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FM COMCOGARD PSC WASHINGTON DC  
TO ALCGPSC

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ALCGPSC 055/25

SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM UPDATES AND CENTRALLY BILLED ACCOUNT (CBA) RESTRICTIONS

A. CODE OF FEDERAL REGULATIONS, TITLE 41, SUBTITLE F, 301-51

B. Joint Travel Regulations (JTR)

C. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18(series)

D. Personnel & Pay Procedures Manual, PPCINST M1000.2(series)

1. Due to the current state of the CBA, temporary restrictions must be put in place until the account balance can be brought down to a more manageable level. During these CBA restrictions the use of the Government Travel Charge Card (GTCC) Individually Billed Accounts (IBA) will be expanded to support most official travel. These policy waivers offer a reliable means of financial support, particularly for Permanent Change of Station, Long-Term TDY, Disaster Evacuation Orders, and Dependent Travel for Health Care. These IBA expansions are noted in paragraphs 8 and 9.

2. Vouchering and reconciliation difficulties with CBA expenditures make it necessary to limit the use of the CBA going forward. Effective immediately, the use of the CBA is suspended with the following exceptions. Any travel previously billed to the CBA may continue under the CBA. Newly arriving accessions, CG Auxiliaries, as well as separation, retirement travel and members who have lost their GTCC privileges may use the CBA for common carrier transportation tickets (air, rail, bus or ship). Personnel who have applied for but not yet received their GTCC may also use the CBA. In these cases, travelers and Approving Officials (AOs) shall include the following statement in the remarks section of travel authorizations: "Use of the Centrally Billed Account (CBA) is authorized". Members using the CBA must create a Travel Authorization (TA) in the E-Government Travel System (ETS) for Temporary Duty Travel (TDY) to create a document number and then travel must be approved by the AO (this includes dependent and medical travelers). CBA travel will NOT be authorized without an approved TA unless the travel is needed within 24 hours (immediate/emergency travel). AOs are charged with ensuring the "agency billed" drop down is properly selected in ETS when the CBA is authorized. When members are placed in immediate travel/deployment and the CBA is required, it is the member's responsibility to complete a mandatory TA as soon as possible to create a document number for CBA reconciliation.

3. All funded and reimbursable dependent travel booked via the Travel Management Company (TMC) aka CWT SATO, shall be placed on the sponsor's GTCC. The CBA will not be authorized for Travel To Obtain Health Care (TTOHC) for authorized dependents and the use of sponsor's IBA is directed unless the sponsor does not have a GTCC.

4. Reserve members are not authorized the use of the CBA as the use of the IBA is a condition of employment as the primary means for travel execution.

5. Commands who properly approve the use of the CBA must ensure a voucher

is completed within 3 days of CBA use and reimbursement for the CBA is paid to the agency. Severely delinquent CBA travelers may receive negative Administrative Remarks, CG-3307s in their records if their CBA travel claims are found to be more than 90 days delinquent.

6. Credit Limits: Travel Manager authorization to establish credit limits is set for a maximum of \$9,999. GTCC program will lower the credit limits of members above \$9,999 unless they have a current balance above the set credit limit or have a GTCC Program Approved limit set. Any requests above \$9,999 shall be forwarded to HQS-SMB-CGPSC-CITI-GTCC@uscg.mil (please do not copy the program managers) for approval as per reference (C). Travel Managers are reminded to lower credit limits to \$50.00 when the temporary increase is no longer needed.

7. Use of the GTCC IBA is mandatory for all authorized and reimbursable travel and transportation expenses other than those exempted by references (B) and (C).

8. Disaster Evacuation: GTCC is authorized for Member and Dependent Per Diem for the number of allowable evacuation days limited by the evacuation order and actual days evacuated. GTCC cardholders may withdraw up to \$415 per week in cash at ATMs against their GTCC account to cover member and family M&IE expenses while evacuated under evacuation orders.

9. Permanent Change of Station (PCS) and Long-Term Temporary Duty (TDY): The temporary waiver allowing use of GTCC for PCS and long-term TDY remains in effect. The restrictions contained in reference (C) for PCS greater than 15 days and TDY greater than 21 days are suspended. Policy regarding authorized purchases remain in effect IAW with references (C) and (D). The GTCC is only for official travel to cover authorized expenditures; however, the temporary policy waiver also remains in place to cover authorized dependent expenses during PCS. mLINQS now links with FSMS for reconciliation, thus booking and authorizations for Permanent Change of Station (PCS) CBA charges are no longer required to be entered in ETS for PCS travel. The authorization will include Airfare and CWT SATO fees only. The charge/cost per ticket and TMC agent assisted fee must be itemized. Vouchering for this charge must be done as soon as the member reports to the new duty station. mLINQS vouchering is required for all other PCS entitlements.

a. Proper use of the GTCC for PCS consists of the following:

(1) Temporary Lodging Expense (TLE) at the old or new Permanent Duty Station (PDS): Charges related to this expense include lodging and meals while in temporary lodging. See Chapter 5, reference (D) for additional TLE information.

(2) Fuel for Privately Owned Vehicles (POV), but only if POV is the authorized mode of transportation for the PCS travel. This is not a directly reimbursed item; it is paid in the form of a Monetary Allowance in Lieu of Transportation (MALT). MALT is a flat rate per mile and per vehicle entitlement based on the distance between the old and new PDS, as determined by the Defense Table of Official Distances (DTOD).

(3) Lodging and meals enroute: These items are not reimbursed directly. The member and dependents are entitled to a flat rate per diem for the number of allowable travel days based on the mode of transportation, not to exceed actual travel days as outlined in Chapter 5, reference (D).

(4) Airfare/Train/Bus/Ferry for the member and concurrently traveling dependents and only if it is the authorized mode of transportation for the PCS travel. Personal travel arrangements made for Leave In Conjunction With Orders (LICWO) travel cannot be purchased with the GTCC. See Chapter 3, reference (D) for further details regarding LICWO travel.

(5) Alaska Marine Highway System (AMHS) is paid for using either the GTCC Centrally Billed Account (CBA) or the GTCC Individually Billed Account (IBA). If the CBA is used, please reference paragraph (2) of this message. If IBA is used, PCS Advances in mLINQS may be required to ensure IBA does not go delinquent.

(6) Tolls and miscellaneous fees may be charged to the GTCC.

b. Misuse: Non-travel related expenditures will still be considered misuse. GTCC may not be used for local travel, team gear, permissive orders, retirement/separation, personally procured moves, during leave, to/from leave site, Leave in Conjunction with Orders (LICWO), or for cash withdrawals exceeding reimbursable amounts. Commanders/Supervisors will ensure travel cards are used only for official travel related expenses. Examples of misuse include but are not limited to: (a) expenses related to personal, family or household purposes except for authorized PCS expenses, (b) cash withdrawals from an ATM used during non-travel periods or not related to official government travel requirements are "not authorized." This includes but is not limited to any withdrawal of a credit balance remaining on the card, (c) intentional failure to pay undisputed charges in a timely manner, and (d) ATM cash withdrawals taken more than three days prior to official government travel. Cardholders who misuse their travel card may be subject to administrative or disciplinary action, as appropriate.

c. Commands are reminded that particular attention is required for those newly reporting cardholders who typically would not have been issued a travel card from the departing unit.

10. GTCC Non-availability/Eligibility: Request for CBA authorization within 48 hours of travel may be denied. The member may use a personal credit or debit card for related commercial lodging and M&IE costs. The Travel Management Center (CWT Sato) requires an ETS Travel Authorization (TA) with the transportation listed to "PAY TO" the Agency, and the TA shall have the words "the use of the CBA is authorized" clearly stated. CWT SATO must be used for official travel reservations, including disaster evacuation reservations.

11. Members should continue to monitor their GTCC using CitiManager online tools, applications, and Direct Access. You can verify the account balance and status of the payment by calling the number on the back of your card, (800) 790-7206. Alternatively, you can view your account statement via the CITI on-line Account Access. To learn how to access your account online, go to the link below:

[http://dcms.uscg.mil/GOVTrvl/Travel\\_Card/#How\\_do\\_I\\_access\\_my\\_GTCC\\_account\\_online](http://dcms.uscg.mil/GOVTrvl/Travel_Card/#How_do_I_access_my_GTCC_account_online) or visit Citi Commercial Cards (Citi Commercial Cards (citidirect.com))

12. GTCC Travel Managers may direct questions related to CBA to Mr. Michael Duchossois at 703-254-7175, or Michael.A.Duchossois@uscg.mil; for IBA/GTCC Mr. Matthew Falor at 703-258-5996 or Matthew.A.Falor2@uscg.mil. For travel authorizations and vouchers, please visit the Pay and Personnel Center (PPC)

website, which provides user guides on the PCS travel claim process, <https://www.dcms.uscg.mil/ppc/Travel/ETS/Guides/>, Policy determinations CG-1M12, [smb-comdt-traveltransportationpolicy@uscg.mil](mailto:smb-comdt-traveltransportationpolicy@uscg.mil).

13. RDML Z. Merchant, Commander, Personnel Service Center (CG-PSC), sends.

14. Internet release is authorized.