

E-PME  *Enlisted*
PROFESSIONAL MILITARY EDUCATION

Government Travel Card 4.C.01

Learning Objective(s): IDENTIFY your responsibility in regards to using a Government Travel Card.

Why You Need to Know This

At some point in your Coast Guard career you will be required to travel for the purposes of training, temporary duty or permanent relocation to a new unit. The primary method of payment for all official travel-related expenses is the Government Travel Charge Card (GTCC). Therefore, as an employee of the federal government, you are expected to be familiar with all applicable federal travel regulations as well as those policies pertaining to the use of the Government Travel Charge Card Program.

This lesson provides information on your responsibility regarding the use of a government travel charge card.

Topics Covered

This section will cover the following topics:

- Program Overview
- Requirements
- Exclusions
- Prohibited Use
- Payment Information
- Billing Cycles

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the “**You and Your Supervisor**” section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

Program Overview



The Travel and Transportation Reform act states “the Government Travel Credit Card (GTCC) shall be used by all U.S. Government personnel (military and civilian) to pay for all official travel expenses.”

The GTCC program was established to reduce the need to provide Government travelers with transportation tickets and cash travel advances and/or avoid having travelers use personal funds to pay for items such as lodging, meals, vehicle rental, and transportation costs. For non-cardholders and for instances where mandatory use of the GTCC has been exempt, the program provides Centrally Billed Accounts (CBA) for common carrier transportation ticket purchase and issuance of travelers checks for travel advances.

Requirements

Coast Guard military members (active and reserve) and all civilian employees are required to obtain a GTCC if they anticipate traveling more than five times a year. Personnel traveling less than five times a year shall not have a GTCC without written authorization by their CO or Supervisor. Authorization will be by endorsement on the “Government Travel Charge Card Program Recommendation and Acceptance Statement”.

The GTCC is issued with the express intent of providing personnel with a mechanism to pay for travel expenses associated with official government orders – Temporary Assigned Duty TAD and/or military Permanent Change of Station PCS. Use of the GTCC for an expense that is not directly associated with official Government travel is considered abuse and/or misuse.

Reservists who perform TAD travel (under TAD travel orders) while on active duty shall obtain a card. This does not include normal travel for annual two-week active duty assignment.

The standard maximum credit limit for Government Travel and Transportation Charge Cards (GTCCs) is \$2,500.00. The GTCC Coordinators are authorized to increase credit limits to \$9,999 (Approval from cardholders CO is required.) Credit limits will not be increased for the sole purpose of providing additional credit required due to non-payment of a GTCC statement. Individuals who possess a GTCC and anticipate traveling less than five times a year shall have their credit limit reduced to \$1.00. The credit limit will be increased to the appropriate level only when the member is in receipt of official travel orders.

**Requirements
(Continued)**

The member can pay the bill through the mail or with split disbursement. A split disbursement is a function in which a payment is made to the member's GTCC on behalf of the member and any remaining balance is reimbursed to the member. The split disbursement can be submitted with the travel claim.

Monthly travel card bills must be paid in full on or before the bill due date. Non-timely payment of the bill may also warrant disciplinary action. Account balances that age to delinquent status may result in disciplinary action by the member's command.

Exclusions

If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceeds time and TAD in conjunction with the PCS, the card shall not be used.

For both Temporary Assigned Duty (TAD) and Permanent Change of Station (PCS), card use is optional for meals and incidental expenses (M&IE) and other miscellaneous reimbursable travel expenses. Cardholders are encouraged to use their Government Travel Charge Card (GTCC) directly for these expenses when possible in lieu of obtaining ATM cash.

Prohibited Use

The GTCC may **NOT** be use for the following:

- Payment of lodging expenses in the vicinity of the permanent duty station (PDS), except when the lodging is in conjunction with TLA or TLE.
 - Payment at an eating establishment in the vicinity of the PDS, except when the meals are in conjunction with TLA or TLE.
 - Any other use in the vicinity of the PDS not directly associated with official travel or in conjunction with TLA or TLE.
 - While on official travel any expense that is not reimbursable as an official travel expense in accordance with the JFTR/FTR.
 - Withdrawal of cash from an automated teller machine (ATM) in excess of the amount authorized for an advance for the travel concerned, when not in receipt of official travel orders or for expenses not directly associated with official travel.
 - Dislocation Allowance (DLA).
 - Transportation of household goods, including Self Procured Moves (SPM). The GTCC is not authorized for the transportation of household goods, privately owned vehicles, mobile homes and boats.
 - Civilian relocation expenses
 - Expenses for individuals other than the name of the individual embossed on the face of the GTCC
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Payment Information

Cardholders are personally responsible for ensuring their mailing address is correct. Verification can be completed through your servicing administration office or online in Direct Access.

Upon receipt of the monthly statement the cardholder shall review the statement for accuracy. Inaccuracies shall be immediately reported to the bank by calling the customer service phone number listed on the statement or the number listed on the back of the GTCC.

GTCC payments must be made in full, **regardless of reimbursement**, by the due date printed on the monthly statement. Partial payments are not authorized.

Additional GTCC payment information to keep in mind:

- Payment due date is 25 calendar days from the statement date.
- An account is classified as one day past due if the bank has not received payment by the 30th calendar day from the statement date.
- An account will be suspended when the account balance is 36 calendar days past due.
- An account is classified as delinquent when the account balance reaches 61 calendar days past due.
- An account will be cancelled when the account balance reaches 101 calendar days past due.
- The GTCC bank will notify commercial credit rating companies when an account reaches 120 days past due.
- Accounts that reach 180 days past due will never be eligible for reinstatement.

Billing Cycles

GTCC billing cycle for the Coast Guard is the 13th of a month until the 12th of the following month. These dates are adjusted if the 12th or 13th fall on a weekend or holiday.

Learning Activity



To complete this learning objective, access the Coast Guard Learning Portal at: <https://cgportal.uscg.mil/delivery/Satellite/trained>. Under the “Acquisition” tab, take the online DHS Travel Card Training The course takes approximately 60 minutes to complete.

For You and Your Supervisor

Completion of this task is indicated by proper course completion documentation in your learning history record.

References

The following references were used in this lesson, they can be found at [CG Directives at CG-612](#):

- Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14 (series)
 - Government Travel Charge Card Program (link: <http://www.uscg.mil/ppc/govttravelcard/>)
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