

GENERAL ORDER NO. 92-24

**FILED**  
U.S. DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

DEC - 7 1992

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

DAVID J. MALAND, CLERK  
BY DEPUTY Kate Robbins

**ORDER**

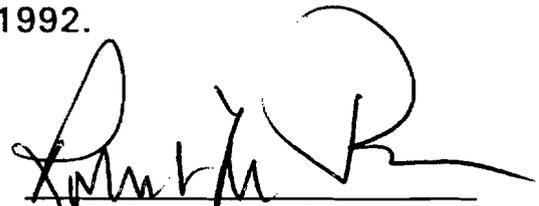
It coming to the attention of the court that a recent audit report recommended that the practice of revolving travel advances be discontinued, and

It appearing that officers and employees of the court who travel have the option of using interest free Government Diners Club cards for business related travel expenses, and

It also appearing that revolving travel advances create additional processing requirements on a finance office that is already faced with multiple demands under decentralized budgeting, therefore

It is hereby ordered that the District Clerk's finance office no longer continue to accept revolving travel advance requests where individuals have been assigned Government Diners Club cards or who are eligible for issuance of one.

Signed this 4<sup>TH</sup> day of December, 1992.

  
Robert M. Parker  
Chief Judge

OFFICERS AND EMPLOYEES OF THE JUDICIARY  
DESCRIPTION OF EMPLOYEE RIGHTS AND OBLIGATIONS  
CONTRACTOR-ISSUED CHARGE CARDS

Introduction

Upon receipt of applications, The Diners Club, Inc., a subsidiary of Citicorp, will issue charge cards to designated officers and employees of the Judiciary to be used in connection with official government travel. Before you use such a card, you should read and familiarize yourself with this description of the rights and obligations of Diners Club Government Card holders, plus the attached excerpts from a Diner's Club Publication.

How is the Card to Be Used?

Employees designated to receive Diners Club cards are to use them to pay for major expenses connected with official government travel, such as common passenger carrier tickets (air, rail, bus), lodging, meals, and automobile rentals. Please note that the biggest change from the way in which you have made travel arrangements in the past is that cardholders will be responsible for purchasing their own transportation tickets instead of using a Government Transportation Request (GTR), regardless of whether you purchase such tickets through a contract travel agency or directly from the carrier.

Does Issuance of Charge Cards Mean a Change in Current Travel Authorization Procedures?

No, you must continue to obtain authorization of official travel in the same manner as you have in the past. Contract city-pair airlines and GSA automobile rental contracts should continue to be used whenever possible.

May Cardholders Elect to Receive Travel Advances Instead of Using the Card?

Yes, however, individuals to whom a Diners Club Government Card has been issued are encouraged not to obtain travel advances in excess of 50 percent of the projected subsistence allowance unless circumstances of a particular trip warrant a higher advance.

What Restrictions Apply to the Use of Diners Club Government Cards?

You may not use a Diners Club Government Card to pay for personal travel expenses, or for any other purpose which is not related to travel which you have been authorized to take in order to conduct official Government business. You must be in an official travel status away from your official station to use the card.