



GTCC NEWSLETTER

Volume IV Issue XI

NOVEMBER 2014

References

- COMDTINST M4600.18
- JTR, U2500
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

Inside this issue:

GTCC Internal Controls	1
Routine GTCC Reporting	1
DA/Global Pay-GTCC	2
Contact JPMC	2
Good To Know	2
JPMC WebEx Training	3
GTCC Website	3
Access Past Newsletters	3
Season Greetings	4
In the Spotlight	4

GTCC

Travel Charge Card

Web Page

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

JPMC Travel Manager Help Line

866-725-1184

Internal Controls for GTCC Program

Were you aware that the GTCC program is directed by DHS to perform a list of internal controls? Here is a list of just a few of those requirements:

Monitor GTCC training requirement
 Monitor GTCC activation
 Cash advance monitoring
 Credit limit monitoring
 GTCC application retention
 Salary offset processing



While this is not an all inclusive list, this does not include the data calls and random requests from DHS. With your help monitoring our cardholders, we can strive to continue to be the best GTCC program within the DHS agency.

ROUTINE GTCC REPORTING

Are you routinely generating your GTCC reports and notifying your command of any suspicious activity IAW [CIM4600.18](#)? You can automate this reporting requirement by scheduling these routine reports in PaymentNet.

From the Report/Create tab, select your report. At a minimum, you should be generating the following reports:

Cardholder Profile Report
 Potential Forced Transactions
 Declines
 45 Day
 Delinquencies with Current Balance
 Unusual Activity Analysis

Once your report is selected, you can automatically schedule it by checking the box Schedule To Run Automatically. You can then select the frequency you wish your report to run. In this field, consider weekly reporting. This can help you stay on top of any issues that may eventually become escalated. Let us know if we can help you set up this reporting process.



DA/Global Pay and GTCC Impacts



Surely you've heard the news: Direct Access is changing to Global Pay in December. GTCC data, along with everything else that works through DA will be impacted. Now is the time to become more familiar with PaymentNet as a GTCC reporting source. If you need help producing reports or using the [Travel Manager Tool](#), let us know.

ORACLE
PEOPLESOFT ENTERPRISE

JPMorganChase for Travel Managers



Did you know that as a Travel Manager, you have a dedicated line to call the bank for cardholder issues? Travel Managers should call the bank at **866-725-1184**. You will need to provide the verification ID number that was emailed to you by the bank in order to assist with accounts. You should use this line and not the cardholder customer service line. Please contact us as soon as possible if you are not able to make adjustments to accounts or make inquiries within your hierarchy through this number.

GOOD TO KNOW

CG Reserve members may use the GTCC for IDT/drills for airfare travel only when booking through SATO. This allows the reservist to access the contracted rates using the GTCC. No other transactions are authorized on the GTCC during IDT.

When completing travel claims for reserve ADT, encourage the cardholder to use the split disbursement feature in TPAX to ensure the travel card is paid. This can help avoid travel card delinquencies.



How are you managing your reserve member GTCC limits? Are they set at \$1 and temporarily increased during ADT? Be sure to check in on your reserve members from time to time. Don't let them be out of sight out of mind.

JPMC WebEx Training

JPMC will be hosting live PaymentNet training through a webinar format on the following dates:
Thursday/12-4: Day to Day Administration
Thursday/12-18: Reports and Queries



Mark your calendar for these dates at 1300 EST. Information to access these live online classes is found on the GTCC website. Follow the Training link to JPMC Schedule PaymentNet [Training/Webinar](#).

GTCC Website



Have you REALLY looked at the [GTCC website](#) and all the information provided here? It isn't just for travel cards, but also contains information on SATO and tips on booking travel as well as debit card information. Cardholders can use this site to locate their local travel manager and get useful job aids like how to access their account online. Travelers can use the FAQs to determine which is the best fare for their trip or what to do in case of a rental vehicle accident.

Approving officials or Admin shops may find this site helpful when creating or approving travel. This is information about mandatory use of SATO and the travel card, when the travel card is not authorized or what to consider if leave is involved.

Commands can use this site as a reference for reserve IDT travel, utilizing GTCC training aids, access designation templates, or review the GTCC cardholder agreement.

Please share this site with your cardholder, your travelers, your SPOs and units. And don't hesitate to give us suggestions on more helpful website information or if information needs to be updated.

How to Access Past GTCC Newsletters



Have a unique situation or question? A quick and easy way to see if it has been asked and answered before reaching out to us is to review the Newsletters. To make this easy we even have a search tool available on our website. To find it, from the [Travel Manager page](#) of the GTCC website, locate the section for the GTCC newsletters. In the section for Archived Newsletters, click the link for [GTCC Newsletter Index](#). This will produce worksheet that lists all the past newsletter articles since April 2011. You can either do a word search in the worksheet or just click the link that will take you directly to that particular edition.

Now that you know how to access GTCC newsletter archives, check out the following articles:

[All About Reinstatements](#)
[Review and Reduce Credit Limits](#)

GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

Mr. Matt Ruckert
Matthew.T.Ruckert@uscg.mil
703-201-3080

Ms. Carlene Curry
Evelyn.C.Curry@uscg.mil
703-258-5996

CG PSC Business Operations
4200 Wilson Blvd, Stop 7200
Suite 1100
Arlington, VA 20598-7200



*REMEMBER * ALWAYS PROTECT PII*

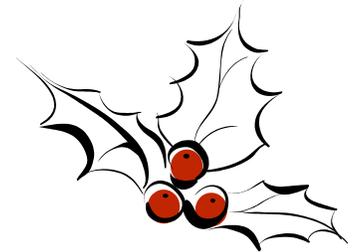
ARL-PF-CGPSC-JPMC-GTCC@uscg.mil

SEASONS GREETINGS



Happy Holidays to All!
From the GTCC Program
office

Mr. Rod Nubgaard
Mr. Matthew Ruckert
Ms. Carlene Curry



In the Spotlight



Ms. Deanna Morris: being proactive, monitoring/retaining proper account credit limits/using temp limits
Karen Bruno: Proper request for excessive credit limit

We would also like to recap all those who have been highlighted throughout this past year:

Lena Bunnberg	Clinton Morgan
James Lunsford	Chance White
Paul Crum	Michelle Bradt
Val Varga	Anthony Vaeth
Richard DePascale	Susan Matsudo
Ron Brumble	John Saxon
Sarah Gallagher	Joel Moore
Ivan Gonzalez	Jeff Bossingham
Lester Jukes	Tafaoga Collins
Brian Spina	William Holcomb
Milena Mahi	Janelle Holtz

Thanks so much for your efforts, hard work and attention to the GTCC and travel program.