GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM RECOMMENDATION/ACCEPTANCE STATEMENT

1. The government travel card program provides travelers with a means of financing official travel expense. Only official government TDY and certain PCS travel expenses may be charged to this card.

2. I fully understand use of the travel card for anything other than official government travel expenses is not authorized and is considered card misuse/abuse. I also fully understand that the monthly travel card statement is payable in full before the due date indicated on the statement. Non-timely payment of the monthly travel card statement is also considered card abuse/misuse. I fully understand that card abuse/misuse may be subject to disciplinary actions under the Uniform Code of Military Justice or the appropriate civilian regulations.

3. I fully understand that travel voucher reimbursements are to be used to pay for the official government travel expenses charged to the travel card and failure to do so may be subject to disciplinary action.

4. I agree to fully comply with all the travel card policies and procedures published by the Coast Guard and the travel card issuing bank.

5. I agree to ensure the personal information contained on my travel card account is current at all times.

6. I have completed the required travel card user training on (date: _____) and I have a copy of the certificate of completion.

Date: _____

Cardholder printed name: _____

Cardholder signature: _____

COMMAND ENDORSEMENT:

From: Date: _____
To: Supporting travel card coordinator

I approve and authorize the issuance of a government travel card to
_____, who has completed the
(name of applicant)
required training and has been counseled regarding the authorized use and payment of the travel card.

_____
(signature)