



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:

5218
Ser 54A/21

MAY 3 2000

From: Commander, Naval Supply Systems Command

Subj: USE OF APPROPRIATED FUNDS TO MAIL GOVERNMENT TRAVEL
CREDIT CARD PAYMENTS

Ref: (a) DOD 4525.8-M, DOD Official Mail Manual

1. The Department of the Navy Official Mail Manager (DON OMM) received information from DOD that the use of appropriated funds to mail credit card payments incurred by use of the Government travel card is not authorized.
2. The payment of postage to mail Government travel credit card billings is part of the per diem allowance all travelers receive for incidental expenses.
3. Civilian personnel desiring further information should refer to the Joint Travel Regulations (JTR), Volume 2, Appendix A, Part 1, Terms, Per Diem Allowance. Military personnel should refer to the Joint Federal Travel Regulations (JFTR), Volume 1, Appendix A, Part I, Per Diem Allowance. The URL for the JTR and JFTR is www.dtic.mil/perdiem/. Information on this subject can be found by searching on "card billings".
4. A forthcoming revision to reference (a) will state the use of appropriated fund postage on Government travel card bill payments is not authorized.
5. Forward a copy of this letter to the command OMMs at your field activities, and to official mail centers under your cognizance. Advise command OMMs and mail center supervisors to publicize the fact that travelers automatically receive reimbursement for the postage in the incidental expense portion of their per diem allowance. This must be done prior to terminating applying postage to bills for Government travel **credit card payments.**
6. The Navy's point of contact for this issue is Mr. Alan L. Hass, (DON OMM), 717-605-5894 or DSN 430-5894.


E. DEMETKY
By direction

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