

**For:** All FSA Offices and FAS National Office Employees

**Departmental Government Travel Card Regulations**

**Approved by:** Deputy Administrator, Management



**1 Managing the Travel Card Program**

**A Background**

On October 20, 2003, the Office of the Chief Financial Officer issued Departmental Regulation (DR) 2003-001 providing guidance to all USDA employees on the use of Government travel charge cards. DR 2300-001 replaces the Interim Guidance Report furnished to each employee through Notice FI-2591.

**B Purpose**

This notice:

- provides guidance in managing the travel charge card program
- obsoletes Notice FI-2591.

**C Effective Date**

DR 2300-001 is now in effect and is available at <http://www.usda.gov/directives/files/dr/DR2300-001.htm>.

**D FSA/FAS Travel Manual**

DR 2300-001 will be added to the FSA/FAS Travel Policy and Procedure Manual by the end of the 2nd quarter in FY 2004.

**E Contact**

Direct questions about this notice to FMD's Accounting and Travel Policy Section at 703-305-1408.

<b>Disposal Date</b>  May 1, 2005	<b>Distribution</b>  All FSA Offices; State Offices relay to County Offices; FAS National Offices employees
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