

R 301112Z SEP 15

ALCGPSC 108/15

SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM:
APPROPRIATION LAPSE GUIDANCE

A. COMDT COGARD WASHINGTON DC 291353Z SEP 15, ALCOAST 376/15

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

1. For travel requirements meeting the criteria of Ref A, effective immediately the restrictions on GTCC cardholders from using the Centrally Billed Account (CBA) for common carrier transportation expenses (i.e. airfare, train tickets, etc) contained in Ref B are temporarily suspended. During this lapse in appropriation GTCC cardholders may use the CBA for these expenses to reduce the impact on their GTCC credit limits and monthly statements. To use the CBA, travelers and Approving Officials (AOs) should include the following statement in the remarks section of the travel orders: 'Use of the Centrally Billed Account (CBA) is authorized.'

2. Travelers are encouraged to review the GTCC and SATO Government Shutdown Frequently Asked Questions (FAQ) sheet posted on our website - www.uscg.mil/psc/bops/govtrvl/.

3. FY16 travel claims will not be processed for payment by FINCEN until an approved appropriation is in place. Until then, account delinquency should be handled on a case by case basis by commands. Travelers who have submitted a timely travel voucher within 3 days of returning from travel, but due to the lapse in appropriations and furlough of personnel have not received reimbursement should not be subject to adverse action by the chain of command for account delinquency. In addition, cardholders should be advised that while the September statement due date is 10 Oct 15, no action will be taken on the account by the bank (JP Morgan Chase) until 12 Nov 15 at which time the account would be suspended unless the September statement account balance has been paid in full. If the lapse of appropriation still exists on 28 Oct 15, additional policy guidance and direction for management of delinquent accounts will be provided.

4. Travelers who require credit limit adjustments as a result of not being reimbursed during the shutdown should contact their local Travel Manager per the directions below. The local Travel Manager may increase the credit limit on the account up to 9,999 dollars. For limit increases above this level, the cardholder should submit an e-mail request to [Arl-PF-CGPSC-JPMC-GTCC\(at\)uscg.mil](mailto:Arl-PF-CGPSC-JPMC-GTCC@uscg.mil) via their supervisor providing a brief justification, the requested credit limit, along with a copy of the approved travel orders.

5. 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 shall direct questions to Ms. Evelyn Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil

6. Released by: RDML W. G. Kelly, Commander, CG Personnel Service Center. The Service Center for Our Most Important Resource – Our People.

7. Internet Release Authorized.