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FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC

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ALCGPSC 003/12

SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) MISUSE, USE OF THE CARD FOR EXPENSES OTHER THAN THE CARDHOLDER

A. GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM, COMDTINST 4600.14B
B. DHS FINANCIAL MANAGEMENT POLICY MANUAL

C. COAST GUARD TRAVEL DEBIT CARD PROGRAM, COMDTINST 7210.2

1. CARDHOLDERS AND COMMANDS ARE REMINDED THAT PER REFS (A) AND (B), USE OF THE GTCC FOR EXPENSES FOR INDIVIDUALS OTHER THAN THE ACTUAL CARDHOLDER IS PROHIBITED AND CONSTITUTES MISUSE.

2. SOME EXAMPLES OF PREVIOUSLY IDENTIFIED SCENARIOS ARE PROVIDED BELOW:

A. GROUP MEALS. USE OF THE GTCC TO PAY FOR MEALS FOR OTHERS AND COLLECTING CASH TO COVER A TAB IS PROHIBITED. GROUP MEALS ARE A SPECIFIC EXEMPTION FOR THE REQUIRED USE OF THE CARD AND PERSONAL CREDIT CARDS OR CASH SHOULD BE USED WHEN INDIVIDUAL CHECKS ARE NOT ISSUED BY THE RESTAURANT.

B. GROUP HOTEL RESERVATIONS. USE OF THE GTCC TO RESERVE HOTEL ROOMS FOR OTHERS IS NOT RECOMMENDED. CARDHOLDERS WHO RESERVE ROOMS ARE RESPONSIBLE FOR CANCELING ANY UNNEEDED RESERVATIONS PRIOR TO THE HOTELS DEADLINE. CARDHOLDERS WHO FAIL TO CANCEL RESERVATIONS ARE PERSONALLY LIABLE FOR ANY CHARGES INCURRED AND WILL BE HELD ACCOUNTABLE PER REF (A) AND (B). WHEN A BLOCK OF ROOMS NEED TO BE RESERVED AND THE HOTEL REQUIRES A CREDIT CARD TO SECURE THE RESERVATIONS, CARDHOLDERS SHOULD CONTACT THEIR SUPPORTING PROCUREMENT OFFICE TO HANDLE THE TRANSACTION OR HAVE EACH TRAVELER RESERVE THEIR OWN ROOM.

C. DEPENDENT EXPENSES. MEMBERS SHALL NOT PURCHASE DEPENDENT TRANSPORTATION, LODGING, OR MEALS USING THEIR GTCC. TRANSPORTATION TICKETS FOR DEPENDENTS MUST BE CHARGED TO THE CENTRAL BILLED ACCOUNT (CBA). LODGING AND MEALS OTHER THAN FOR THE ACTUAL CARDHOLDER SHALL BE PROCURED USING AUTHORIZED TRAVEL ADVANCES.

3. COMMANDS SHOULD REVIEW THEIR DEPENDENT EVACUATION PROCEDURES TO ENSURE NO CONFLICT WITH THIS POLICY EXISTS. USE OF TRAVEL ADVANCES AND PERSONAL CREDIT CARDS OR THE DEBIT CARD PROGRAM CONTAINED IN REF (C) SHOULD BE EMPLOYED TO FACILITATE THE TIMELY AND SAFE EVACUATION OF DEPENDENTS DURING EMERGENCY SITUATIONS. THE LIST OF THE CURRENT 15 COMMANDS WITH DEBIT CARD ACCOUNTS IS AVAILABLE AT [HTTP://WWW.USCG.MIL/PSC/BOPS/GOVTRVL/](http://WWW.USCG.MIL/PSC/BOPS/GOVTRVL/) UNDER THE DEBIT CARD TAB. COMMANDS DESIRING TO ESTABLISH THEIR OWN DEBIT CARD ACCOUNT SHOULD REVIEW REF (C).

4. CARDHOLDER SPECIFIC QUESTIONS SHOULD BE DIRECTED TO THEIR TRAVEL MANAGER. THE LIST OF TRAVEL MANAGERS IS AVAILABLE AT [HTTP://WWW.USCG.MIL/PSC/BOPS/GOVTRVL/](http://WWW.USCG.MIL/PSC/BOPS/GOVTRVL/).

5. QUESTIONS ON THIS POLICY OR THE GTCC PROGRAM SHOULD BE DIRECTED TO MS. CARLENE CURRY AT E-MAIL [EVELYN.C.CURRY\(AT\)USCG.MIL](mailto:EVELYN.C.CURRY(AT)USCG.MIL), OR MR. MATT RUCKERT AT E-MAIL [MATTHEW.T.RUCKERT\(AT\)USCG.MIL](mailto:MATTHEW.T.RUCKERT(AT)USCG.MIL).

6. RELEASED BY RADM D. R. MAY, COMMANDER, CG PERSONNEL SERVICE CENTER.

7. INTERNET RELEASE AUTHORIZED.

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