

## NOTICE TO GSA EMPLOYEES



GSA employees who are infrequent travelers and obtain their travel advances by use of a SF 1038, Advance of Funds Application and Account, now have the option of paying their excess travel advances with VISA or MasterCard. This option is in addition to payment by check or money order.

If you choose this option of payment by credit card, write the words "Credit Card" beside the title "Travel Advance" in Block 8 of the SF 1012, Travel Voucher. Fill in Block 8a, 8b, and 8c as usual, but do not check any box in Block 8c. Complete the CREDIT CARD COLLECTION - EXCESS TRAVEL ADVANCES form below, place it in a privacy envelope, and staple it to the travel voucher. Mail the voucher with a GSA Form 2951, NEAR Input Transmittal, to the appropriate address below.

Mail Temporary Duty (TDY) travel vouchers for IRMS and PBS to:

General Services Administration  
Finance Division (7BCPC)  
P.O. Box 17181  
Fort Worth, TX 76102

Mail all other Temporary Duty (TDY) travel vouchers and Permanent Change of Station (PCS) travel vouchers (all funds) to:

General Services Administration  
Finance Division (6BCPI)  
P.O. Box 419590  
Kansas City, MO 64141

### CREDIT CARD COLLECTION - EXCESS TRAVEL ADVANCES

PRIVACY ACT NOTICE

Information provided in connection with payment by credit card will be used solely to effect payment through the appropriate banking or other financial institutions.

I HEREBY AUTHORIZE GENERAL SERVICES ADMINISTRATION TO CHARGE MY CREDIT CARD FOR THE AMOUNT SHOWN.		AMOUNT
	TRAVEL AUTHORIZATION NUMBER	\$
<b>CARDHOLDER INFORMATION</b>		
CREDIT CARD	CREDIT CARD NUMBER	EXPIRATION DATE OF CARD
<input type="checkbox"/> MASTERCARD		
<input type="checkbox"/> VISA		
AUTHORIZED SIGNATURE	PRINT CARD HOLDER'S NAME AS IT APPEARS ON THE CREDIT CARD	
TELEPHONE NUMBER	DATE	
<input type="checkbox"/> FTS _____		
<input type="checkbox"/> COMMERCIAL _____		