

# DEBIT CARD ISSUE INFORMATION AND ACKNOWLEDGEMENT

The debit card program provides travelers with a means of financing official travel expenses when other means are not available to me. The purpose of this program is for *unexpected, urgent, and immediate* travel.

By my signature below, I agree to and understand the following:

- Once funds are loaded to a card and issued to me, with a valid travel order number, these funds are considered a travel advance and are for official use only.
- I am responsible for these funds and cannot return the debit card to the issuing agent. The card can be used domestically and internationally.
- The amount of the funds issued **MUST** be applied to my travel claim as a travel advance. It is my responsibility to apply this to my claim. Failure to do so may subject me to disciplinary action. Any funds remaining after official travel ends, may be used without restriction. However, the full amount of the debit card advance must be repaid in full to the Coast Guard either through the travel claim process or travel claim process plus remittance of cash.
- If this card is lost or stolen, it may not be replaced and the funds on the card are my responsibility.
- Additional funds cannot be loaded on this card.
- I agree to fully comply with all the travel card policies and procedures published by the Coast Guard and the debit card issuing bank.
- The envelope containing the debit card includes instruction on activating and using the card. The debit card cannot be used until it has been activated by contacting the number on the enclosed information.
- Fees may be charged per transaction. The following card use transaction fees will be automatically deducted from the available balance on the card. A more comprehensive list of debit card fees can be found in the Terms and Conditions document included in the debit card kit:

<b>First ATM withdrawal fee</b>	<b>Free</b>
Additional ATM withdrawal fee-domestic (out of network)	\$2.00
Additional ATM withdrawal fee-international	\$3.00
Each over the counter withdrawal fee-(through a teller window)	\$7.00
Each ATM Balance Inquiry	\$0.25
Inactivity charge-(after three consecutive months of no activity)	\$1.50
Foreign Currency Conversion	3.5% of transaction

- If my travel is cancelled, I am personally responsible for repaying the full amount back to the Coast Guard. The card cannot be used for future period of travel nor can it be returned to the individual who issued you the card.
- The debit card has been loaded with the travel advance in the amount of \$\_\_\_\_\_. This card will expire at the end of the month for: \_\_\_\_\_.
- Once I have exhausted all of the funds on the card, I shall destroy the card.

\*\*\*\*\*

Cardholder printed name: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMAND ENDORSEMENT:

From: Debit Card Agent -Site Location: \_\_\_\_\_

Debit Card Agent printed name: \_\_\_\_\_

Debit Card Agent signature: \_\_\_\_\_