

# PPC Travel eNewsletter – February 2016

## IN THIS EDITION:

- [\\*New\\* CG-7421-A TPAX/WinIats User Role Designation form](#)
- [\\*New\\* Travel Management Center](#)
- [Travel Management Center \(TMC\) Contract Award FAQs](#)
- [CY 2016 Mileage Rates](#)
- [Advance System Errors](#)
- [WEB TPAX PCS Advances](#)
- [PCS Travel Advance - Do it Right the First Time](#)
- [Shared Rooms - Military Travelers Only](#)
- [Government Travel Charge Card \(GTCC\) Policies and PCS](#)
- [AO Reference Links](#)
- [Fax numbers for PPC Travel](#)

## [New CG-7421-A TPAX/WinIats User Role Designation form](#)

Effective immediately, **all newly** designated travel Authorizing/Approving Officials (AOs) MUST have the CG-7421A form **and** an **AO designation Memo** signed by the CO/OIC filed with PPC regardless of the type of claim they are approving. If a current form and designation memo is not on file, claims will not be processed and will be returned for valid AO signature. This written designation requirement will also apply to all AO's who need to submit a new CG-7421A form after 1 March 2016. This AO designation form MUST be electronically attached to the new CG-7421A form. You can locate this Authorizing/Approving Official Designation Memo at: [www.uscg.mil/ppc/travel/AO\\_Designation\\_Memo.pdf](http://www.uscg.mil/ppc/travel/AO_Designation_Memo.pdf).

U.S. Department of Homeland Security  United States Coast Guard		Commanding Officer	444 SE Cheney Street
		United States Coast Guard	Essex, KS 66603
		Pay & Personnel Center	Mail symbol (TVL)
			Phone: (785) 336-2200

5200

**MEMORANDUM**

From: J.A. Coastie, CAPT  
CG PPC (CO)

To: CG PPC  
Title: CG PPC (TVL)

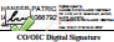
Subj: AUTHORIZING-APPROVING OFFICIAL DESIGNATION

1. An Authorizing/Approving Official (AO) is delegated in writing by this form from the "by direction" authority to authorize, approve and sign appropriate travel documents in accordance with the Pay Personnel and Procedures Manual (PPC/NST M1000.2 series). All AOs must have this form signed and on file with PPC (TVL) along with the CG-7421(A) form. AO privileges may be revoked in accordance with the Pay Personnel and Procedures Manual.

a. **AO by Delegation:** E-6's/GS-7's/W5-8's and above who have passed the USCG AO Course may be designated as an AO. An E-5 may be recommended for designation only if extenuating circumstances create a situation where E-6's/GS-7's/W5-8's and above are not available for designation. Each unit CO/OmC must designate AO's to authorize/approve and sign their TPAX transactions and manual travel claim documents.

b. **AO by Position:** Successful USCG AO Course completion is still required when a specified signature authority (e.g. DAO, HSWL, ITA) is required by reference and/or regulation (e.g. JTR, FTR, or COMDTNST) and automatically confers AO status on that position.

2. **CMD Designation CO/OIC** in the requested user's supervisory chain of command: **I certify AO eligibility** and successful completion of the USCG AO Course hereby granting "by direction" signature authority to authorize, approve and sign appropriate travel documents in accordance with the Personnel and Pay Procedures Manual (PPC/NST M1000.2 series).

	2/1/16	9987432	Capt	Commanding Officer	785-336-2200	7947400
CO/OIC Digital Signature	Date	EMPLID	Rank	Title	Phone	OFFAC

The TPAX/WINIATS USER ROLE DESIGNATION FORM CG-7421A (02/16) has been updated and published on the Coast Guard forms website [http://www.uscg.mil/ppc/forms/CG\\_7421a.pdf](http://www.uscg.mil/ppc/forms/CG_7421a.pdf). This form now allows for electronic digital signatures. You will email this completed and signed form to [PPC-SMB-TpaxUserForms](mailto:PPC-SMB-TpaxUserForms).

Attack Miscellaneous		Reset Form	
<b>DEPARTMENT OF HOMELAND SECURITY</b> <b>U.S. Coast Guard</b> <b>TPAX/WINIATS USER ROLE DESIGNATION</b> <small>Please fill out online. Do not print. This authorization supersedes current role designations.</small>			
1. User's Name (Last, First, MI.)	2. Rank --Select--	3. Employee ID #	
4. Dept ID & Unit Name (Include Staff Symbol)	5. Area Code & Phone Number	6. E-mail Address	
<b>7. Role Designation—Do not forget current elevated roles</b> (Current designation will be removed if not included on this request). <b>TPAX</b> <input type="checkbox"/> AO—[MSGT & Above] Authorizing Official for TPAX and Paper Claims <a href="#">**Requires Designation Memo**</a> <input type="checkbox"/> Travel Manager—Manage Government Travel Card (GTCO) Accounts <small>Date of Expiration: (None)</small> <small>**AO Involves Paper Copies submitted to PPC without this role approved will be rejected and returned to the unit for an approved AO's signature**</small> <input type="checkbox"/> PCS Signature Proxy—[SPO's Only] <input type="checkbox"/> Unit Command Representative—Run unit reports within TPAX <input type="checkbox"/> System Administrator—[PPC TVL Only] <input type="checkbox"/> Customer Service Representative—[PPC Only] <input type="checkbox"/> Customer Service Representative 2 <small>Date of Expiration:</small> <small>Role Justification:</small> <b>New TPAX Profile</b> <input type="checkbox"/> Create Non-CG Self-Service Profile		<b>Automatic Revocation:</b> Elevated TPax/WINIATS roles are automatically terminated after one year of submission, upon PCS separation, retirement, reassignment of duties (Tavel,pa), and change of organization (Workflow transfer). Users will retain Self-Service access only.  <b>Manual Revocation:</b> Supervisors may submit an email citing the reason and which elevated roles to revoke to PPC Customer Care at: <a href="mailto:PPC-CG-CustomerCare@uscg.mil">PPC-CG-CustomerCare@uscg.mil</a> .  <b>Form Submission:</b> Please be sure to submit elevated roles request in a timely manner. Also recognize that if a user submits a new access form and it is processed by PPC before the SPO submits the PCS departing endorsement, the system will automatically terminate the new access once they are departed.  <b>Digital Signatures:</b> <a href="#">XXXXXXXXXXXX</a> Once a digital signature is applied the form is locked from editing. Only the signer can remove their own signature by right clicking and selecting "Clear Signature". If the signer is unavailable to remove a signature you can start over by downloading a new form here: <a href="http://www.uscg.mil/structure/tpax-1">http://www.uscg.mil/structure/tpax-1</a>	
<b>WINIATS (PPC TVL ONLY)</b> <input type="checkbox"/> Auditor <input type="checkbox"/> Examiner <input type="checkbox"/> Distribution <input type="checkbox"/> Super User—[System Support Users Only] <input type="checkbox"/> System Administrator—Restricted <input type="checkbox"/> System Administrator—Full		<b>Link Signatures:</b> PPC will accept ink signatures for this form only when the Member and AO both sign with ink.  <b>Attachments:</b> Can be viewed by clicking the 'Show/Hide' Attachment buttons on top left of form. You can only attach one multipage attachment to the form. You cannot attach multiple single page documents. Once the form is signed attachments are disabled.	
<b>User Acknowledgement:</b> I understand that I am authorized to access the TPax/WINIATS system and that accessing it for purposes beyond the scope of authorization is a violation of Federal Law (18 U.S.C. 1030 et al). <small>Note: Refer to the Automated Information Systems (AIS) User Acknowledgment Form (CG-5506A), which is required for all U.S. Coast Guard AIS users. It contains the full scope of Authorization and Acknowledgment.</small>			
<b>8. User's Signature:</b>  <a href="#">Click Here - Email form to CMD Supervisor</a>		<small>Make space for a valid email address. (Required for email signatures. (None, (None), (None) will not be accepted.)</small>	
<b>CMD Supervisor:</b> I certify that the access I have authorized is based on an official need. I am aware of the general functionality I have authorized and I am aware of what this will allow this member/employee to complete. <small>*** CMD Supervisor's must be along in the chain AND be higher ranking than the member requesting the elevated user roles***</small> <small>***TPax-AO request can only be approved by the CO/IC and XO/XPO of any unit or Division/Branch Chiefs (including sub units) at the following units: H3B/DCMS/CGPS/PPC/PPC/PPC/ECOM/AREA (By Direction) is not authorized***</small> <small>Note: For Contractor Users, the Contracting Officer's Technical Representative (COTR) signs as AO.</small>			
9. CMD EMPLID:	10. CMD RANK: --Select--	11. CMD TITLE: --Select--	12. CMD Phone:
<b>13. CMD's Signature:</b>  <a href="#">Click Here - Email form to PPC</a>		<small>Make space for a valid email address. (Required for email signatures. (None, (None), (None) will not be accepted.)</small>	
<b>Privacy Act Statement</b> <b>AUTHORITY:</b> Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> To record names, signatures, and other identifiers for the purpose of identifying individuals requesting access to U.S. Coast Guard (USCG) systems and information. Note: Records may be maintained in both electronic and/or paper form. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			

Previous editions of the CG-7421A form are obsolete. Each form submitted supersedes the previous form on file. Block 13 CMD Designation Signature must be a supervisor in the user's supervisory chain of command or permissions will not be granted. All permissions above self service will be terminated after one year from the date of the command signature, permanent transfer, inter-unit transfer, separation from service, change in status (i.e. from active to reserve components) or when deemed necessary by the competent authority. TPAX/WINIATS termination should be part of your unit checkout process.

**Both of these documents MUST be electronically signed with digital signatures** and submitted using the 'CMD Click Here – Email form to PPC'. Documents that are not electronically signed will not be processed and returned to the User requesting the permissions.

## [New Travel Management Center](#)

On 28 January 2016, CG-912 awarded the CG TMC contract to ADTRAV Travel Management. ADTRAV is replacing CWT/SATO and their current subcontractors (Century Travel, Alshamel Travel, and Rodgers Travel) on 2 March 2016. No subcontractors are planned by ADTRAV. This contract requires the contractor to deliver 24x7 support to CG Travelers via both the online booking tool and the contractor's Call Center.

Travelers should continue using SATO for all official travel requirements until 2 March 2016. This includes travel reservations for travel which will occur after 2 March 2016. Starting on 2 March 2016, all official travel (e.g. airline, bus, ship, Alaska Marine Highway System (AMHS), rental vehicle) must be arranged through ADTRAV in accordance with the Joint Travel Regulations (JTR) and the Federal Travel Regulations (FTR), even if a non-contract fare is being purchased. All reservations and travel ticketed prior 2 March 2016 by CWT/SATO or their subcontractors will be moved to and under the control of ADTRAV. Travelers should no longer contact SATO and only contact ADTRAV starting on 2 March 2016.

ADTRAV will be using the same online booking tool as SATO (i.e. GETTHERE) with a proprietary overlay system called REZDESK. As part of the transition all existing traveler profiles, which include usernames (i.e. EMPLID), passwords, frequent flier numbers, DOD ID numbers/Known Traveler Number, Secure Flight Data, etc., will be transitioned into ADTRAV's REZDESK/GETTHERE system. On or after 2 March 2016, travelers are encouraged to log into the REZDESK system to verify their traveler profile was properly loaded and is up-to-date. The REZDESK system provides a direct connection to the GETTHERE system without requiring a second log on. Changes made in either REZDESK or GETTHERE will automatically flow back to the other system.

ADTRAV's contact information including phone numbers, fax number for submitting approved travel orders for charges to the centrally billed account, e-mail addresses, training material, and links with log on instructions to their REZDESK/GETTHERE site will be available on the GTCC website on 2 March 2016. This site will also include FAQs, the new contract rates and statement of work that the contractor is required to comply with. In addition, the ADTRAV site provides a service feedback form for use in providing both positive and negative traveler feedback. The updated Traveler and ADTRAV sites which will be available on 2 March 2016 are located at:

[http://www.uscg.mil/psc/bops/govtrvl/Traveler/default\\_Traveler.asp](http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp)

and

[http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default\\_ADTRAV.asp](http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp) .

All questions should be directed as follows:

A. Traveler should direct questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at [http://www.uscg.mil/psc/bops/govtrvl/contacts/default\\_Contacts.asp](http://www.uscg.mil/psc/bops/govtrvl/contacts/default_Contacts.asp) .

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

## **[Travel Management Center \(TMC\) Contract Award FAQs](#)**

**Background** - On 28 January 2016, CG-912 awarded the CG TMC contract to ADTRAV Travel Management out of Birmingham, AL. ADTRAV, who plans no subcontractors, is replacing CWT/SATO and their current subcontractors (Century Travel, Alshamel Travel, and Rodgers Travel). This contract requires the contractor to deliver 24x7 support to CG Travelers via both the online booking tool and the contractor's Call Center.

All reservations and travel ticketed prior 2 March 2016 by CWT/SATO or their subcontractors will be moved to and under the control of ADTRAV. Travelers should no longer contact SATO and only contact ADTRAV starting on 2 March 2016.

**What happens to a reservation made with SATO before 2 March 2016?** All reservations and ticketed travel records will be transferred from SATO to ADTRAV. ADTRAV will have full access and control of all travel reservations and tickets previously issued by SATO on 2 March 2016.

**If I am traveling on a ticket issued by SATO on or after 2 March 2016, who should I call if I need to make changes to my travel?** Starting on 2 March 2016, you should only contact ADTRAV. This includes if you are seeking a refund for previously ticketed travel.

**Does the new contractor have specific hours that I can call and make reservations?** No, the contract requires 24x7 service delivery. However, longer hold times may be experienced outside of core hours which are defined as: 7:30 AM - 9:00 PM Eastern Time (ET).

**What are the performance standards for the contractor's call center?** The contract allows the contractor to use an automatic call distribution system which places the call into queue for the next available agent and advises the traveler of options to continue to hold or leave a message. Return calls shall be made within 30 minutes. In lieu of a recorded message, the Contractor may use an alternative system for ensuring timely response to travelers. The Contractor shall ensure sufficient trained staffing of the call center to meet or exceed the following performance standards:

<b>Performance Standard</b>	<b>Core Hours</b>	<b>Non-Core Hours</b>
Average Speed of Call Answer by Phone System	80% of calls answered in 30 seconds	80% of calls answered in 45 seconds
<i>Average Max Hold Time for Any 30 minute Period During the Month</i>	<i>3.5 Minutes</i>	<i>5 Minutes</i>
Max Hold Time for 95% of all 30 Minute Periods During the Month	12 Minutes	17 Minutes

Note - Core Hours: 7:30 AM - 9:00 PM Eastern Time (ET)

**Will the new contractor provide a self-service/online tool similar to SATO's GETTHERE system?** Yes, ADTRAV will be using GETTHERE along with a propriety overlay system called REZDESK for providing the self-service/online option.

**When will the new phone and fax numbers, and web-site address for the self-service option be available for ADTRAV?** This information will be posted on the GTCC website at the end of the day on 1 March 2016. The updated Traveler and ADTRAV sites which will be available on 2 March 2016 are located at:

[http://www.uscg.mil/psc/bops/govtrvl/Traveler/default\\_Traveler.asp](http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp)

and

[http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default\\_ADTRAV.asp](http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp)

**Will my existing profile including my contact information, frequent flier numbers, DOD known traveler number, etc. be transferred to the new contractor?** Yes, as part of the transition all existing traveler profiles will be transitioned into ADTRAV's REZDESK/GETTHERE system. On or after 2 March 2016, travelers are encouraged to log into the REZDESK system to verify their traveler profile was properly loaded and is up-to-date. The REZDESK system provides a direct connection to the GETTHERE system without requiring a second log on. Further, changes made in either REZDESK or GETTHERE will automatically flow back to the other system.

**If I am a new employee or an invitational traveler without a profile, can I make travel reservations?** Yes, new personnel or invitational travelers may call ADTRAV and they will create a one-time profile to allow the travel reservation to be processed.

**Is the use of the Travel Management Center Contractor Mandatory?** All official travel (e.g. airline, bus, ship, Alaska Marine Highway System (AMHS), rental vehicle) must be arranged through a Government Contracted TMC in accordance with the JFTR/FTR, even if a non-contract fare is being purchased. The contracted TMC for the Coast Guard is ADTRAV.

**Why are the ADTRAV issued GSA contract tickets so expensive?** They are not if you compare equivalent fares. The GSA Contracted fares are fully refundable tickets and cannot be compared with non-refundable ticket pricing available from online travel websites such as Orbits or Travelocity. The City Pair Program (CPP) offers fares discounted considerably off comparable commercial fares--saving the federal government billions of dollars annually. In addition to the tremendous price savings, the City Pair Program has many features which allow government travelers all the flexibility possible in planning official travel. The benefits of this service include:

- Fares priced on one-way routes permitting agencies to plan multiple destinations;
- No advance purchase required;
- No minimum or maximum length stay required;
- Tickets fully refundable;
- Last seat availability;
- No blackout periods;
- Stable prices enabling travel budgeting; and,
- Dual fares availability.

**What benefit does the CG receive for the ADTRAV fees?** While the primary benefit of paying the nominal fee for full-service or less for self-service for travel support is access to the CPP contracted fares, there are many other benefits provided to the traveler and the CG. These benefits include:

- Ensuring travel options are in accordance with FTR and JFTR regulations including GSA's Airline City Pair, Fly America Act and Open Skies Agreement.
- Controlling the use of premium class service in accordance with the Federal Travel Regulations 41 CFR 301-10.121 through 301-10.124 and JFTR.
- Providing access to the Government Car Rental Program which includes vehicle insurance as part of the contracted price. Specific details available at <http://www.defensetravel.dod.mil/site/rentalCar.cfm>.

- Travel Agent availability 24x7.
- Ability to use the Centrally Billed Accounts, travel order reviews, and reconciliation of over 5,000 CBA charges each month so FINCEN can process the payment and distributed the charges to the correct TONO and line of accounting.
- Consolidated monthly reporting and travel data for all CG travelers.

**How can the traveler provide feedback on ADTRAV's service delivery?** To provide feedback to the Coast Guard's Contracting Officer's Technical Representative for the ADTRAV Contract, please go to our website –

[www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default\\_ADTRAV.asp](http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp)

**Who can I call if I have additional questions?** Traveler should direct questions to their unit GTCC Travel Manager. The Travel Managers roster can be found at the site below:

[http://www.uscg.mil/psc/bops/govtrvl/contacts/default\\_Contacts.asp](http://www.uscg.mil/psc/bops/govtrvl/contacts/default_Contacts.asp)

## **CY 2016 Mileage Rates**

**SYNOPSIS:** JTR implementation of calendar year (CY) 2016 mileage rates per GSA FTR Bulletin 16-02 published in 1 January 2016 Federal Register. The bulletin establishes the new CY 2016 privately owned vehicle (POV) reimbursement rates for official temporary duty and relocation travel, found in the attached changes.

### **JTR, par. 2605 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW applicable JTR provisions.

#### B. MALT Rate

1. **Effective 1 January 2016**, the MALT rate per authorized POC is **\$.19/mile**. The MALT rate in effect from 1 January – 31 December 2015 was \$.23/mile.
2. The \$.19/mile rate is effective for all PCS travel that commences on or after 1 January 2016 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2016 must be paid at the old rate (\$.23/mile) even if the travel was not completed until after 1 January 2016.
4. JTR, par. 5606 clarifies general information and reimbursement ICW MALT.
5. Regardless of the POC type used (except in par. 2615), this is the PCS travel MALT rate. See JTR, par. 2650 for official distance determination.
6. See JTR, pars. 5606-B2 and 5164-A if there is more than one authorized traveler in a POC.

### **JTR, par. 2600 TDY & LOCAL TRAVEL**

TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2016.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	January 1, 2016	\$1.17
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	January 1, 2016	\$0.54
If Government-furnished automobile is available	January 1, 2016	\$0.19
Motorcycle	January 1, 2016	\$0.51

FTR/GSA Chart <http://www.gsa.gov/portal/content/100715>

\* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs). You can also use the link to <http://boatsafe.com/tools/scale.htm> (a non-government website) to assist you in converting NMs to SMs or SMs to NMs. For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) web site.

### **Advance System Errors**

PPC Travel is aware of a system problem where an advance may not apply to the claim and liquidate (subtract from total entitlements) correctly when processing travel claims. Ensure you check the computations tab and click the button 'apply advance' to input the advance into the far right column in the corresponding field. That is the only way the advance will liquidate properly. If the advance will not apply, go to the TRANSACTIONS tab and 're-enter' the advance exactly the way it was previously. To do this, you must 'add advance' and then input the dollar values into each of the correct fields such as DLA, TLE or member malt. Then go to the computations tab and 'apply' the advance. This will ensure the advance is liquidated correctly. It is important that in the REMARKS tab you input the following statement: "Mbr only received one advance in the amount of \$X.XX. Due to a system error, the advance had to be re-entered to compute correctly". PPC Travel has notified the programmers and we are in the process of testing an update to fix this issue.

### **WEB TPAX PCS Advances**

References:

[AO Tutorial](#)

[ASP Tutorial](#)

[FINCEN Query by Document \(CGWEB Link\)](#)

[PPC Travel Website](#)

[CG-7421A, TPAX/WINIATS User Access Authorization & Approving Official \(AO\) Designation](#)

[CG-2000. PCS Departing Worksheet](#)

[Personnel & Pay Procedures Manual \(PPPM\), PPCINST M1000.2\(series\), Chapter 2, Travel](#)

All military PCS travel advances must be submitted through Web TPAX by the PCS Signature Proxy (PSP). The PSP permission is authorized via form CG-7421A for Yeomen assigned to the SPO and who have the CGHRS or CGHRSUP Direct Access permission. The tutorial for submitting PCS travel advances through Web TPAX by the PSP is located on the PPC Travel website: <http://www.uscg.mil/ppc/travel/WebTpaxASPtutorial.pdf>

\*Note: PCS Advances submitted by fax or attached to a PPC Customer Care ticket are not accepted and will not be processed for payment.

Travelers needing TDY advances can submit their request through Web TPAX or by faxing the SF-1038 with a copy of their signed orders to (785) 339 3775.

Refer to Chapter 2.A.8 of the Pay and Personnel Procedures Manual for guidance on processing PCS orders with an advance. A completed original PCS travel order signed by the Approving Official must be scanned and uploaded to Web TPAX. The image must be in the Portable Document Format (PDF). In the Image Description field, do not name it the same as the file name as this will cause an error in the application. Before you begin the PCS advance, ensure the PCS travel advance is correctly listed on the order. Each entitlement must be listed separately and the total advance listed at the bottom. PCS travel and transportation advances are limited to 80 percent of the estimated travel and transportation costs to include MALT, per diem to include when on AMHS IAW JTR, par. 5034, DLA, and TLE. Each entitlement is limited to the 80 percent advancement cap.

**Example:**

MEMBER PER DIEM \_\_\_\_\_ @ 80% \_\_\_\_\_  
MEMBER MALT \_\_\_\_\_ @ 80% \_\_\_\_\_  
DEPENDENT(S) PER DIEM \_\_\_\_\_ @ 80% \_\_\_\_\_  
DEPENDENT(S) MALT \_\_\_\_\_ @ 80% \_\_\_\_\_  
DLA \_\_\_\_\_ @ 80% \_\_\_\_\_  
TLE \_\_\_\_\_ @ 80% \_\_\_\_\_  
TOTAL \_\_\_\_\_ @ 80% \_\_\_\_\_  
PCS TRAVEL ADVANCE AUTHORIZED FOR \$ \_\_\_\_\_

**Do not submit the PCS transfer advance to PPC more than 35 days before the member detaches from the unit.**

**Do not submit the PCS separation/retirement advance to PPC more than 35 days before the member detaches from the unit.**

The additional five days accounts for processing time and making payment to the member. Per the Coast Guard Supplement to the Joint Federal Travel Regulations COMDTINST M4600.17(series), SJFTR, par. 5020, payment of advances must not be made more than 30 days before the member detaches, except under extenuating circumstances. If you need to submit a PCS advance to PPC greater than 35 days due to extenuating circumstances, the SPO Approving Official must submit a PPC Customer Care Ticket with details.

**[PCS Travel Advance - Do it Right the First Time](#)**

The below subject was first posted in the [April 2014 Travel Newsletter](#) , but is being reposted because PPC Travel continues to receive requests for secondary advances. PLEASE communicate with the member, check, and double check all PCS entitlements. Consider TLE at old and new PDS, dependents traveling separately, number of POVs, etc., before submitting a travel advance request. A traveler should almost always request advanced MALT, Per Diem, and DLA (if authorized). A GTCC holder can use their IBA for TLE costs when PCS travel is 15 days or less (see the [March 2015 Travel Newsletter](#) ). **As a Yeoman, you are the expert, do the right thing and take the time to properly counsel your members.**

The PCS season is PPC Travel's busiest. Our small team of 8 primary Examiners and 3 Auditors will process over 20,000 advances and claims over the upcoming transfer season. As PCS travel claims flood into PPC, we will not be able to accommodate requests for secondary travel advances because we will be focused solely on processing travel claims. Unfortunately it will be the member that suffers. **DO NOT be the Yeoman that causes your shipmate unnecessary financial pain during a PCS transfer.**

As a reminder, FINCEN will send out collection letters on all outstanding advances that have not been liquidated with a PCS claim and are 30+ days greater than the end/report date on the advance. Please refer to the ASP tutorial on the PPC website: <http://www.uscg.mil/ppc/travel/WebTpaxASPtutorial.pdf> for additional guidance. Please note that **the begin and end dates** of the advance must **match the depart and report dates on the orders**. This means that **advances must be complete and accurate the first time they are processed**. In the case of **separations/retirements, the begin and end dates of the advance must match the detached date and the official separation/retirement date on the orders**.

Even though PPC put this information out last transfer season, a large number of secondary advances were still being requested. Secondary advances must be requested by submitting a [PPC customer care ticket](#) with attached orders, [form SF-1038, Advance of Funds Application and Account](#) , and justification for the second advance. PPC Travel will consider secondary advances on a case by case basis but ONLY authorize them due to extreme, extenuating, unforeseen circumstances.

### **Shared Rooms - Military Travelers Only.**

When Official Travelers share a room, each official traveler is responsible for their portion of the room rate, JTR 4130.

SJFTR 4130 - Multiple Occupancy of a Room and Lodging with a Friend or Relative.

A. Each official traveler is only allowed the appropriate percentage (e.g., two occupants – each receive 50%; three occupants – each receive 33%) of the rate charged if the room (hotel/motel/inn) is shared with another official traveler. Multiple occupancy does NOT limit a traveler's per diem ceiling eligibility. Each traveler must request that the lodging costs be split into the appropriate percentage; **payment must be made by each traveler and documented on separate itemized lodging receipts**. An official traveler is only authorized the single room rate if lodging is shared with a non-official traveler. Refer to Paragraph 4160 for reimbursement of long-term lodging shared by official and non-official traveler(s) in accordance with the JFTR, Paragraph 4130-H.

B. Lodging cost reimbursement is not authorized for a traveler who stays in a residence owned or leased by a friend or relative. If otherwise eligible, the traveler would be entitled to the local M&IE rate. An exception to this rule would be if the friend or relative is in the business of renting on a regular basis the lodging involved.

### **Government Travel Charge Card (GTCC) Policies and PCS**

Reference:

Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18  
[http://cgweb.comdt.uscg.mil/cgdirectives/CIM/CIM\\_4600\\_18.pdf](http://cgweb.comdt.uscg.mil/cgdirectives/CIM/CIM_4600_18.pdf)

The Travel and Transportation Reform Act of 1998, P. L. 105-264, stipulates that the GTCC shall be used by all U.S. Government personnel (military and civilian) to pay for all official travel expenses.

Chapter 1, A.2. states “The IBA GTCC shall be used by all non-exempt personnel for all non-exempt Temporary Duty (TDY) travel. In addition, the GTCC may be used by military personnel for Permanent Change of Station (PCS) travel expenses. Unless the IBA GTCC use is specifically exempted by this Manual, GTCC holders shall use their card for transportation tickets, lodging, rental cars, and meals (unless use of the card is impractical, e.g., group meals or the travel card is not accepted), Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) expenses that are authorized and reimbursable under the travel orders.”

## GTCC Usage Exemptions

1. **TDY travel duration that exceeds 21 days.** GTCC use is not mandatory if the travel duration will exceed 21 days. If the cardholder chooses to use the GTCC for trips exceeding 21 days, interim travel claims must be submitted using a 13 document type TONO. The cardholder should always be mindful of when the payment will be due and the usual claim processing time to determine when a claim may need to be submitted. The first interim claim must be submitted no later than 21 days after commencement of travel and every 21 days thereafter. Arrangements must be made by the cardholder to receive the necessary billing information and to pay the monthly GTCC bill on time. When the GTCC is used, split disbursement is encouraged to be utilized. See paragraph K of this enclosure for split disbursement procedures.

\*If travel is anticipated to exceed 21 calendar days, a blanket travel order w/ a 13 doc type travel order number may be issued to allow a traveler to file multiple vouchers.\*

2. **PCS travel duration that exceeds 15 days.** If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed time, and TDY in conjunction with the PCS, the card shall not be used. This does not apply to TLA. The GTCC may be used to cover hotel and meal expenses in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the monthly GTCC bill. In the case of TLE, the card may be used subject to the 15-day rule addressed above.

3. For both TDY and PCS, card use is optional for meals (when use of the card is impractical, e.g., group meals or the government-contractor-issued travel card is not accepted) and incidental expenses (M&IE) and other authorized miscellaneous reimbursable travel expenses. Examples of TDY reimbursable expenses may include: parking, TDY area transportation system fares, taxi fares, tips, and official telephone calls as indicated on official orders. Charges to the GTCC not authorized on orders may be considered misuse.

4. Chapter 2 addresses the policy for use of the GTCC CBA for the purchase of common carrier transportation tickets (air, rail, bus, or ship). Lodging and other authorized travel expenses are not permitted for CBA usage.

5. When GTCC use for a particular trip would severely inconvenience the traveler, put the traveler in danger, compromise national security or create an unreasonable expense for the Government, the traveler's commanding officer or supervisor may grant an exemption to GTCC usage. The command exemption must be stated on the official travel orders.

### **GTCC Newsletter – GTCC & PCS Travels – originally published March 2014**

[http://www.uscg.mil/psc/bops/govtrvl/Travel\\_Card/Travel\\_Manager/Newsletters/March\\_2014\\_GTCC\\_Newsletter.pdf](http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/Travel_Manager/Newsletters/March_2014_GTCC_Newsletter.pdf)

GTCC shall not be used except for TLA when the PCS travel duration exceeds 15 days, including leave, compensatory absence, proceed time and TDY in conjunction with the PCS.

GTCC shall not be used to purchase transportation tickets, lodging or meals for anyone other than 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.

And while we are on the topic of PCS, let's discuss vehicle movement on a ferry. 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, U-Haul) is not a reimbursable GTCC 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-1332 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.

As for rental cars during PCS, normally this is not authorized. Sometimes a traveler may want or need to rent a vehicle if their own car has not arrived to their overseas destination. A 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.

Rental car agencies may offer a traveler a pre-pay toll option or a toll tag when renting a vehicle. It is recommended the traveler select this option to avoid any fees and fines incurred after the rental is returned. While tolls are a reimbursable expense, fines are not. Recently a traveler was charged with \$80 in toll fines for less than \$10 of tolls. The solution is to get the toll tag up front.

Check out the January 2016 GTCC Bulletin for the latest and greatest!

[http://www.uscg.mil/psc/bops/govtrvl/Travel\\_Card/Travel\\_Manager/Newsletters/January\\_2016\\_GTCC\\_Newsletter.pdf](http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/Travel_Manager/Newsletters/January_2016_GTCC_Newsletter.pdf)

## **[AO Reference Links](#)**

The below links are resources all AO's should be using in their daily world of work. Key tools such as the AO checklist, PPM, Travel Website, JTR/FTR, and the DHS Travel Handbook provide you with valuable information that can assist with answering the question, "Is this a legal, proper and correct entitlement?" Additionally they provide you with valuable practices and policies such as "a certified to be true copy with an original handwritten blue ink signature and no color reproductions are authorized".

Resources:

- [PPC Travel Website](#)
- [JTR](#)
- [FTR](#)
- [Personnel & Pay Procedures Manual \(PPM\), PPCINST M1000.2\(series\), Chapter 2](#)
- [Federal Per Diem rates](#) by location
- [AO Tutorial](#)
- [ASP Tutorial](#)
- [FINCEN Query by Document \(CGWEB Link\)](#)
- [PPC Portal Home Page](#)
- [CG Supplement to JTR](#)
- [CG-7421A, TPAX/WINIATS User Role Designation](#)
- [CG-2000, PCS Departing Worksheet](#)
- [FINCEN accounting line query](#) to determine if FINCEN has loaded a specific line of accounting. If not found using this site, contact FINCEN for assistance
- [FINCEN Paid Schedule Inquiry Report](#) (PSF) – to research payments made to member
- [ADMIN OIX](#) – the Travel office will post notifications about scheduled maintenance, upgrades and system down times through this system. Ensure you are authorized to your CMD SMB folder (e.g. CMD-SMB-CG-PPC).

**Fax numbers for PPC Travel:**

(785) 339 3775 TDY Advances

(785) 339 3777 Hot Audits & Kickbacks

**Please keep this newsletter handy for use throughout the transfer season. If you are still unsure or unable to find what you are looking for through the use of the travel references and resources, please contact PPC Customer Care – we are here to help!!**

***Here's to a smooth and successful 2016 transfer season!!!***

***CWO2 Jennifer Cockram***

***TRAVEL BRANCH CHIEF***

***COAST GUARD PAY & PERSONNEL CENTER***