



GTCC NEWSLETTER

Volume VI Issue IV

MAY 2106

References

- COMDTINST M4600.18
- JTR, U2500
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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Reporting GTCC Delinquencies

We have way too many cardholders who are 30 days or more past due. Each Travel Manager receives a delinquency e-mail which would show only the cardholders in your specific hierarchy. Please remember, you are responsible for forwarding a notification to your specific cardholder's supervisor/chain of command to ensure the actions required by CIM 4600.18 table 3-1 are taken.

Specifically, for military cardholders the supervisor is required to counsel the member and document that counseling (e-mail, memo, etc.) so that if the issue is reflected in the member's marks there is a record to show that there was a counseling session done or for civilian cardholders a written admonishment. Provided below is recommended wording of what you should be sending out...

Draft Military Cardholder:

You are the supervisor for the below military cardholder who is now 30 days past due on paying the balance due on their travel card. Per CIM 4600.18, if the balance is not paid today you are required to complete a counseling session and document this counseling was completed (i.e. e-mail to file or other type of documentation that would show the counseling was completed).

Draft Civilian Cardholder -

You are the supervisor for the below civilian cardholder who is now 30 days past due on paying the balance due on their travel card. Per CIM 4600.18, if the balance is not paid today you are required to issue this cardholder a written admonishment. It is highly recommended that you contact your local CG-121/Command Staff Advisor before meeting with the employee. Your CG-121/Command Staff Advisor will ensure you follow proper procedures in meeting with the employee (especially if it is a Bargaining Unit Employee) and assist in drafting the written admonishment.

GTCC

Travel Charge Card

Web Page

<http://www.uscg.mil/psc/bops/govtrvl/>

JPMC Travel Manager

Help Line

866-725-1184

CI4600.14D-GTCC Policy

Excerpt:

This Instruction establishes Coast Guard policy for the issuance and use of the Individually Billed Accounts (IBA) GTCC by Coast Guard military and civilian personnel (including NAF employees)...

Undisputed GTCC bills shall be paid in full on or before the statement due date regardless of reimbursement.

PCS and GTCC

The GTCC Program Updates and PCS Season Reminder message is out: [ALCGPSC 052/16](#). Take a minute to check it out. Just a few topics:

- * GTCC shall not be used for TDY exceeding 21 days unless travel order number is a 13 type document and claims can be routinely submitted at least every 21 days;
- * GTCC shall not be used for PCS when all travel exceeds 15 days;
- * GTCC shall not be used when travel is in conjunction with leave;
- * GTCC shall not be used for personally procured moves (U-Haul).
- * GTCC shall not be used for family member or other person's expenses.
- * Check out this message for more details on when or when not to use the GTCC.



Hurricanes and GTCC Limits

Also known as Mass Limit Increases:

If your cardholders are in an area that may need to evacuate due to a hurricane or there is another immediate need for mass limit updates for 15 or more cardholders, don't stress over trying to increase all those cardholder limits yourself. Just send us a list of the EMPLIDS, DEPTIDs, and/or OPFACs affected by the storm or event and the credit limit being requested. We will do the rest. Once the event has passed and it's time to return to a normal operating status, just let us know and we will return these accounts to the original limit value. With PaymentNet import functions, we can process your mass credit limit changes within a few minutes. This request should not be made just because it is hurricane season but on a needs only basis.

Increasing limits without travel is contrary to COMDT Policy and puts the cardholder at risk for fraud or unintentional misuse. We ask that you give us as much warning as you can and send us an email when you know the increase is needed. If the evacuation order occurs after hours/over a weekend, be sure to call us. We will take care of your accounts so you can take care of other urgent business.



Good To Know

The GTCC monthly newsletter is not in lieu of the PPC AO newsletter. This newsletter is intended to be used as a travel and travel card tool/guide. We hope this will be used to help avoid travel card abuse/misuse; reduce delinquencies; help avoid traveler challenges and more. While we provide references and resources, this newsletter is not intended as policy. Please refer back to the source documents when in doubt.

Other government agency official travel? Check this message out: http://www.uscg.mil/psc/bops/govtrvl/ManualsMessages/ALCGPSC-042_15.pdf



Acronyms: IBA: individually billed account (also know as GTCC)

CBA: centrally billed account (also knows as: charged to TONO)

Travel Order Requirements

Travel Order Signature In Ink Requirements: IAW DoDFMR 02-09, COMDTINST M7210.1(series), and General Accounting Office regulations for fiduciary policies along with final determination from CG-1332 - rubber stamped, facsimile and digital signatures are **not authorized** for travel orders given the lack of a viable control process that meets the GAO requirements. Once these documents are digitally signed, and then printed, scanned and attached to TPAX or mailed into PPC (or sent to ADTRAV) – PPC is unable to validate the digital signatures; it has broken the electronic chain of custody.

Travel Order Wording for use of the CBA: Travel Orders must include authorization to use the CBA within mode of travel or remarks section (i.e. Gov't Procured Transportation Tickets (GTA), Gov't Transportation Request (GTR), Government Procured Transportation, or CBA use is authorized). In addition, the travel orders must have the last four (4) digits of CBA noted in the remarks sections otherwise the charge will be applied to the main USCG HQ CBA. Any handwritten amendment to the orders pertaining to the authorization of the CBA use shall include the Approving Official's printed name and signature with the amended text. This applies to TQC orders, blanket travel orders, as well as invitational travel orders. It may be necessary to generate an amendment to clarify payment method and arrival and departure cities on the order.

Travel Order Number: Document type 11 is for short term travel less than 21 days; document type 13 is for travel 21 days or greater. Document type 13 allows the GTCC holder to submit multiple travel claims for the duration of the TDY. GTCC policy states the travel card shall not be used for travel over 21 days unless claims can be submitted at least every 21 days.

CANCELLED! Travel may be cancelled or delayed if the travel order is not correctly prepared.

ADTRAV Lodging Booking Fees

You may not know that under the travel contract with SATO, they did not charge a fee for hotel only reservations even though they could have. ADTRAV charges the fee for online booking of hotel only reservations. Fees are charged when the transaction is made. The GSA contract fares are ticketed 5 business days in advance of travel. This is when the airfare fee would normally be charged. A 'hotel only' reservation fee is charged immediately upon making the reservation.

The work around for this may be to not use ADTRAV for hotel only reservations if you don't want to have to pay this fee in advance. There is no requirement for hotel only reservations to be made through the TMC.



Conference Fees or Tuition?

While the GTCC can be used for conference registration fees, the primary method of procuring a conference fee or training tuition is to use the unit purchase card per the DHS Purchase Card Manual. This helps avoid any potential misuse, forced transactions or overrides due to MCC declines. Tuition/training fees are not reimbursable travel expenses and therefore GTCC use is not authorized. This includes tuition for online courses.



GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

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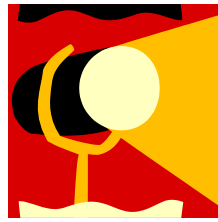
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REMEMBER * ALWAYS PROTECT PII

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In the Spotlight

Way to go Travel Managers!

CWO Michael Christiansen: identified an issue with GetThere and next day travel. Now GetThere can be used for booking travel as early as 24 hours in advance.

YNC Kathryn Layman: questioned GTCC and tuition. Great question! See our response in the Good To Know section of this newsletter.

Ms. Karen Bruno: asked if prepay toll tags were authorized with car rentals. Yes they are! Avoid heavy fines and use the prepay toll tag.

Great questions! Thanks for asking.

Keep up the great work!

Premium Class Travel?

Per discussion with YNCM Jarbeck (Travel Policy shop of the CG), ADTRAV should only be issuing tickets for *other than premium class* reservations unless the required approvals are in place. If a traveler wants to use frequent flier miles, etc. to upgrade the ticket, this needs to be done after the reservation is ticketed and not during the reservation process with ADTRAV.

