



# GTCC BULLETIN

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**References**

- COMDTINST 4600.14B
- JFTR, U2015
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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## CG Reservists and GTCC

Reservists are required to maintain a GTCC to facilitate the mobilization requirement.

They are subject to the UCMJ only while performing inactive or active duty. So, if the member committed the misconduct on a day when they were not performing inactive or active duty than they probably cannot be brought up on UCMJ charges for the misconduct of the transaction itself. These will need to be addressed on a case by case basis and your servicing legal office will be happy to help the unit as they muddle through this issue. However, this does not mean the reserve member gets a free pass.

Using the joint example mentioned below, if we get evidence that a member smoked MJ while NOT on active/inactive duty, then they probably can't be brought up on UCMJ charges for that misconduct. However, the USCG can address the matter administratively by declaring it a drug incident, processing the member for separation, noting it in performance evals, etc. (See article 1.D.5 of the Coast Guard Alcohol and Drug Abuse Program manual, COMDTINST M1000.10.) Likewise, in the case of GTCC misuse, the misconduct could be handled administratively through CG-3307 entries, closure of the GTCC, dinging the EER/OER, etc.

Furthermore, there still might be appropriate UCMJ charges. For example, if the member made the offending charge on a day where they were not on active/inactive duty, there may be a time where the GTCC balance is in an overdue status on a day they ARE on active/inactive duty, so a charge of Art 134/Dishonorably Failing to Pay a Debt might be appropriate. Or, the member might be ordered to pay the debt by a certain time while they are drilling and their failure to do so might then trigger UCMJ charges.

## GTCC Training and Card Cancellations

Have a member whose account was closed for not having their GTCC training done? There is still time to get cardholder training completed and have the member's card reopened by the bank. After **Wednesday, April 11**, the member must reapply for a new card, completing a new application and submitting the required supporting documents. To request an account be reopened, with the training transcript in hand (*the test score report is not acceptable*), you can call the bank and make this request before this deadline.



**GTCC**

**Travel Charge Card**

**Web Page**

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

**JPMC Travel Manager Help Line**

**866-725-1184**

*Verification ID must be provided.*

## GTCC Application Rejections

**Top 4 reasons GTCC applications are rejected** All of the following reasons are avoidable if the on-line application is used...remember the paper application is the exception process

**Duplicate Application:** This happens when the member already has a card. This can be avoided by checking Direct Access before submitting the application to the bank. Many times a member who never received their first card will reapply. They simply need to call the bank to advise the card is lost and a new account will be created and new card issued.

**Hierarchy Missing/Invalid:** If you are unsure of your hierarchy number, don't hesitate to reference the travel manager roster to identify your ATU. You can also use the hierarchy to department ID report in DA. This list is also found on the GTCC website. Just identify the member's department ID and cross reference this list to find the correct hierarchy for the member.

**Authorized signer missing or invalid:** This mainly occurs when the signature is missing from the application or the signer is not a designated travel manager. We typically see these rejections come in from members located at small units.

**Invalid Application:** The form submitted was not the most current form. The valid form to use for GTCC applications is dated 12/2/11. Any other form will be rejected by the bank.

## Submitting Proper GTCC Training Documentation



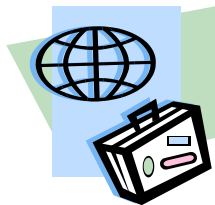
As we continue to review and revise our online application process, we find that quite a few application packages do not include the GTCC training transcript, but the test score report instead. We have learned that since this test score report document is easily edited and often does not ensure the training will be reflected in TMT or CGBI, we are enforcing the requirement to include the training transcript printed from the eLearning Portal.



## AO NEWS FOR TRAINING REIMBURSEMENT

Over the past several weeks, the PPC travel audit team has noticed an increase with travelers claiming reimbursement for tuition and course fees in the Conference/Registration field in Web TPAX. Tuition and Course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses, these expenses are paid by other methods (e.g. Purchase Request, SF-182, etc.), not through the travel claim process. [ALCGPSC 069/11](#) message provided guidance for conferences, seminar, and registration fees. Registration fees to attend a conference which is determined to be a training activity under 5 CFR 410.404 are reimbursable travel expenses. Any claimed reimbursement for tuition/course fees with the Conference/Registration field will be removed from the travelers claim when audited by PPC travel. As an AO, do not approve/submit the travel claim when these fees are being claimed.

## Do We Have To Use SATO?



In a short answer, **YES**. JFTR/FTR states it is **MANDATORY** policy that all uniformed services travelers use ...a GSA contracted travel management center (TMC) for all official transportation requirements.

And as for rental vehicles, JFTR/FTR also states it is mandatory that all travelers use an available CTO (contracted travel office) to obtain a rental vehicle.

Benefits to using SATO for securing a rental vehicle is GARS, Government Administrative Rate Supplement. This agreement covers the insurance needed for the vehicle. Benefits us-

ing the GTCC is that this also covers vehicle rental insurance. So you can see, there is good reason for the requirement to decline insurance coverage on a rental vehicle while on official travel orders and using SATO.

We get many comments about how expensive SATO is. But we also receive just as many calls where the member booked travel not using SATO and their orders were later cancelled making the member fully responsible for the fare. In these cases, had the member used SATO, the only fee to pay would be the service fee, which is reimbursable, instead of the fare amount that would have to be paid out of pocket by the member for not using the TMC.

## \$\$\$\$ ATM Withdrawals \$\$\$\$

Travel card cash withdrawals are intended to cover authorized, reimbursable incidental expenses and should only be used for expenses not specifically required to be charged to the card. A sample of when a cash withdrawal would be appropriate is to use for tip for cab fare or for situations where the merchant does not accept credit. However these instance should be few and far between. We are aware there are limitation with travel card use overseas. Travelers should request routine travel advances for cases where the card is not mandatory and merchants will not accept the card, such as long term lodging



## Help Cardholders Help Themselves



Would it free up some of you time to provide information to the cardholder on how to access their own account? Spread the word about the [travel card website](#) and the job aids that are listed there. The [cardholder new user guide](#) can be passed out at All Hands meetings when training is given. Members can start the GTCC application process. They have a direct link to [Payment-Net](#). They can find out travel information such as how to arrange leisure travel with official orders and when the GTCC should not be used such as with PCS travel that exceeds 15 days.

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REMEMBER \* ALWAYS PROTECT PII

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## GTCC & CBA

Check Direct Access to make sure a traveler does not have a GTCC before authorizing transportation to the centrally billed account (also known as billed to GTR). **Using the GTCC is mandatory.** Unless travel is more than 15 days for PCS, 21 days for TDY, or the travel is overseas (not AK, HI or PR) and airfare exceeds \$3000, the cardholder *must* use the GTCC. Don't hesitate to ask us if you have any doubts.

## 2012 GSA SP2 GTCC Conference

No new updates to pass this month. "Stay tuned" for more updates on this annual event very soon. Once we have more information and a plan, we will be sharing this with you through emails and ALCGPSC messages. In the meantime, be sure to check the GSA website for more details. Information can be found at the [14th Annual GSA SmartPay Training Conference](http://www.gsmartpayconference.org) website.



We look forward to meeting you there.