



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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GTCC

Travel Charge Card

Web Page

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

Cardholder Reports



Did you know the *cardholder profile report* in PaymentNet has a wealth of information to help manage your hierarchy? At a glance, this report can show you credit limits, last transaction date, email address, cash advance limits, card expiration date, account status, and more. You can use this report to ensure all email addresses are up to date so cardholders receive PaymentNet alerts; review expiration dates to help ensure mailing addresses are current so that new cards are not returned to the bank; find high credit limits and limit above your \$9,999 threshold; and, identify cards in the new account status for those members who need to activate their cards. There are many more ways to use this report, just be sure to protect the PII.

Other helpful reports to consider generating on a monthly basis are:

- 45 Day
- Cash Advance Detail
- Declines
- Delinquencies with Current Balance
- Delinquency History
- Unusual Activity Analysis

These reports will help you manage your hierarchy and can help reduce misuse and delinquencies.

If you think there should be a tool to help you better define your cardholders, for instance, by OPFAC, take a look at the GTCC Travel Manager Tool. The link is on the [GTCC web-site](#). This is a great way to help you narrow your field of vision and focus on your group of cardholders. There is even a tutorial to help you with this process. If you get stuck or find a hiccup in the tool, please contact Mr. Matt Ruckert for his technical expertise.

DIRECT ACCESS and GTCC REPORTS

In order to produce GTCC reports from DA, you must have COMMAND level access. If you have COMMAND level access you will see the following menu options in DA:

- **Hierarchy/Dept ID Relationship** – this report will crosswalk a department ID to a hierarchy. It's a good tool to help identify the travel manager for a cardholder outside your hierarchy.
- **Members by Hierarchy**-this report will produce a list of cardholders in your hierarchy, showing employee class, credit limit, cardholder status, balance and any past due amounts.
- **Member by Dept ID**-same as Members by Hierarchy but produced for Dept ID.

CONFERENCE/TRAINING POLICY UPDATE

On 1/20/12, PPC published that tuition for training at a Government or commercial training facility is not a reimbursable travel expense.

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. As a travel manager, charges to the GTCC that are not considered to be reimbursable expenses are considered misuse.

Read on to learn more about the upcoming 2012 GTCC SmartPay2 Conference.



Types of GTCC Misuse



Have you seen [ALCGPSC 003/12](#)?

Can you think of more areas for GTCC misuse? For instance, there is the obvious: use in the local area (even for local conferences); use while not on official travel; paying for postage or copies while TDY. Did you know that an ATM cash pull to retrieve a credit balance while not on official travel is also considered misuse? GTCC use while on a PCS move of 15 days or more is also considered misuse. Take a glance at the [GTCC policy](#) to review the exceptions to GTCC use and prohibited use.

GOOD TO KNOW



Remember to update your links as the file/folder names on the GTCC website have changed <http://www.uscg.mil/psc/bops/govtrvl/default.asp>

While this may not affect a large number of cardholders, it is important for travel managers who deal with cardholders overseas to be aware and communicate that the undisputed portion of the GTCC statement must be made in US currency, in electronic form or with a money order payable in US dollars or with a draft or a check drawn on a bank in the US and payable in US dollars.

Policy Update...We were notified on 30 Jan 12 that the Commandant signed COMDTINST 4600.14C and we are moving forward with CG-612 to get both instructions promulgated ASAP.

LMS and GTCC Online Training

You may have been approached by a cardholder if they are unable to complete the GTCC online training due to Learning Management System issues. Occasionally, two common issues that we have been getting e-mails on concerning the required DHS Travel Card Training are:

- (1) Training never launches after waiting for more than 5 to 10 minutes; and,
- (2) The training is listed but when the course is launched the system comes back with no course available.



In either of these two cases, we recommend first rebooting the computer and attempting the course with no other applications running. If it still does not work, then the applicant should submit a CG Fix It request since something is either wrong with their computer configuration or within the Learning Management System. The key is for the ticket to clearly describe what is happening or not happening.

PaymentNet Training Opportunities



The home page of PaymentNet is an informative place if you have not checked recent notices. JMPC will be offering PaymentNet training for the month of February. Check out www.jpmorgan.com/visit/paymentnetfedcard, enter the user ID of paymentnet and the password smartpay to log in. When you select TRAINING from the list, you will see the information for the webinars and the dates and topics for training. If you are new to PaymentNet, check out these helpful training tools.

SATO UPDATES

Earlier this month SATO released new features to GETTHERE, the online booking tool. The new upgrades include Air Filtering, [GETTHERE Express](#) and Auto Complete process.

TMC Contracts: While the current TDY and PCS contracts with SATO have been extended through 30 June 2012, the proposals for the solicitation for the new combined TDY and PCS contract are due from the vendors on 6 Feb 2012. This new contract will provide 1 year plus two option years following which we hope to be on the Electronic Travel System (ETS-2) contract.



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REMEMBER * ALWAYS PROTECT PII

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STRANDED TRAVELER POLICY



A [JPMC policy](#) is in place for a cardholder who might be caught without enough credit limit or is unable to make an authorized purchase due to a MCC block. If you receive a call or an email from the bank regarding a stranded traveler, you want to review the cardholder account to ensure proper card use. When the bank makes a credit limit increase for a stranded traveler, that increase is permanent. If you closely manage your hierarchy accounts, consider changing that new permanent limit and reset a temporary limit for the duration of the TDY period, especially if the bank increases a limit over your authorized increase at \$9,999. If this occurs, please contact us to help reset the limit and establish a new temporary increase. We also receive these stranded traveler emails and make updates if an account is increased over the \$9,999 threshold.

2012 GSA SP2 GTCC Conference

We recently learned that a CFO level approval for this GSA SP2 Conference is not required since this event is sponsored by GSA and is considered training. Look for an ALCGPSC message to come out in March announcing this event. We will include a link to provide you with the template forms for local approval.



You can stay current on this year's conference by going to

<http://www.gsasmartpayconference.org/2012/home.asp>.

We look forward to meeting you in Nashville.