DO use your Government Travel Charge Card only for official Travel Expenses.	**DON'T** use your Government Travel Charge Card for personal use. Personal use of a Travel Card is prohibited and may contribute to a loss of card privileges.
DO use your Travel Card, instead of cash, of official travel expenses, whenever possible.	**DON'T** obtain travel advances unless you are on travel, or will be on travel within 3 days
DO track your expenses while on travel, so you have accurate information for filing your travel claim.	**DON'T** obtain travel advances that exceed your anticipated expenditures for a trip.
DO file your travel claim within 5 days after completing your trip, or every 30 days if on continuous travel.	**DON'T** use cash for any official travel purchase that can be charged to your Travel Card.
DO contact Citi's customer service number (1-800-200-7056) with questions about your monthly statement.	**DON'T** wait for receipt of your monthly statement to file your travel claim.
DO dispute questionable charges through Citi, no later than 60 days from the date of the transaction.	**DON'T** make late payments, because this could result in suspension or cancellation of Your Travel Card.
DO submit payment in full by the due date on your monthly statement. This payment is not dependent on your voucher's being paid but on the due date of the statement.	**DON'T** forget that the card is issued in your name and liability for payment is your responsibility.
DO utilize the "Split Disbursement Option" on your travel claim form for direct payment of **all** GTCC charges to Citi.	**DON'T** let anyone else use your card.
DO know your Agency Program Coordinator (APC) and report any account changes to her (e.g. address changes etc….) NPS's APC is Patricia Freeman x 3211	**DON'T** give out your account number and expiration date to anyone who solicits that Information.
DO report a lost or stolen card to Citi (1-800-200-7056), immediately, and to your APC, to protect yourself from liability.	
DO understand that misuse of the Government Travel Charge Card could result in disciplinary Actions by the Department of the Navy.	
Here are some guidelines of DO's and DON'Ts while using your Gov't travel card. I am the Agency Program Coordinator (APC) for the Naval Postgraduate School. Should you have any questions regarding your Gov't Travel Card you can contact me, Patricia Freeman, at x3211, or email at: pfreeman@nps.edu.	