

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;

DISTRIBUTION: Electronic

NOTICE EXPIRES: 5/1/26

OPI: OPPD

Account Information

Statement

View account statement(s).

- [Cardholder Account Statement](#)

Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)

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

← Account Overview

Summary ⓘ

Account Status	Open
Credit Limit	\$1
Available Credit	\$1
Single Purchase Limit	\$1
Cash Withdrawal Limit	20 %
Expiration Date	08/2028

[View Financial History](#)

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 FSCGeneral@usda.gov 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 FSCGeneral@usda.gov or call 1-800-949-3964.

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent.

Assistant Administrator
Office of Policy and Program Development