

For: All FSA Offices and FAS National Office Employees

**Decreasing Credit Limit and Activating/Deactivating Government Travel Charge Cards**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

USDA initiated a project to have each agency review the Federal travel charge card program to strengthen the agency's internal control. One objective is to ensure the appropriate level of risk against fraud and misuse by establishing an appropriate credit limit for each cardholder. As part of the review, USDA obtained usage statistics from the Bank of America for all agencies and is recommending deactivating certain cardholders and establishing a credit limit of \$8,000. Individuals with a high volume of foreign travel who may need a higher limit or foreign service officers with a longer reimbursement cycle because of their reliance on the State Department travel reimbursement system, will be given a credit limit of \$15,000.

**B**

**Purpose**

This notice:

- provides instructions to activate or deactivate credit card accounts
- informs all cardholders of a credit limit of \$8,000 or \$15,000, as appropriate.

**C**

**Contact**

Direct questions about this notice to the Accounting and Travel Policy Section (ATPS) at 703-305-1408.

<p><b>Disposal Date</b></p> <p>April 1, 2003</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices, and FAS National Office employees</p>
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## 2 Determining Increase of Default Credit Limit

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### A Information

- Cardholders that have traveled 4 or less times a year should be deactivated, unless otherwise stated by the approving official. This criteria was established by the Office of the Chief Financial Officer (OCFO). The deactivation process is not in effect at this time and all travelers may continue to use their cards for temporary duty travel until further notice.
- Members of emergency response teams or of similar positions, and all supervisors should remain activated regardless of the 4 times a year criteria.
- A government travel charge card can be reactivated if the employee submits an application listing their name, current charge card number, indicate on the application that the purpose is to reactivate, and supervisor's signature of approval. FSA employees shall submit their application to the Agency Program Coordinator (APC) and FAS employees shall submit their application to the responsible official.
- Once the default limit of \$8,000 or \$15,000 is approved by OCFO, the cardholder may increase the limit by submitting a written justification to APC for FSA employees and responsible official for FAS employees after approval by your approving official. Authorization for an increase is available on a case-by-case basis. Submit a copy of all requests to increase the limits, signed by the approving official, to the Financial Management Division. FSA employees shall direct requests to ATPS and FAS employees shall direct requests to the International Fiscal Operations Section.
- An increase is not required for relocation since the cardholder would not be authorized to receive a travel advance for relocation expenses in addition to using the government travel charge card.
- To have the structure needed to make this activation and deactivation a smooth process, a list of instructions have been provided in subparagraph:
  - B for all FSA's APC's
  - C for FAS' responsible officials.

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### 2 Determining Increase of Default Credit Limit (Continued)

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#### B

**FSA Instructions** APC's will receive an Excel spreadsheet that will list all cardholders. Referring to the 4 times a year criteria in subparagraph A, APC's shall:

- review the spreadsheet for corrections
- add the name and account number of cardholders under your hierarchy that are not listed on the Excel spreadsheet.

**Note:** On the spreadsheet, in the "Status" column, ENTER either:

- "A" for those who will remain active
- "D" for those who will be deactivated
- "C" for those who should not be under your hierarchy.

E-mail the updated Excel spreadsheet no later than January 3, 2003, to **Doris\_Ballard@wdc.usda.gov** or **Cynthia\_Chesley@wdc.usda.gov**.

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#### C

**FAS Instructions** The FAS responsible officials will receive an Excel spreadsheet that lists all cardholders. Referring to the 4 times a year criteria in subparagraph A, the responsible official shall:

- review the spreadsheet for corrections
- add the name and account number of cardholders under your division that are not listed on the spreadsheet.

**Note:** On the spreadsheet, in the "Activate/Deactivate" column, ENTER either:

- "A" for those who will remain active
- "D" for those who will be deactivated
- "C" for those who should not be listed under your division.

Return the updated spreadsheet no later than January 3, 2003, to FSA/FMD/IAEPB/IFOS, STOP 0581, Attn: William Davis.

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