



# GTCC BULLETIN

Volume III Issue II

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**References**

- COMDTINST M4600.18
- JFTR, U2015
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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## PCS Season and What's Authorized



PCS season is just around the corner. Orders are being issued and people are planning their next move. We need to get a few reminders out about use of the GTCC during this time. You can also refresh your memory by reviewing [ALCGPSC 055/12](#), paragraph 3 & 4. Share this with your SPO and ADMIN shops. New staff may not be aware of these limitations.

\*\*GTCC shall not be used when the PCS travel duration exceeds 15 days, including leave, compensatory absence, proceed time and TDY in conjunction with the PCS. (this does not apply to TLA).

\*\*GTCC shall not be used to purchase transportation tickets for anyone other than the cardholder.

\*\*GTCC (or CBA) shall not be used at any time when leisure travel is included with other official travel. Check out the [FAQ on LICWO travel](#) on the GTCC website, Traveler Information page.

\*\*GTCC shall not be used to purchase moving supplies, vans/trucks or for shipment of vehicles.

\*\*GTCC may be used to cover hotel and meal expenses for the cardholder only, in conjunction with TLA entitlements, even when PCS travel exceeds the 15 day limit.

And while we are on the topic of PCS, let's discuss vehicle movement on a ferry.

Were you aware that any vehicle transported on a ferry, such as the Alaska Marine Highway System ferries, must be escorted? Unescorted vehicles on ferries are not a proper means of transport and is not a reimbursable travel expense.



Movement of a trailer (boat, camper, UHaul) is not a reimbursable travel expense and therefore is not authorized to be charged to the CBA or the IBA. This would be considered part of a Do It Yourself (DITY) move and reimbursable under a separate process.

In addition, CG-1222 has made the determination that an RV/motor home would not be an authorized vehicle for ferry travel. An RV is a motorized wheeled vehicle used for camping or other recreational activities, and is not used primarily for personal transportation. Therefore use of the IBA or CBA to pay for an RV would not be allowed either.

**GTCC**

**Travel Charge Card**

**Web Page**

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

**JPMC Travel Manager Help Line**

**866-725-1184**

*Verification ID must be provided.*

## CIM4600.14C - General Order

You may often refer to the GTCC Policy and Procedures instruction manual, [CIM4600.18](#), but did you realize this is enforced by [COMDTINST 4600.14C](#)? This instruction lays the foundation and enforces GTCC use and payment. It's only 3 pages but outlines the following: the GTCC shall be used for all official travel; used for only authorized reimbursable expenses, payment must be made in full-regardless of reimbursement, and submit travel claims within three working days after travel ends. It's a quick read so check it out.

## When should Fraud/Misuse Be Reported Up to the Program Managers?

Travel Managers should work directly with the cardholder's supervisory chain of command and only need to notify us in cases where there is a concern that appropriate corrective action is not being taken. Also, while the application of the disciplinary action is a command function, for cases of misuse of \$100 or 3 transactions or more, the account is required to be closed for misuse by the Travel Manager or the Program Managers per [CIM 4600.18](#). If you ever get resistance on this, just let us know and we will take action. We routinely step in to help the Travel Managers (discretely) since we are cognitive that sometimes these actions place the Travel Mangers in an awkward position. Review Ch. 1.3.E.1 for the detail on the levels of discipline according to the level of offense. Be sure to also review the NOTES below the chart for additional actions, if necessary.



## Just a Reminder When NOT to Use the GTCC

- ◆ Transactions within the local area (except in conjunction with TLA or TLE)
- ◆ Any expense that is not reimbursable IAW JFTR/FTR
- ◆ ATM cash withdrawals in excess of the amount authorized from travel or expenses not associated directly with official travel
- ◆ Dislocation Allowance (DLA)
- ◆ Movement of HHG, including vehicles
- ◆ Expenses for anyone other than the cardholder
- ◆ Business charges that are not travel related, like postage or memberships
- ◆ Leisure Travel

This is not a complete list, so be sure to use your resources and ask if you have any questions regarding valid travel card use.

## Required GTCC Use

[COMDTINST 4600.14C](#) states: All Coast Guard military members, active duty and reserve, and civilian personnel who are authorized GTCC holders are *hereby ordered* to use their GTCC only when on official travel status.

[The JFTR](#) states ... while on the trip, the traveler should charge expenses incident to official travel on the IBA ... whenever possible. It is general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental of official travel, including travel advances, lodging, transportation, rental card, meals and other IE.

[DoD Financial Management Regulation](#) states: The DoD policy is that the GTCC will be used by all DoD personnel to pay for all costs related to official government travel. GTCC policies are applicable to all DoD employees and uniformed members.

[The DHS Travel Manual](#) states: All authorized travel expenses incurred while on official travel that can be charged must be charged to the travel card, except those that are specifically exempt.

So if you are asked if using the card is mandatory, your answer is **YES**.



## GOOD TO KNOW

Have you checked out the DHS beta site for travel information? To better serve the traveling public, DHS is developing the "[Know Before You Go](#)" website to address common traveler questions like what items can pass through TSA checkpoints, tips when traveling across the U.S. border, and information for travelers with special needs. This is a joint effort by TSA, CBP, USCIS, ICE, U.S. Department of State and DHS headquarters.

**Destroy!** You have the authority to close a travel card account. However, it is important that you document the NOTES on the account as to the reason for closing. The account NOTES are important if a request for reinstatement comes across our desk at a later date. Additionally, if a separating member wants to turn in their card, you are advised **NOT** to accept the card but have the member destroy it. This will relieve you of any liability should any charges occur on the account after it was closed. This process to close an account was discussed in the Jan 2013 and Aug 2012 GTCC newsletters. Check out past editions for more helpful information.

## Application and Reinstatement Process Review

If you have questions which GTCC application process may be best for a traveler, check out [http://www.uscg.mil/psc/bops/govtrvl/Travel\\_Card/default\\_Travel\\_Card.asp](http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/default_Travel_Card.asp). The online process is the first place to begin. The traveler is responsible for completing and submitting all the necessary documents in accordance with the instruction they receive. Barring any issues with the application package, the member should receive a new card within 7-10 days.



In cases where the traveler needs a card within 3-4 days due to immediate official travel, the rush application process should be utilized. Similar supporting documents are required for the rush application process as the online application process. The member needs the command memo with endorsement, training transcript and cardholder agreement. In addition, the application form (version 12/2/11) needs to be completed and signed by you, the Travel Manager. It's important that you thoroughly review the application form to avoid any delays. We frequently see applications returned for being illegible, incomplete information, no plastic type selected, none or both credit assessments selected, missing hierarchy and more. A returned application will only delay card delivery for the traveler.

While there are several documents to the application package, the bank only needs the completed application form. Faxing documents to the number on the form with a coversheet explaining the delivery address is the preferred method. Although the bank does not use the other documents, these are required filing for the military member's PDR and submission to this office for civilian and other non-CG employees. If there are no issues or discrepancies, the bank will send the new card out via Fed Ex. The member should be advised that a signature is required at the time of delivery. Do not forward paper application packages to the JPMC-GTCC mailbox since this mailbox is not for new apps. However, paper applications for non-military members still need to be submitted to the GTCC-Applications mailbox for filing requirements. Finally, remind the member to activate the card immediately upon receipt.

**When is an application considered a reinstatement?** When the member had a card closed for delinquency or misuse. If the member's account was closed because they failed to activate their card timely or they did not take the required training, this is not a reinstatement but is a new application request.

The application process for reinstatements is different than the routine application process. Different documents are required and the package submission process is different. The reinstatement process begins with the member. You can refer them to the GTCC policy, [CIM4600.18](#), Paragraph 1.G and the GTCC website at [http://www.uscg.mil/psc/bops/govtrvl/Travel\\_Card/default\\_Travel\\_Card.asp](http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/default_Travel_Card.asp). The website has a section on the Traveler page for reinstatements, and offers a template package with the necessary documents. There is no *RUSH* in the reinstatement process. Once completed, the entire package needs to be scanned and emailed to ARL-PF-CGPSC-JPMC-GTCC. Note: this is not the application email folder.

What's next? After we review and endorse the member's travel history and card use we forward this information to the bank for a final review. Remember, the bank has the final determination on reinstatements. If the request is approved, the member and supervisor will receive an email from us with reinstatement information. Credit limits on reinstated accounts are restricted to \$2. This shall be the permanent limit. Credit limits on reinstated accounts shall only have temp credit limits set for the duration of the official travel.

But, a reinstatement request can also be denied. An example might be where the member has poor credit history. If a request is denied by the bank, the member needs to be informed on their options for arranging and funding their official travel. Travel orders must indicate GTA or the use of a CBA is authorized. The member should be informed they may need to request a travel advance as well in order to cover lodging and incidental expenses. Once a reinstatement request has been rejected by the bank, the member may not reapply. Let us know if you have any questions regarding this process.



### What is the difference Between a Travel Manager (TM) and an Organization Program Coordinator (OPC)?

In reality the OPC and TM's roles are really the same between CG and the rest of DHS within PaymentNet. The only things a TM cannot do that an OPC can do within PaymentNet are: (1) add an Employee or Add/Edit Hierarchy, Role and Scope; (2) Run Mappers (we do this and you do not have a need); and, (3) add/delete Merchant Category Codes (MCC). However, TMs have the same access and authority as an Approving Official unlike the DHS OPCs who may not. This increased access, particularly within TPAX is important when reviewing potential cases of misuse

## GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

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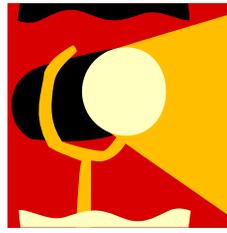
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REMEMBER \* ALWAYS PROTECT PII

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## In the Spotlight

Way to go Travel Managers!

To TMs who contact us with great policy questions, system issues, newsletter questions, procedures and processes. Kudos go out to the following TMs for supporting the GTCC program!

**Keife Duffy**-attended local GTCC training in the DC area and as a result asked some very good questions, which we are sharing with you in this edition.

**YN1 Jaqueline Campbell**-Kudos for performing routine credit limit reviews. She identified accounts with high limits and lowered them to help reduce travel card risk and potential misuse.

**YN1 Michael Snyder** checked in as a new Travel Manager and was proactive in getting oriented to this new collateral duty.

Thanks and keep up the great work!

## What is IntelliLink?

IntelliLink is a VISA developed application that helps DHS monitor and manage our card programs to ensure that card use conforms to their policies and procedures as well as to identify instances of card misuse, specifically potential fraud. The application provides a range of features including data mining capability. But it is not intended to replace PaymentNet for day-to-day card management functionality such as setting up accounts, modifying card authorizations, or using the standard reports for identifying delinquency and misuse. Currently, we use this when initiated by DHS. We typically received 150 to 200 audit requests via IntelliLink each quarter. While the tool has some useful functionality, we have intentionally not pushed this down to the Travel Managers. This system is not intuitive and our goal is to minimize the workload on the Travel Managers. Our preference is to have the Travel Managers use the current unusual activity report and delinquency reports to manage cardholders and watch for potential misuse.

