



# GTCC BULLETIN

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**References**

- COMDTINST 4600.18
- JTR, U2500
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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## GTCC Use and Long Term TDY

For cardholders who are traveling on long term orders, please refer to ALCGPSC 043/15, Section 2.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 order to be a document type 13 order.

Information regarding type 13 or blanket travel orders can be found in the Personnel and Pay Procedures Manual ([PPPM](#)), [PPCINST M1000.2B](#). This is known as the 3PM. You can also check out the [GTCC policy, CIM4600.18](#) for more details regarding travel card use. Chapter 1.C, GTCC Usage Exceptions states: GTCC use is not mandatory if the travel duration will exceed 21 days. If the cardholder chooses to use the GTCC for trips exceeding 21 days, interim travel claims must be submitted.

Be sure to remind your cardholder of their requirement to submit timely claims. Using split disbursement is a great feature in this process to help with timely travel card payments.

## Mass Credit Limit Increases

It's hurricane season again. 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 OP-FACs 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. We will take care of your accounts so you can take care of other urgent business.



**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.*

## MAIL CALL



In response to one of the many returned cardholder e-mails that we send out, there was a discussion with a cardholder who was told when she applied that she should use the command's address for the card. For your awareness, the GTCC Program strongly recommends that GTCC applicants and current cardholders use their home mailing address and not the command's mailing address.

Why do we not recommend the command's address for cardholders?

1. This GTCC is issued to the member and is like any other credit card/bill that they get and should be sent to their home address (like personal mail). The application instructions state - "For statement delivery purposes, enter your billing address. Generally, this is going to be your home address. You can enter up to 35 characters in this field."
2. Mailing it to their home avoids the often significant delay associated with centralized mail facilities and the delay of the CG mailrooms.
3. Mailing to home has a lot fewer points of potential failure....chances where the document can get lost or mishandled.

Please keep this in mind when working on applications and with your cardholders.

## Travel Managers and PCS



Do you have PCS orders this year? If so, please ensure you coordinate the transfer of your GTCC program records to whoever is taking over your Travel Manager duties. This is really important for paper applications and audit files which must be retained. If you will be a travel manager at your new unit, please submit a new designation package once you report into your new unit. Please refer to the [GTCC website, Travel Manager page](#) for templates and more details regarding this process. Reminder....do not use locally stored documents since the designation package documents have changed over time.

## GOOD TO KNOW

- ⇒ Did someone say SmartPay2 Conference?: Over the last few months you may have heard some discussion around a possible SmartPay Conference this summer. Please note the SmartPay Conference will be postponed until FY2016 and we are being told that attendance will be extremely limited.
- ⇒ As part of a DHS and JPMC project to standardize roles within Paymentnet, we have completed an update to change your Paymentnet roles from USCG Travel Manager to DHS OPCIII STD. All alerts that were in the system have been updated to report to this new role. Basically, this should all be transparent to you when you are working in the system. But if you find that something no longer works or you are not getting an alert like you used to, please let us know so we can double check. Again....this should be completely transparent to you.



## *GTCC—In the News...* Baltimore SUN News

WASHINGTON — Workers at the Department of Defense charged nearly \$1 million on their government credit cards at casinos and adult-entertainment establishments last year, the Pentagon says.

The report by the Pentagon's inspector general says that employees used their government cards at such places as the Maryland Live! casino, Larry Flynt's Hustler Club and the Sapphire Gentlemen's Club, even when records showed that they wouldn't be traveling, The Baltimore Sun reports. One employee made cash withdrawals at casino ATMs for more than two years before he was suspended.

Taxpayers aren't ultimately on the hook for the charges, but using the cards for these purposes is against department rules. [The report](#) has some seemingly common-sense recommendations for curbing such abuse, including keeping track of where and whether workers are traveling.

While this report pertains to DOD and CitiBank, DHS is also prone to such violations. The CG GTCC program monitors the merchant category codes to help ensure transactions are from authorized merchants. However, with the onset of technology using resources like SQUARE, APPLE PAY and GOOGLE WALLET for point of sale transactions with a mobile device, this becomes more of a challenge.



Part of your responsibility as Travel Manager is to review your hierarchy account transactions and reports to identify transactions that are questionable, bringing them to the attention of the cardholder's command.

## *Plan of the Week*



It might be very helpful to the new cardholder who doesn't know where to turn when they need a credit limit increase. Why not use your unit's POW? A simple paragraph posted regularly can help relieve the some issues that result from a cardholder being stranded or unable to make travel arrangements. We might suggest the following insert to your local POW: **Traveling Soon?** Upon receipt of your PCS orders and TDY orders, contact your local travel manager to help answer questions or have a temporary limit set to accommodate the required travel. The list of Travel Managers is available at [http://www.uscg.mil/psc/bops/govtrvl/contacts/default\\_contacts.asp](http://www.uscg.mil/psc/bops/govtrvl/contacts/default_contacts.asp) and any Travel Manager within your ATU (i.e. District or HQ unit) can assist you.

## **Travel News from GSA**

The Federal Register has published the [Final Rule FTR Amendment on POV and Rental Car Policy](#) today.

This Amendment to the Federal Travel Regulation which applies to civilian employees only requires rental of the *least expensive compact* cars (with minor exceptions) by Federal employees. In addition, the Rule requires, prior to authorizing use of POV, that agencies analyze the comparison of rental car costs to evaluate the least cost mode of transportation; rental car or POV. Lastly, the Amendment explicitly restricts employees from being reimbursed for pre-payment of fuel for rental cars.



The Rule is effective as of 13 May 2015.

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*REMEMBER \* ALWAYS PROTECT PII*

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## In The SPOTLIGHT

### Way to Go Travel Managers!

**Ms. Karen Bruno**

**YN2 Lana Port**

**YNC Michael Williams**

Thanks and Keep Up the Great Work!



## REENLISTMENTS AND GTCC

Are you still working through the reenlistment processes using ALCOAST 093/14? Got questions on paragraph 2.g that states: Have not had their personal-use government travel charge card permanently revoked for misuse or delinquency?

We addressed this in our [GTCC newsletter, March 2014](#). Aside from the matter that this message is now expired (CIM 1000.2A which addresses this policy is in sequential clearance), the GTCC program's interpretation for this policy is rather simple. If an account is open (i.e. ACTIVE, NEW or SUSPENDED) then the cardholder meets the requirement of the message. If an account is closed, then a determination should be made as to the reason for closure. Accounts closed for delinquency are documented by the status reason within the bank system. All other closed accounts must have the account notes and the account history reviewed to see if there is any documentation regarding account misuse as the basis of closure. Enlisted personnel who have had an account closed for delinquency or misuse who meet the criteria for reinstatement contained in CIM 4600.18, chapter 1, paragraph G.1 can be encouraged to submit a reinstatement request in advance of reenlistment. The reinstatement process is also detailed on this website at <http://www.uscg.mil/psc/bops/govtrvl/Travel Card/default Travel Card.asp>.

If a member's account was closed for reasons other than misuse or delinquency such as a determination that it was no longer needed, failing to activate the card, failing to do the training, then they are eligible for reenlistment same as if they never had a card.

Note that if an account is reinstated by the Travel Card Bank following the closure for misuse or delinquency, then their most recent card is no longer closed.