

08 MAY 18

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SUBJ: GTCC PROGRAM UPDATES AND PCS SEASON REMINDERS

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

1. This message seeks to raise awareness of general programmatic concerns and provide GTCC guidance as we move into the summer transfer season.
2. Travel Card Use. In general, cardholders are required to use their travel card for all authorized, reimbursable travel expenses unless specifically exempt in Ref A. These exemptions include Temporary Duty (TDY) of more than 21 days, Permanent Change in Station (PCS) duration of over 15 days, cases where the card is not accepted by the vendor, or prohibited such as group meals where the check cannot be split. Provided below are specific examples where card use is not authorized:
 - a. Permissive Orders. Permissive orders do not include reimbursement for travel expenses and therefore card use is prohibited.
 - b. Team Gear or Equipment. Government material required by multiple members of a group or team is not considered a reimbursable travel expense for an individual member and must be paid for by other procurement methods.
 - c. Tuition. While conference registration fees including those for training conferences may be reimbursable travel expenses, tuition for regularly scheduled courses is not.
 - d. Local Travel. The travel card can only be used when the cardholder has travel orders and is not authorized for local travel expenses.
 - e. TDY Over 21 Days. For TDY travel over 21 days, the travel card shall not be used unless interim travel claims are submitted at least every 21 days which requires the travel orders to be document type 13 orders.
 - f. Leisure in Conjunction with Official Travel. Use of the member's GTCC or the CBA, and the GSA contracted fares for travel other than between official duty stations is not authorized. Special rules and fare restrictions apply to leisure in conjunction with official travel. Travelers are encouraged to review the Leisure in Conjunction with Official Orders (LICWO) FAQ sheet available at <https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/Required-Use-of-TMC-Lodging-FAQs.docx> or contact their Servicing Personnel Office (SPO) prior to booking any leisure travel.
3. Permanent Change of Station (PCS) Issues. Relocation to a new duty station can be both exciting and stressful on the member and the family. Provided below are a few helpful reminders to ensure cardholders use their travel card correctly during the move:
 - a. PCS Duration. If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed-time, and temporary duty in conjunction with the PCS, the card shall not be used. This does not apply to Temporary Lodging Allowance (TLA). The card may be used to cover hotels and meals in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the GTCC bill. In the case of Temporary Lodging Expense (TLE), card use is subject to the 15-day rule addressed above. If PCS travel duration will exceed 15 days, ensure the traveler requests a travel advance to cover the expenses.
 - b. Dependent Travel. The GTCC shall not be used for dependent travel expenses such as meals, lodging, and transportation tickets. Instead members should request travel advances and ensure their PCS travel orders authorize the use of the Centrally Billed Account (CBA) for dependent travel.
 - c. Transportation of Household Goods. The GTCC is not authorized for the transportation of household goods (for example: U Haul rental), privately owned vehicles, mobile homes and boats per Ref A. This includes Personally Procured Moves (PPM).
 - d. Alaska Marine Highway System (AMHS) Reservations. Personnel traveling into or out of Alaska via the AMHS ferry system are encouraged to

review the current data on reservations and cancellation policies detailed on the following website -

https://www.dcms.uscg.mil/GOVTrvl/Traveler_Information/#AMHS_Reservation_Policy_Change .

e. Trailers/Recreational Vehicles (RV). Movement of a trailer (boat, camper, U Haul) or even driving an RV is not a reimbursable travel expense and therefore associated expenses are not authorized to be charged to the CBA or the Individually Billed Account. This is particularly important for travel within the northwest that involves the Alaska Marine Highway System. This would be considered part of a Do It Yourself (DITY) move and reimbursable under a separate process.

f. Lodging Reservations. Lodging reservations for PCS travel do not need to be made via the Travel Management Center (TMC) - ADTRAV.

g. City Pair Program Fares and Pets. Travelers are reminded of the requirement to purchase GSA City Pair Program fares for official travel via the TMC. In cases where the family includes pets and the GSA airline fares do not accommodate their travel, the member should consider the travel as LICWO for one or more travelers who need to travel with the pet on a non-GSA contract flight. This travel must be paid for with a personal credit card, cannot use other contracted government fares (often called DG fares), and the reimbursement would be limited to the lower of the actual cost or the GSA Contracted fare cost.

h. Credit Limit Increases. As part of your travel preparations, travelers should verify the credit limit on their GTCC is sufficient to meet their authorized, reimbursable travel expenses. Cardholders can view their credit limit in Direct Access under the Self-Service, Employee, View, My Credit Card Data or by contacting their Travel Manager who can also increase the limit if needed.

4. Critical Travel Card Address Updates. In the next few weeks, DHS will award a task order under the new GSA SmartPay3 contract to a new bank for the Travel Card Program. This bank will not be JPMC. It is critical that all cardholders ensure their mailing address in the current JPMC bank system is up-to-date through the entire summer. New travel cards will be mailed out during Sep-Oct 2018 by the new bank. GTCC cardholders are reminded that they need to contact the bank any time their mailing address changes. There is no data connection between Direct Access and the bank system for the cardholder address so these updates are not automatic. The bank may be reached by calling the number on the back of the GTCC, 888-297-0781.

5. All questions should be directed as follows:

a. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at <https://www.dcms.uscg.mil/GOVTrvl/Contacts/> .

b. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil or Mr. Matt Ruckert at 703-201-3080 or Matthew.T.Ruckert@uscg.mil.

6. Released: CAPT G. T. Prestidge, Commander, Personnel Service Center. The Service Center for our most important resource - Our People.

7. Internet release is authorized.