



COAST GUARD YARD

NEWS DIGEST



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DEPARTMENT OF HOMELAND SECURITY
U. S. COAST GUARD

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Government Travel Credit Card (GTCC) ATM Cash Withdrawals

The purpose of this digest is to advise Yard travelers of ongoing efforts by Coast Guard Headquarters to reduce costs to the government associated with travel. As a result, there is increased scrutiny of the practice of withdrawing cash from ATMs instead of using the GTCC directly to pay for expenses. The following are a series of FAQ's regarding ATM cash withdrawals.

- Why is there increased scrutiny of ATM cash withdrawals?
 - ATM withdrawals incur fees, whereas GTCC use does not incur any fees; saving government funds.
 - ATM withdrawals are actually credit card cash advances which incur two fees:
 1. A cash advance fee of 2.5% of the amount withdrawn (minimum charge of \$3) paid to the card issuer.
 2. An ATM fee paid to the ATM owner (\$1.50 to \$5.00).
- How should I pay my expenses when in a travel status?

The GTCC should be presented for travel expenses to every merchant who accepts credit cards.
- When should cash be withdrawn from an ATM?
 - Cash should **ONLY** be withdrawn to pay for expenses that **CANNOT** be paid using the GTCC directly.
(Expense must be an authorized reimbursable incidental expense directly related to official travel).
 - Examples of appropriate reasons for cash withdrawals:
 1. The merchant does not accept credit cards.
 2. Group meals where the merchant will not split the check.
 3. Tips for housekeeping staff or skycaps.
- What are the limits on ATM cash withdrawals?
 - ATM cash withdrawals should not exceed the Meals and Incidental Expenses (M&IE) rate plus applicable personally owned vehicle (POV) mileage charges.
 - Withdrawals are limited to 30% of the available GTCC credit limit.
 - Withdrawals should not occur more than three days prior to travel nor after the last day of travel.

Reminder:

Travelers should verify that their available credit limit is sufficient before beginning travel by calling JMPC Customer Service at 1-888-297-0781.

Employees may request adjustments to their credit limit by contacting the Yard Travel Manager, Karen Bruno (x-4498), Tramaine Williams (x7577), Dianne White (x-7609) or Denise Borman (x-4699).

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CDR P. R. Dozier
Executive Officer