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SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM UPDATES AND PCS SEASON REMINDERS

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

1. This message seeks to raise awareness of general GTCC programmatic issues and provide general guidance as we move into the summer transfer season.

2. Travel Card Use. In general cardholders are required to use their travel card for ALL authorized, reimbursable travel expenses. This most notably includes, but is not limited to airfare, lodging, and rental car expenses. Items specifically exempt are listed in ref (a). These exemptions include Temporary Duty of more than 21 days, PCS duration of over 15 days, cases where the card is not accepted by the vendor, or prohibited such as group meals where the check cannot be split. Provided below are specific examples where card use is not authorized:

A. Permissive Orders. Permissive orders do not include reimbursement for travel expenses and therefore card use is prohibited.

B. Team Gear. Government material required by multiple members of a group or team is not considered a reimbursable travel expense for an individual member and must be paid for by other procurement methods.

C. Tuition. While conference registration fees including those for training conferences are reimbursable travel expenses, tuition for regularly scheduled courses is not.

D. Local Travel. Travel Card use is prohibited for local travel in and around the permanent duty station other than when the traveler is departing from or returning to the PDS on approved travel orders.

3. Permanent Change of Station (PCS) Issues. Relocation to a new duty station can be both exciting and stressful on the member and the family. Provided below are a few helpful reminders to ensure cardholders use their travel card correctly during the move:

A. PCS Duration. If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed-time, and temporary duty in conjunction with the PCS, the card shall not be used. This does not apply to Temporary Lodging Allowance (TLA). The card may be used to cover hotels and meals in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the GTCC bill. In the case of Temporary Lodging Expense (TLE), card use is subject to the 15-day rule addressed above. If PCS travel duration will exceed 15 days, ensure the traveler requests a travel advance to cover the expenses.

B. Dependent Travel. The GTCC shall not be used for dependent travel expenses such as meals, lodging, and transportation tickets. Instead members should request travel advances and ensure their PCS travel orders authorize the use of the Centrally Billed Account (CBA) for dependent travel.

C. Leisure in Conjunction with Official Travel. Use of the members GTCC or the CBA and the GSA contracted fares for travel other than between official duty stations is not authorized. Special rules and fare restrictions apply to leisure in conjunction with official travel. Travelers are encouraged to review the Leisure in Conjunction with Official FAQ sheet available at www.uscg.mil/psc/bops/govtrvl/Traveler/LICWO-FAQ.pdf or contact their Servicing Personnel Office (SPO) prior to booking any leisure travel.

D. Transportation of Household Goods. The GTCC is not authorized for the transportation of household goods (for example: U Haul rental), privately owned vehicles, mobile homes and boats per reference (A). This includes Personally Procured Moves (PPM).

E. Trailers/Recreational Vehicles (RV). Movement of a trailer (boat, camper, UHaul) or even driving an RV is not a reimbursable travel expense and therefore associated expenses are not authorized to be charged to the CBA or the IBA. This is particularly important for travel within the northwest that involves the Alaska Marine Highway System. This would be considered part of a Do It Yourself (DITY) move and reimbursable under a separate process.

F. Credit Limit Increases. As part of your travel preparations,

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travelers should verify that the credit limit on their GTCC is sufficient to meet their authorized, reimbursable travel expenses. Cardholders can view their credit limit in Direct Access under the Self-Service, Employee, View, My Credit Card Data or by contacting their Travel Manager who can also increase the limit if needed.

4. All questions should be directed as follows:

A. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at www.uscg.mil/psc/bops/govtrvl/.

B. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or [Evelyn.C.Curry\(at\)uscg.mil](mailto:Evelyn.C.Curry@uscg.mil) or Mr. Matt Ruckert at 703-201-3080 or [Matthew.T.Ruckert\(at\)uscg.mil](mailto:Matthew.T.Ruckert@uscg.mil).

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

6. Internet Release Authorized.

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