



Natural Resources Conservation Service
State Office
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February 7, 2003

OKLAHOMA BULLETIN NO. OK250-3-15

SUBJECT: FNM – Usage of Travel Charge Cards

Purpose. To remind employees of proper usage of travel cards.

Expiration Date. September 30, 2003

Travelers are reminded that usage of government issued travel cards is limited to official travel expenses for travel in excess of one day only. Travelers are required to use the cards for all airline tickets and for lodging expenses. If a card is inadvertently used for a personal expense, the employee should immediately contact the vendor and have the charge switched to his/her personal credit card, and then send an email to Gerry Cole in financial management.

The State Office monitors charges made on the travel cards. Misuse of a government travel card will result in disciplinary action. The first incidence of misuse will result in a warning letter from the employee's supervisor; the second incidence will result in a reprimand; the third incidence could result in further adverse action, up to and including, suspension or termination.

Further information on use of government travel cards may be found in Oklahoma Bulletin OK250-3-6, dated November 5, 2002. If you have any questions, please contact the financial management staff.

/s/ (Leslie R. Conner - Acting)

M. DARREL DOMINICK
State Conservationist