

RAAUZYUW RUDIDFF1530 0161300-UUUU--RHMCSUU.

ZNR UUUUU

R 161300ZJAN09 ZYB

FM DFAS INDIANAPOLIS//JJFT

TO AIG 4571

AIG 4572

AIG 4573

AIG 4574

AIG 4579

CDR USASSI FT JACKSON SC//ATSG FSR ARS

INFO CMC WASHINGTON DC

DFAS ARLINGTON

BT

UNCLASS

MSGID/GENADMIN/DFAS INDIANAPOLIS-JJFT//

SUBJ/TRAVEL CARD BULLETIN/TRAVEL TECHNICAL MESSAGE 09-01//

1. RMKS/THIS IS THE FIRST TRAVEL TECH MESSAGE (TTM) OF CALENDAR YEAR 09. IT IS ISSUED TO PROVIDE GUIDANCE ON THE USE OF THE NEW GOVERNMENT CHARGE CARD ISSUED BY CITIBANK.
2. CARD RECEIPT VERIFICATION. CARDHOLDERS WHO HAVE RECEIVED THEIR NEW CITI CARD AND HAVE NOT VERIFIED RECEIPT OF THE CARD ARE REQUESTED TO DO SO ACCORDING TO INSTRUCTIONS INCLUDED WITH THE CARD.
3. ATM FEES: CITI CHARGES 2% FOR EACH ATM WITHDRAWAL. FINANCIAL INSTITUTIONS MAY CHARGE ADDITIONAL FEES. ALL ARE REIMBURSABLE.
4. ONLINE ACCESS: STATEMENTS FOR TRANSACTIONS MADE ON THE CITIBANK CARD ARE CURRENTLY BEING MAILED TO CARDHOLDERS. INCLUDED WITH THE STATEMENTS ARE INSTRUCTIONS FOR OBTAINING ON-LINE ACCESS TO CARDHOLDER ACCOUNTS. UPON RECEIPT OF THE STATEMENT, CARDHOLDERS HAVE THE ABILITY TO SELF REGISTER TO RECEIVE A USER ID AND PASSWORD IN ORDER TO VIEW ONLINE STATEMENTS AND TRANSACTIONS NOT YET BILLED. ALSO, PAYMENTS FROM A CHECKING ACCOUNT CAN BE MADE TO THE ACCOUNT.
5. THINGS TO REMEMBER.
 - A. ACCOUNT NAME, ADDRESS AND ZIP CODE MUST MATCH EXACTLY AS IT IS SHOWN ON THE CITI STATEMENT. (IF ZIP CODE IS 9 DIGITS, THEN ALL 9 DIGITS MUST BE ENTERED). ALSO, BE AWARE THAT INFORMATION INPUT IS CASE SENSATIVE.
 - B. IF ADDRESS SAYS CT. INSTEAD OF COURT, PUT CT.
 - C. CITI ADVISES CARDHOLDERS TO HAVE THE STATEMENT WITH YOU WHEN REGISTERING.
 - D. WHEN ALL INFORMATION HAS BEEN ENTERED CORRECTLY, THE CARDHOLDER WILL RECEIVE A SUCCESS MESSAGE AND CAN GO AHEAD WITH THEIR LOG IN PROCESS.
 - E. ONCE THE TRAVELER ACCESSES THE SYSTEM, STATEMENTS, TRANSACTIONS AND PAYMENT INFORMATION CAN BE FOUND UNDER "APPLICATIONS".
6. QUESTIONS SHOULD BE ADDRESSED TO YOUR AGENCY GOVERNMENT CHARGE CARD COORDINATOR.
POINT OF CONTACT FOR THIS MESSAGE IS STANDARDS AND COMPLIANCE, TRAVEL MISSION AREA, 317-510-5372/5094/5090.