

U.S. DEPARTMENT OF COMMERCE
International Trade Administration

EMPLOYEE ACKNOWLEDGEMENT
Citibank Government Travel Card

I certify that I have read and understood the "Policy and Procedures For The Use Of The Contractor-Issued Government Travel Charge Card" and that I will abide by such policies, procedures, and other instruments as may be issued by ITA, the Department, the General Services Administration and Citibank pertaining to the card. I understand that this card will be used solely for official government travel expenses. I understand that this card will be used for all charges incurred, regardless of whether they exceed the amount reimbursable under Department travel regulations. I understand that payment, in full, is due upon receipt of the monthly billing statement.

Employee Signature and Date

Name (Type or Print)

Title

Agency/Unit/DAS level (e.g. ITA/MAC/OMA)

I certify that the applicant requires the Citibank card for travel expenses associated with his/her official duties.

Applicant's Supervisor Signature and Date