U.S. Small Business Administration
Office of Disaster Assistance
FACT SHEET

TRAVEL AND CREDIT CARDS

Travel Vouchers and Direct Pay

- Travel vouchers must be filed weekly. Do not hold them and file several at one time.

- Direct pay is a system in which certain types of travel expenses on your travel voucher are automatically paid directly against the balance on your Government travel card, rather than being reimbursed to you.

- Direct pay is required. You must direct the cost of your lodging, car, plane fare, and ATM withdrawals, as appropriate. You also need to ensure that all other expenses, such as restaurants, which were charged to the card, are included in the direct pay.

ATM Withdrawals

- The ATM withdrawal provides immediately-needed cash at the beginning of your travel. It is not to be used as a continuous source of funds while in travel status.

- ATM advances on the JP MorganChase credit cards are limited to the amount on the travel authorization (TA).

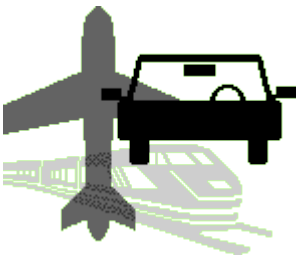
- The total amount allowed for ATM withdrawals is listed on the TA's. That amount is not changed on extensions of travel. You are allowed no additional withdrawals

Rental Vehicles

- Damage to vehicles rented by a traveler is the responsibility of the renter if it occurs while using the vehicle for personal purposes – e.g., week-end side trips. This does not apply to use of the vehicle for normal activities which are considered part of official travel – e.g., driving to restaurants, the office, dry cleaners, and similar places.

JPMorganChase Travel Card

- Your bill is due and payable upon receipt and must be paid in full each month.

- The cut off for the billing cycle is the 16th of the month. Payments must be mailed in sufficient time so as to be posted by the 10th of the next month. If not received and posted by the 10th, then it is deemed past due and delinquent.

- Delinquencies, excessive ATM withdrawals, and/or other misuse of the government's JPMorganChase Travel Card can and will result in conduct action.