

Traveling on DOD Orders? If a CG member is issued a set of temporary duty DOD orders with a DOD TONO and line of accounting there are several specific issues that the AO and the traveler need to be aware of to avoid problems.

CG Government Travel Charge Card (GTCC) Use – While the CG GTCC may be used for DOD travel orders, there are several factors that must be considered by the AO and cardholder. The travel card must be paid in full on or before the statement due date regardless of reimbursement. In addition, for travel that exceeds 21 days the card can only be used if interim travel claims will be submitted every 21 days.

Note - CG members assigned to a DOD or Other Government Agency (OGA) billet who will routinely be traveling on non-CG orders, should apply for a travel card from their assigned agency. In this case, the member may hold both a CG GTCC and a DOD/OGA card similar to a CG Reservist who works for DOD or an OGA.

Travel Advances – If the travel is over 21 days and interim claims will not be submitted every 21 days, then the traveler should request a travel advance via the DTS system and not within TPAX.

Arranging Travel – If the travel is over 21 days and interim claims will not be submitted every 21 days, then the traveler should contact the DOD Contract Travel Office (CTO) and not the CG Travel Management Center (i.e. SATO) to arrange the travel. Using the DOD CTO allows the traveler to charge the common carrier transportation tickets to the DOD orders. Travelers cannot charge the airfare to the DOD orders through the CG contract with SATO.

Travel Claim Processing – Travel claims in this case must be processed within the Defense Travel System (DTS) and not within the CG system (TPAX). In addition, the traveler needs to ensure that when they process their travel claim that the default for split disbursement is not selected within DTS since the DOD credit card company is not the same as CG. Failure to unselect the split disbursement option will result in significant delays in reimbursement and will not relieve the GTCC-holder of their obligation to pay their balance in full on or before the statement due date.