UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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StaO 4600.1
3FA
23 JUL 2002

STATION ORDER 4600.1

From: Commanding Officer
To: Distribution List

Subj: GOVERNMENT TRAVEL CARD AND SPLIT PAY

1. Purpose. To ensure all cardholders utilize split pay upon settlement of travel claims as a result of conducting official Government business on temporary additional duty.

2. Background. Split pay is designed to ensure timely payment of Government travel card accounts. Split pay alleviates the requirement to mail in a payment, saves the traveler time, and ensures the Marine Corps pays its obligations in a timely manner.

3. Procedures

a. Prior to settling a travel claim, call the 1-800 number located on the back of the Government travel card to obtain current balance.

b. Provide this amount to Disbursing upon settling the claim. Disbursing will then apply the amount provided to the traveler's Bank of America account.

c. The remaining portion of the travel settlement, if applicable, will be deposited in the traveler's checking or savings account.

d. Travelers who do not have a Government travel card issued are not subject to split disbursement.

4. Action. Commanders, Department Heads and supervisors will enforce the split pay option. Delinquent reports will be monitored weekly by the MCASY Agency Program Coordinator. Delinquent accounts will not be tolerated and subject to disciplinary action.

J. J. COONEY

DISTRIBUTION: A