## UNITED STATES DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE WASHINGTON, DC

FSIS NOTICE

10-25

4/16/25

#### **GOVERNMENT TRAVEL CHARGE CARD ACCOUNT DETAILS REVIEW**

## I. PURPOSE

This notice informs FSIS employees who are Government Travel Charge Card (GTCC) holders on how to access US Bank and review their account details.

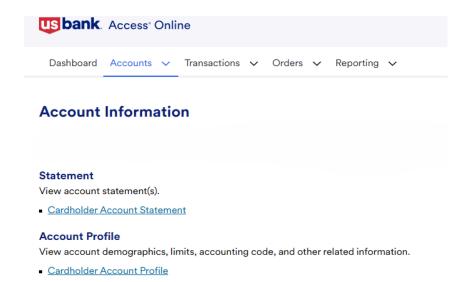
#### II. BACKGROUND

USDA has implemented guidance from Executive Order, *Implementing the President's Department of Government Efficiency Cost Efficiency Initiative* dated February 26, 2025, in part by reducing credit limits to \$1 and by activating a single purchase limit of \$1 on most GTCC accounts; this single purchase limit effectively freezes spending to \$1 per cardholder. To ensure travelers with a GTCC will be able use their GTCC when on official travel, cardholders are to review their account details to confirm their GTCC account is not restricted, as described previously.

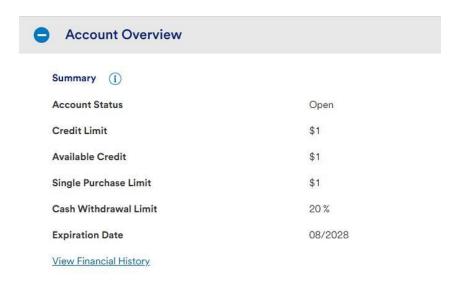
## **III. GUIDANCE**

- A. Cardholders can log into US Bank here.
- B. To view the account details, follow the below steps.
  - 1. Select Accounts in the top banner;
  - 2. Click Account Information;
  - 3. Under the Account Profile header, click Cardholder Account Profile:

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- 4. View Account Profile; and
- Account Credit Limit and Single Purchase Limit can be reviewed under Account Overview.



C. Cardholders who need an increase of their credit limit on their GTCC or need to remove the single purchase limit, to accommodate approved official travel, are to work with their Federal Agency Travel Administrator (FATA) to submit a request via email to <a href="mailto:FSCGeneral@usda.gov">FSCGeneral@usda.gov</a> for review and approval. The email is to include the cardholder's name, program area, credit limit needed, justification, and increase duration. Travelers are to also attach the travel approval email from the appropriate official to their request. Travelers are to send requests at least three weeks prior to travel when possible.

# **IV. QUESTIONS**

Refer questions to OCFO at <u>FSCGeneral@usda.gov</u> or call 1-800-949-3964.

Assistant Administrator

Office of Policy and Program Development