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FM COMCOGARD PSC ARLINGTON VA

TO ALCGPSC

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SUBJ: USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR NON-COAST  
GUARD FUNDED OFFICAL GOVERNMENT TRAVEL

A. Department of Homeland Security (DHS) Financial Management Policy Manual

B. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (SERIES)

1. Based on a recent DHS change in the interpretation of Ref (A),  
cardholders may now use their GTCC for non-Coast Guard funded  
official government travel (travel funded by other federal entities  
such as DOD).2. Do not request split disbursements (funds paid directly to your  
GTCC account) when filing non-Coast Guard funded official government  
travel claims with other agencies, as this will result in payment  
delays. In many cases, non-DHS federal agencies hold GTCC contracts  
with different banks.3. As a reminder, your GTCC bills must be paid in full on or before  
the statement due date regardless of time of reimbursement.

4. This change will be incorporated into a future update of Ref (B).

5. All questions should be directed as follows:

A. Cardholders: direct GTCC questions to their unit GTCC Travel  
Manager. Supporting Travel Managers are listed under the contacts  
page located at [www.uscg.mil/psc/bops/govtrvl/](http://www.uscg.mil/psc/bops/govtrvl/).B. GTCC Travel Managers: direct questions to Ms. Carlene Curry  
at 703-872-6398 or [Evelyn.C.Curry@uscg.mil](mailto:Evelyn.C.Curry@uscg.mil) or Mr. Matt Ruckert at  
703-872-6404 or [Matthew.T.Ruckert@uscg.mil](mailto:Matthew.T.Ruckert@uscg.mil).

6. RDML Dave Callahan, Commander, CG Personnel Service Center, sends.

7. Internet Release Authorized.

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