

REPLY TO
ATTENTION #

DEPARTMENT OF THE ARMY
HEADQUARTERS, V CORPS
UNIT 29355
APO AE 09014



Policy Memorandum # 17

AETV-CG

MEMORANDUM FOR SEE DISTRIBUTION

10 FEB 2003

SUBJECT: Split Disbursement

1. Delinquency rates for the Government Travel Card Program in V Corps are excessive. It is imperative that government travel card bills are paid in full each month. To ensure prompt payment and reduce delinquency rates, all V Corps travelers are highly encouraged to designate "split disbursement" on travel vouchers when using the government travel card.
2. Split disbursement is the quickest and easiest method for paying government travel card bills. Travelers should annotate in block 1 of DD 1351-2 the amount charged to their government travel card, which will be sent to the government travel card contractor (currently Bank of America). The difference will be sent via electronic funds transfer to the traveler's personal account. Since payment of the funds identified in the split disbursement designation automatically is sent to the traveler's government travel card contractor, travelers should designate split disbursement **only** when they use their government travel card.
3. Commanders will ensure that soldiers are briefed and are aware of the benefits of split disbursement payment options and should strongly encourage soldiers to use it. Designating split disbursement is a valuable tool to avoid the consequences of delinquent government travel card accounts. Possible consequences include adverse administrative action, unfavorable credit information and, for uniformed personnel, punishment under the Uniform Code of Military Justice.
4. Victory Corps!

WILLIAM S. WALLACE
Lieutenant General, USA
Commanding

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