



GTCC NEWSLETTER

Volume V Issue III

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References

- COMDTINST M4600.18
- JTR, U2500
- FTR, Ch. 300
- DHS Financial Management and Accounting Chapter 7. Travel
- PPC Travel Resources

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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.

PCS Updates and GTCC

You will see a new PSC message posted on the [Manuals & Messages page](#) very soon. Until then, you can check out last year's PCS message, [ALCGPSC 058/14](#).



- ⇒ GTCC shall only be used during PCS when travel is not more than 15 days combined.
- ⇒ GTCC shall be used to purchase transportation tickets, lodging or meals ONLY for the cardholder. This means you cannot use the card for dependent expenses.
- ⇒ 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 in conjunction with TLA entitlements, even when PCS travel exceeds the 15 day limit.

Were you aware? An unescorted vehicle on a ferry is not a proper means of transport and is not a reimbursable travel expense. Movement of a trailer (boat, camper, RV/motor home, U-Haul) is not a reimbursable travel expense and therefore is not authorized to be charged to the CBA or the GTCC. This would be considered part of a Do It Yourself (DITY) move or Personally Procured Move (PPM) which are reimbursable under a separate process.

Rental cars during PCS? Normally this is not authorized. GTCC use for a car rental during PCS time may only be authorized if previously approved on the travel order. If the PCS duration is 15 days or less AND the member's orders authorize a rental vehicle, then they can use the GTCC. If these conditions are not met, then use of the GTCC for a rental car during a PCS would be misuse. TLA does not include rental vehicles.

Check out more PCS guidance at <http://www.uscg.mil/ppc/travel/Tv1A0NewsletterMar15.pdf>

CASH ADVANCE AUDIT REPORTING



If you are tasked with the cash advance audits, be sure to read the instructions for this process posted on the [TRAINING page](#) of the GTCC website. As you review these accounts and discuss card use with the cardholders, you may get comments like: the card strip does not work; there are no merchants in the area that take credit; traveling to a 'cash only' country; it's common practice, etc.

If the strip on the card does not work, request a new plastic. Check the TDY site to verify the statement that no merchants in the area take credit. Was TDY to a populated or remote area? There is no list of designated 'cash only' countries. Although card use in some OCONUS areas may be more subject to fraud attempts, but keep in mind the member is not liable for fraudulent transactions when identified timely. Common practice is not a valid reason for not using the card versus obtaining cash. This practice violates policy to use the card wherever possible. Please remind cardholders that ATM fees are no longer reimbursable. So obtaining cash is a direct expense to the cardholder. Let us know if you have questions regarding these cash audits.

UPDATE to GTCC APPLICATION and PDR FILING PROCESS

DHS Travel Card Manual requires documents pertaining to the travel card, such as the application, Cardholder Agreement form, the completion of the Online Travel Card Training, and cardholder travel voucher be retained for 6 years and 3 months after the final payment to the card account.

We have communicated with FORCECOM regarding the terminology in the current PDR manual (setup form and acceptance statement) and just recently, released [ALCGPSC 024/15](#) to clarify the current process and supporting documents. Applications must be filed and retained in a locked and secured location as they contain sensitive PII. Our travel card manual states to file them per CIM 1080 for military and in the personnel folder for civilians (NOTE: this will be changed in the next policy update...but in the mean time, we run a monthly process and are collecting the civilian applications for central filing).

GOOD TO KNOW

◆ REMINDER!!!! NEW PAPER Application Deadline-March 31.

The bank will reject any paper applications submitted that are not the new version (0115). For the most up to date GTCC forms and information, go to <http://www.uscg.mil/psc/bops/govtrvl/>

⇒ Have you tried the auto forward feature in OUTLOOK? Who backs you up when you are not available and out of the office for travel cards? If an application is rejected and you are out, the bank will send a notice and it will get stuck in your inbox until you return. Try setting up an auto forward feature for chase.com emails. That way a rejected application or stranded traveler message will be automatically sent to the person you designate to get your messages.



⇒ **Use of GTCC for TDY 21+ days:** Doc type must be 13 and travel claims must be submitted every 21 days. If this criteria cannot be met, the use of card is prohibited.

Viewing Account History in PaymentNet

If you want to view the history of all changes to one of your cardholder accounts, you have two options. First, from the Account Detail screen you can click on the HISTORY button shown below to see the most recent changes on a specific account. If you are interested in a complete history for a cardholder, you can run the Account Audit report as shown below. This will provide you an excel file of all changes made to any account this cardholder has had. These reports are useful since they will provide you with what changes were made, when and by whom they were made. Let us know if we can help with this.

▼ **Navigate To:**

? Audit data could take up to 24 hours to update. Therefore, changes made in PaymentNet may not display on this screen until the next day.

General Information	Controls	MCC Group Controls	History
Account Number *****5516 10/11 Current Balance \$0.00 Available Credit \$2,500.00		Hierarchy ID 31327 Status LostOrStolen Status Change Date: 3/17/2010	
Change Date	Change Time	Field Name	Previous Value New Value Modified By

Save
Delete
Process Report
Reset

*Name

Report Format

Unmask Account Numbers

Unmask All Data

Compress Output?

Password

Confirm Password

Criteria			
#	Field	Operation	Value
1	<input type="text" value="Cardholder First Name"/>	<input type="text" value="Begins With"/>	<input type="text" value="Joe"/>
2	<input type="text" value="And"/> <input type="text" value="Cardholder Last Name"/>	<input type="text" value="Begins With"/>	<input type="text" value="Coastie"/>

QUASI GTCC—AKA— GENERIC CARD

A quasi-generic Government Travel Charge Card (GTCC) is typically only authorized for travelers whose assignment requires a non-descript travel card, such as a Coast Guard Investigative Service (CGIS) member or other position where flashing a Government Travel Card may present an operational security risk. These generic cards are used by agencies/organizations for security reasons (e.g., routine travel abroad in high risk areas or undercover operations). Unless a position requires the traveler to have this generic/plain plastic card, per the GSA Smartpay2 contract a Standard Plastic Card should be issued.

Please note that GSA, JPMC and the CG do not want these cards issued unless they are actually required since they do not have the "For Official Use Only" and other marking that show it is a government card. These markings are required for tax exempt filing in states where that is an option for lodging and can also result in misuse by a member grabbing the wrong card since it is not marked.



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*REMEMBER * ALWAYS PROTECT PII*

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KUDOS for a Job Well Done

- ⇒ CWO Pat Butler—Questioned the application filing process
- ⇒ YN1 Ashley Tucker—Inquired about Quasi travel cards
- ⇒ YNC Craig Breverman—Questioning items on the declines report

Way to go Travel Managers!

Keep up the Great Work!

LESSONS LEARNED

Trailers and Ferry Travel - Recently a BM1 was directed to travel via GV while pulling a small boat on a trailer. The travel was time critical and required transportation on a ferry. Unfortunately, per the JTR the cost to ferry a unit's boat and trailer is not a reimbursable TDY expense. This transaction got flagged by a DHS Audit which has now resulted in the member having these funds being taken back while still having the bill on his travel card. The member now needs to complete a ratification via the contracting officer to get the vendor paid and his own GTCC account reimbursed for the cost of the ferry charge for the boat/trailer. Units with boats/trailers in AORs where ferry travel is a possibility should engage with their local procurement support staffs and the ferry operators in advance to establish procedures for procuring these services in emergent situations. This will ensure mission success without placing our cardholders in that precarious position of being told to do something that will result in these types of problems and potential account closure for misuse.

