



## Going on Official Travel?

- A postal travel card can be used for:
  - Transportation, lodging and other travel-related services.
  - Authorized travel of your spouse.
  - Your immediate family if they are traveling because you are being permanently relocated.
  
- Bargaining unit employees who have individually billed travel cards must use the ATM feature of their card to obtain travel advances. If not individually billed, request an advance by filling out PS Form 1011, Travel Advance Request and Itinerary Schedule.
  
- Important: You can't use the government travel card for personal business. Ever.

Proper use of travel cards helps keep postal finances on track.

And that's smart business.