Government Travel Charge

Introduction

This guide provides the procedures for a Personnel & Admin (P&A) Office/SPO to view a member's credit card data and credit card balance in Direct Access (DA).

Contents

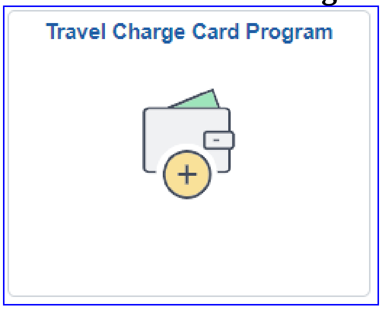
View a Member’s Credit Card Data

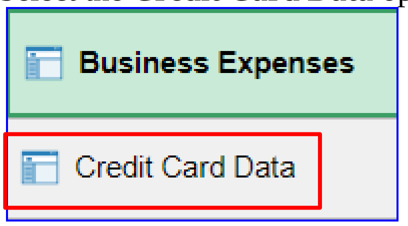
Introduction

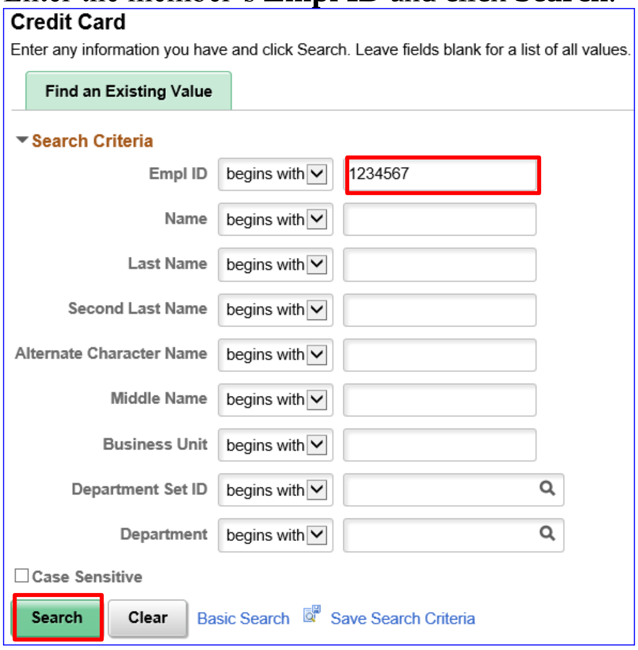
This section provides the procedures for a P&A Office/SPO to view a member’s credit card data in Direct Access (DA).

Procedures

See below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on the Travel Charge Card Program Tile.


</td></tr>
<tr><td>2</td><td>Select the Credit Card Data option.


</td></tr>
<tr><td>3</td><td>Enter the member’s Empl ID and click Search.


</td></tr>
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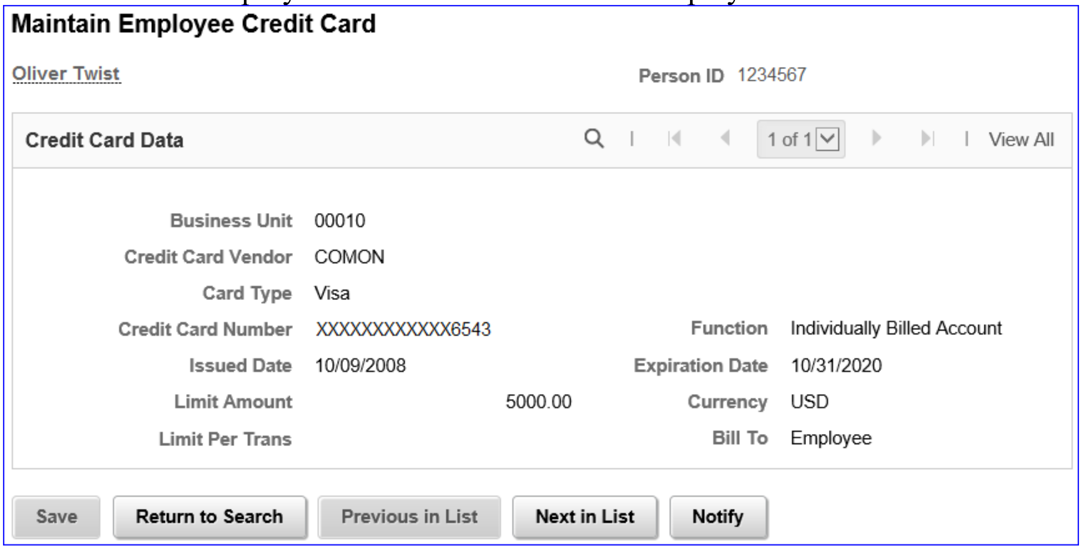
View a Member’s Credit Card Data, Continued

Procedures, continued

Step	Action
4	The member’s Employee Credit Card data will be displayed.



Field	Description
Business Unit	**00010** for Active Coast Guard Units
Credit Card Vendor	Name of the credit card company
Card Type	Type of credit card, i.e. Visa, MasterCard, Amex, etc.
Credit Card Number	Last four digits of member’s credit card number
Issued Date	The date the credit card was issued to member
Limit Amount	Current credit card limit
Limit Per Trans	N/A
Function	Indicates how the account is billed
Expiration Date	The date the credit card expires
Currency	The currency type (USD = U.S. dollar)
Bill To	Who the account is billed to

View a Member's Credit Card Balance

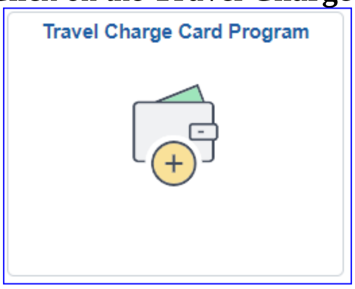
Introduction

This section provides the procedures for a P&A Office/SPO to view a member's credit card balance in Direct Access (DA).

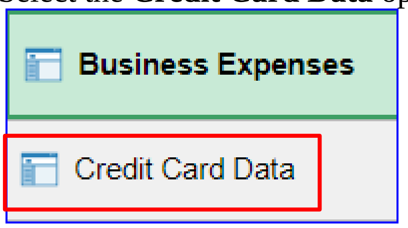
Procedures

See below.

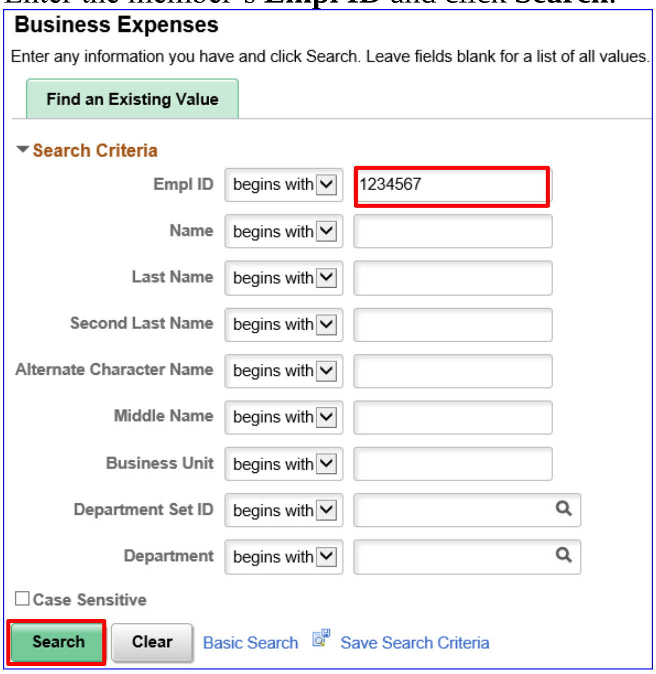
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on the Travel Charge Card Program Tile.



</td></tr>
<tr><td>2</td><td>Select the Credit Card Data option.



</td></tr>
<tr><td>3</td><td>Enter the member's Empl ID and click Search.



</td></tr>
</table>

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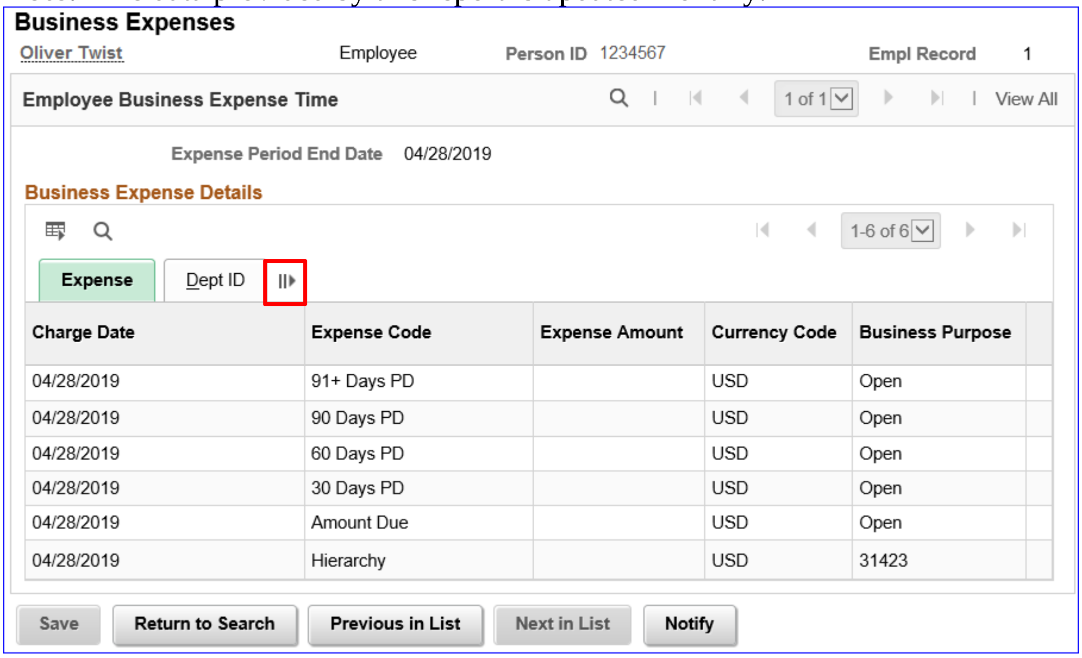
View a Member's Credit Card Balance, Continued

Procedures, continued

Step	Action
4	The member's credit card balance(s) will display. The Expense Period End Date indicates the date of the report. Click the **Expand All** link to view all the fields. **Note:** The data provided by this report is updated monthly.


Business Expenses
Oliver Twist Employee Person ID 1234567 Empl Record 1
Employee Business Expense Time 1 of 1 View All
Expense Period End Date 04/28/2019
Business Expense Details
1-6 of 6
Expense | Dept ID

Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose
04/28/2019	91+ Days PD		USD	Open
04/28/2019	90 Days PD		USD	Open
04/28/2019	60 Days PD		USD	Open
04/28/2019	30 Days PD		USD	Open
04/28/2019	Amount Due		USD	Open
04/28/2019	Hierarchy		USD	31423

Save | Return to Search | Previous in List | Next in List | Notify

Field	Description
Charge Date	Will default to the current date
Expense Code	120+ Days PD = between 91 to 120+ days past due
	90 Days PD = between 61 and 90 days past due
	60 Days PD = between 31 and 60 days past due
	30 Days PD = up to 30 days past due
	Amount Due = the current amount due (not past due)
	Hierarchy = blank (there is no expense associated with this)
Expense Amount	The current amount due at this stage
Currency Code	USD indicates U.S. dollars
Business Purpose	Open = account is in favorable standing
	Suspended = account is more than 60 days past due
	Closed = account is closed and the bank or card vendor cannot accept any more charges for this account
	5-digit number is the credit card vendor's reporting Hierarchy code

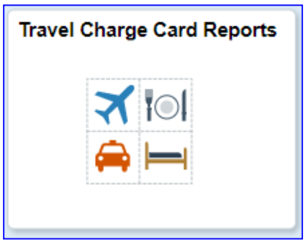
Travel Charge Card Reports

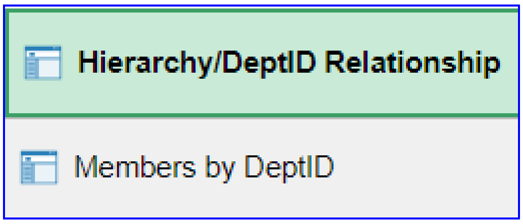
Introduction

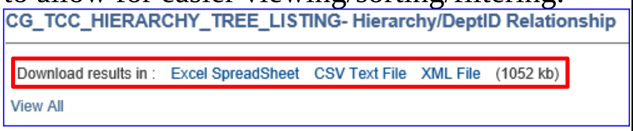
This section of the guide explains the types of travel charge card reports available in Direct Access (DA).

Travel Charge Card Reports

Click on the **Travel Charge Card Reports** tile for the following reports.





Report	Description
Hierarchy/DeptID Relationship	This report generates a list of hierarchy codes and their associated departments for Travel Charge Card (TCC) Administrators. This program level report is produced from information stored in the Reporting Hierarchy Tree and may be used to validate data input into the tree. This report information may be uploaded to the USCG Government Travel Charge Card web site for access by TCC Coordinators and Commands for identifying which departments are located under what hierarchy code. The results of the report may be **downloaded** to allow for easier viewing/sorting/filtering. 

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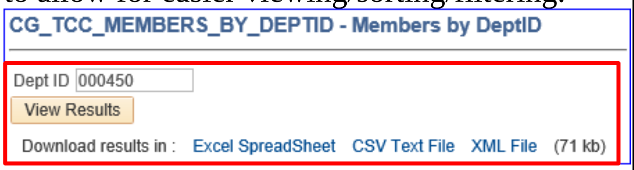
Travel Charge Card Reports, Continued

Travel Charge Card Reports, continued

<table>
<tr><th>Report</th><th>Description</th></tr>
<tr><td>Members by DeptID</td><td>This report generates a list of members and employees with travel charge cards based on their Department ID. This report is used to identify:

Accounts that may be past due (it is recommended that this report be run monthly).
A travel charge card holder who may not be in the correct hierarchy code at the TCC bank. Departments are assigned to hierarchy codes by the TCC Coordinators and Commands to track TCC usage.

Enter the Dept ID and click View Results. The results of the report may be downloaded to allow for easier viewing/sorting/filtering.


</td></tr>
</table>