



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
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MIAMI, FL 33172-1217

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Financial Administration

USSOUTHCOM TCA DEBIT CARD PROGRAM PAYING AGENT PROCEDURES

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1. Purpose. This regulation prescribes procedures for Debit Card Program Paying Agents at the United States Southern Command (USSOUTHCOM).

2. References

a. Joint Federal Travel Regulations, Volume I, dated, 1 Dec 2002

b. Department of Defense Financial Management Regulation, 7000.14, dated 10 Nov 2000

3. Scope. This regulation applies to all Traditional Commander Activities (TCA) Coordinators/ Debit Card Paying Agents.

4. Definitions

a. TCA Coordinator – individual who manages the TCA Program in his/her designated country.

b. Debit Card Paying Agent – individual appointed to serve as an agent for USSOUTHCOM Debit Card Disbursing Officer.

5. Duties and Responsibilities

a. TCA Coordinator must:

(1) Prepare and submit debit card fund cite requests.

(2) When possible, ensure that two or more Paying Agents and debit cards are used for large groups (more than 20 participants).

(3) When required, assist Paying Agents in preparation of debit card closeouts to ensure consistency.

(4) Review all closeout packages for those closeouts not done in person please ensure packets are forwarded to SCJ8-TCA within 5 days of the event in completion.

b. Debit Card Paying Agent will:

(1) Use the debit card when making hotel, car rental, and other reservations.

(2) To the extent possible, plan and coordinate in advance with hotels, restaurants, and airports to facilitate services and the payment for those services. Ensure that the merchant will accept the debit card as payment.

(3) Review all purchases made with the debit card to ensure that the amounts charged are correct and valid.

(4) Maintain a detailed copy of all the receipts for debit card purchases to include parking and tolls. If the vendor does not provide parking or toll receipts, then a statement from the Paying Agent is required. A Paying Agent statement is also required for any lost receipt.

(5) Report any stolen or lost card immediately to the toll-free number on the debit card (1-888-606-7058) and to the J8 TCA office (305-437-2361).

(6) Do not use personal cash or personal credit cards to pay for TCA activities.

(7) Collect all the Individual Travel Orders (ITOS) and DD Form 1610s for travelers of the event. Group ITOs will be required for events with two or more host nation representatives.

(8) If this is the first event for the Paying Agent, close out of the debit card must be done in person at J8 TCA no later than five days after completion of event, unless a waiver is obtained before the start of the event.

6. Authorized Usage and Charges. The debit card is currently used to pay for events taking place in the United States and Puerto Rico only. Expansion to events in the host nations is planned for April 2004. The debit card may be used to pay for the following:

a. Airline tickets for host nation representatives departing from their countries to the United States or Puerto Rico.

b. Lodging (within the applicable per diem rate). Lodging per diem cannot be cumulative throughout the event and cannot be combined. The lodging per diem amount cannot exceed the authorized amount unless prior approval is obtained from USSOUTHCOM Comptroller. According to Army regulations, reservations for lodging in National Capital Region; Fort Lee, Virginia; Hampton Newport News, Virginia; Puerto Rico; Atlanta, Georgia, Miami Florida; and San Antonio, Texas will be made using the Army Lodging Success Reservation System. The toll free number is 1-800-462-7691, and the website is <http://www.armymwr.com/portal/travel/lodging/lsp.asp>.

c. Meals (within the applicable per diem rate). Per Diem for meals may be cumulative for the entire period, however Paying Agents are highly encouraged to stay within the daily per diem rates for meals. Paying Agent should always request a detailed separate receipt (listing what was ordered) for host nation representative's charges. This will facilitate the closeout reconciliation and prevent any confusion between host nation and Paying Agent expenses.

d. Airport departure fees, taxes and local transportation to include rental vehicles. Rental vehicles should be acquired through a company that provides government rates.

e. Parking, tolls, baggage-handling charges, and tips. Under no circumstances will tips exceed 20 percent of the total charges. Baggage-handling tips will not exceed \$2.00 per bag.

f. Cash withdrawal. Automated Transaction Machine (ATM) cash withdrawals are authorized only in the United States and Puerto Rico (P.R.). The Paying Agent should withdraw only enough to cover the expenses. The Paying Agent must reimburse any excess cash at closeout. Cash withdrawal receipts must be submitted with the debit card closeout package. Cash withdrawals will be made by selecting the checking account option in the ATM machine. **If the Paying Agent changes the PIN number of the debit card, it will take at least 24 hours for that PIN to be effective. Cash withdrawals will not be available until after that 24-hour period.**

7. Unauthorized Usage/Charges. The debit card is not authorized for the following charges/purchases:

a. Alcoholic beverages, except as prescribed in 7d. and 7e. below.

b. Long distance telephone calls, Internet services, and official phone calls. These should be authorized on the Paying Agent's DD Form 1610 and reimbursed on the Paying Agents travel settlement voucher.

c. Mini bar, movie, valet, and laundry charges.

d. Charges for entertainment of escortees, unless specifically approved in advance as an Official Representations Funds (ORF) event.

e. Food/beverages for DoD personnel, unless specifically approved in advance as an ORF event.

f. Items of a personal nature, such as clothing, toiletries, etc.

8. Limitations. Rental car reservation. Some rental car companies in the U.S. do not accept debit cards. Always ensure that the rental car company will accept the debit card. For transportation of larger groups that require the use of buses, the Paying Agent must coordinate with, U.S. Army Garrison-Miami Transportation, at telephone DSN567-1727 or commercial (305) 437-1727.

9. Debit Card Closeouts

a. First-time USSOUTHCOM Paying Agents will close out the debit card NLT five (5) days after event completion, in person, at USSOUTHCOM J8 TCA, unless a waiver is approved in advance.

(1) Paying Agents must coordinate an appointment to review and closeout the debit card with Debit Card Auditor, USCJ8-TCA, DSN 567-3341, commercial (305) 437-3341 or email address: uscj8tca@hq.southcom.mil. Paying Agents should plan to be with the Debit Card Auditor for at least two hours.

(2) At the time of closeout, some transactions may be pending. Paying Agents must follow-up the pending transaction after the closeout review.

b. Paying Agent must present the following documents at closeout:

(1) All original receipts for purchases, charges or cash withdrawals made with the debit card.

(a) Receipts will clearly show the total amount in U.S. dollars. If a receipt is in non-U.S. currency, then the conversion rate and the U.S. currency equivalent must be written on the receipt.

(b) All the receipts should show the date, type of charge, and identify the charge as cash withdrawal or debit receipt. Receipts must be organized in chronological order by date and type of charge. Receipt must be in detail and show all expenses.

(c) Receipts should be stapled to one side of an 8 ½ x 11" paper. Do not overload the page. Do not use tape, as tape tends to lift the ink from the receipts.

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(d) If receipts are not in English, then they must be translated or a note in English must be made to specify the type of charge/expense.

(2) Copy of DD Form 1610 for each Paying Agent.

(3) Copy of the Invitational Travel Orders (ITO) for host nation participants.

(4) Copy of the most current transaction history from the JP Morgan/Chase Manhattan web user page <http://www.efundscard.com>.

(a) Paying Agent must review the debit card transaction history statement from the web page to verify all charges.

(b) The debit card closeout must have a receipt for every charge on the debit card transaction history statement.

(5) Paying Agent closeout reconciliation spreadsheet.

10. The point of contact is the Debit Card Program Manager at DSN 567-1794, commercial (305) 437-1794. E-mail correspondence may be sent to the J8 TCA group e-mail account: uscj7tca@hq.southcom.mil.

The proponent of this regulation is the U.S. Southern Command. Users are invited to send comments and suggested improvements directly to HQ, USSOUTHCOM, SCJ1-A, and 3511 NW 91st Avenue, Miami, FL 33172-1217

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