

Exhibit 3

Responsibilities for Use of Government Travel Card

- I. **Applicants Name** _____
Date _____
- II. **Organization/Room Number** _____
Telephone Number _____
- III. **Request for Issuance:**
First Line Supervisor _____
Associate/Area Director _____
Charge Card Coordinator _____
Date _____

(Information for Parts I, II and III will be typed or printed, the individual named shall initial beside their name.)

A. Authorization to Obtain a Government Charge Card

- 1. The employee must be authorized by the Associate Director for HQE/HQW or the Area Director for Area Offices.
- 2. The employee shall return the Charge Card upon separation from IHS.

B. Authorized use of the Government Charge Card

- 1. The Charge Card shall be used only for those expenses incurred during official travel. Such expenses include, but are not limited to hotel/motel accommodations, meals, car rentals, and gasoline
- 2. The Charge Card shall not be used for personal business.
- 3. The Charge Card is not transferable and shall be used only by the employee to whom it is issued.

C. Payment of the Charge Card Bill

- 1. The employee is liable for all expenses charged to his or her Charge Card account. The employee shall, therefore, promptly notify the Charge Card vendor if the card is lost or stolen to prevent fraudulent charges.
- 2. The employee shall remit payment IN FULL to the Charge Card vendor within 25 days of the billing date shown on the billing statement. This payment shall be made regardless of whether the employee has been reimbursed by the Government for expenses.
- 3. If the employee is having difficulty in receiving travel reimbursement, the employee's office shall notify the Charge Card vendor of the delay in reimbursement and request

that no action is taken on the account. Immediately upon receiving reimbursement, the employee shall remit full payment to the Charge Card Vendor.

4. If a bill contains a disputed charge, the employee shall contact the Charge Card vendor directly to resolve the problem.
5. The Charge Card vendor will cancel the account of any employee whose charges have not been paid within 126 days of the original billing statement. Moreover, the employee will be held liable for all court costs and reasonable attorney fees if the vendor must refer all or any part of the account to an outside agency for collection.
6. Any account which is canceled, more than \$100 and more than 181 days past due will be reported to credit reporting organizations by the vendor.

D. Travel Advances for Charge Card Cardholders

1. Employees who have been issued the Charge Card are limited to travel advances via the ATM of \$60 per day/\$360 per week.
2. Employees cards, which have been canceled/suspended for misuse or delinquency, shall not be issued travel advances.
3. Employees who refuse to apply for the Charge Card shall not be issued travel advances.

IV. Charge Card Agreement of Understanding

I have read, understand and agree to comply with the rules and requirements concerning the proper use of the Charge Card issued to me by the authorization and at the convenience of IHS. I understand that failure to comply with these and the other terms and conditions of use as established by the Charge Card vendor for the use of the charge Card may result in disciplinary personnel action being taken against me.

Signature of Applicant/Cardholder

Date