

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic //s//
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 03-3

The Department of Commerce (DOC) has issued the following guidance for using Citibank Government travel cards:

1) Mandatory On-Line Cardholder Training

All Citibank travel charge cardholders are required to complete on-line cardholder training on the proper use of the travel card by April 30, 2003. New cardholders should take the training when they apply for the travel card. After successful completion of the training, the employee should notify their supervisor, and print and maintain the certificate of training in their personal files. This is a **one-time** course that provides information on traveling for the Government and reviews how to use the Government travel charge card. The on-line training is available from the General Services Administration at the following website:

<http://www.rdc.noaa.gov/~finance/Citibank.htm>.

2) Do's and Don'ts on the Proper Use of the Travel Card

Current cardholders and approving officials should review a list of do's and don'ts on the proper use of the travel card at:

<http://www.rdc.noaa.gov/~finance/do's%20&%20dont's.pdf>

3) Carefully Review Monthly Statements

Cardholders should carefully review their monthly Citibank statements to ensure that all charges were made by them. Cardholders can access their monthly statements through: <http://www.cards.citidirect.com/welcome.html>. Cardholders who find fraudulent charges should contact Citibank's Customer Service at 1-800-790-7206 immediately. They will be required to complete an affidavit and submit it to Citibank stating that they did not make the charges.

4) Address/Name Changes

Cardholders must notify Citibank at the above customer service phone number when they change addresses so that they will promptly receive their monthly statements and renewed cards. Cardholders who fail to notify Citibank of changes in addresses will not receive a new card when their current card expires. Citibank should also be notified of any name changes so they can reissue cards with the new name.

If you have any questions please contact your servicing agency program coordinators:

NMFS - Marlena Bowman (301) 713-2259 x194

NWS - Beth Downs (301) 713-1698 x167

All other NOAA offices - Jocelyn Griffin (301) 413-3060 x158