander)**
 - d. CITIBANK Travel card training certificate (evidence that traveler has completed required training).

Training can be found at: **(Click on Travel Charge Card)**

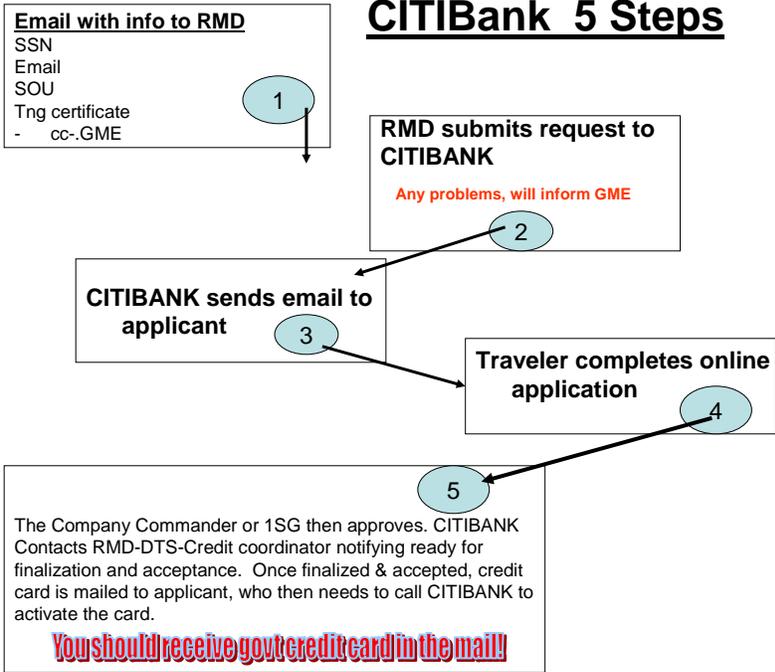
<http://fss.gsa.gov/webtraining/index.cfm?CFID=5060126&CFTOKEN=28011687>

If any problems, RMD-DTS will notify GME.

2. **Step Two:** RMD-DTS Credit Card Coordinator submits requests for application to CitiBank with travelers name SSN and email address
3. **Step Three:** Bank sends email to traveler with link to online application (Note: this is why it is critical to have the correct email address for the applicant.)
4. **Step Four:** Traveler completes online application and fills in required information and email address of COMPANY COMMANDER or 1SG (app says Supervisor but it needs to be the COMPANY COMMANDER or 1SG), for approval to be a card holder; when asked for the "Verification Info" enter the last 4 digits of the applicants SSN.
5. **Step Five:** Company Commander or 1SG approves (or disapproves) and the notification comes back to the DTS office for finalization and acceptance to CitiBank. Upon acceptance, government credit card will be mailed.

***Please note: applications that "sit" too long and are not approved by military company commanders are dropped from the system and the process has to start over.**

CITIBank 5 Steps



**DoD Financial Management Regulation
Volume 9, Chapter 3, Appendix A**

January 28, 2009

APPENDIX A

**DEPARTMENT OF DEFENSE – (COMPONENT)
STATEMENT OF UNDERSTANDING
GOVERNMENT TRAVEL CARD PROGRAM**

I certify that I have read the attached DoD Government Travel Card Policy and procedures. I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department of Defense (DoD).

The above limitations on card usage also applies to automatic teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed \$500 (standard) or \$200 (restricted) per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand that the issuance of this charge card to me is an extension of the employee – employer relationship and that I am being specifically directed to:

- Abide by all rules and regulations with respect to the charge card _____
- Use the charge card only for official travel _____
- Pay all charges upon receipt of the monthly billing statement from the Travel Card contractor _____
- Notify the APC of any problems with respect to my usage of the charge card _____
- Notify the Card Contractor and the APC if my charge card is lost or stolen _____

(CARD APPLICANT MUST INITIAL ALL THE ABOVE PROVISIONS)

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of the Travel Card Contractor and/or APC to revoke or suspend my travel card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the Travel Card Contractor.

(Applicant's Signature)	(Commander's/Supervisor's Signature)
(Applicant's Printed Name)	(Commander's/Supervisor's Printed Name)
(Applicant's Series/Grade/Title)	(Commander's/Supervisor's Series/Grade/Title)

NOTE: The Government Travel Card Application cannot be processed without this form on file.