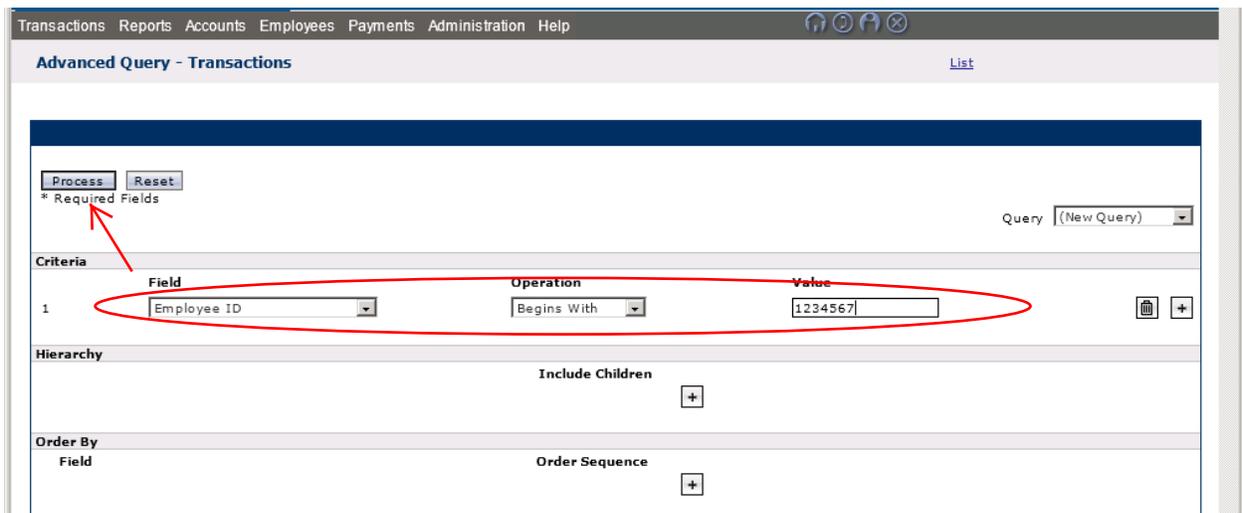
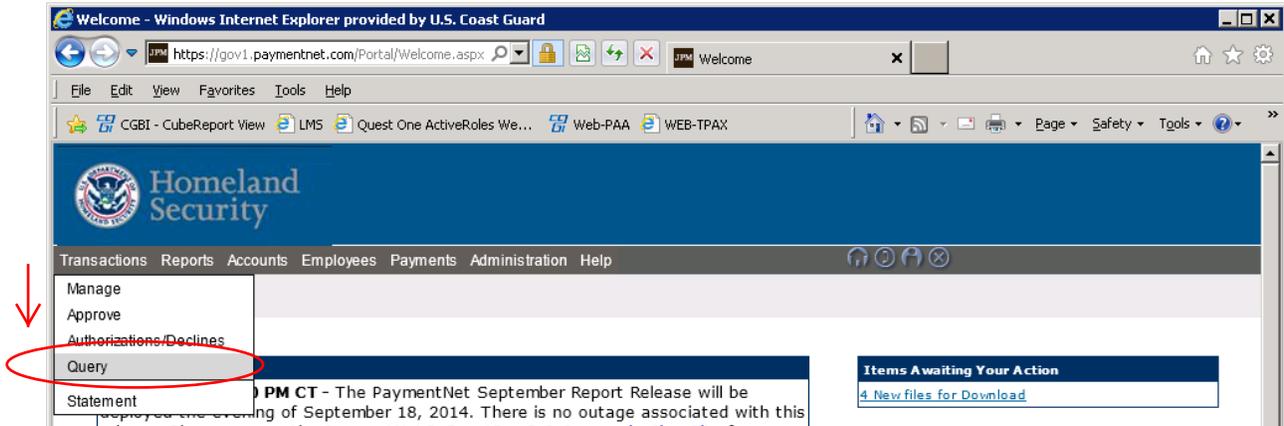


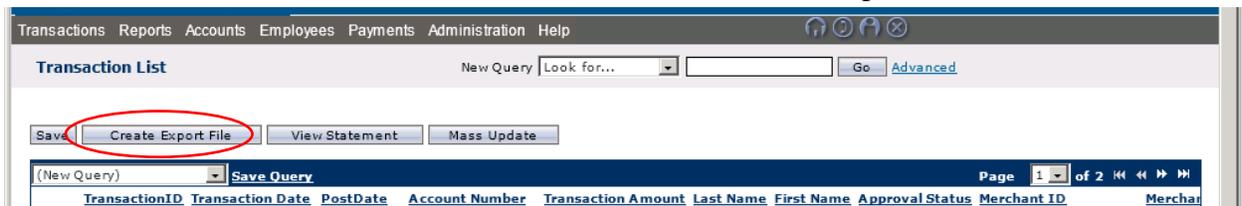
Transaction Audit Process – How to determine if there appears to be misuse of the travel card.

Step 1: Run the Transaction Query and export it to a Text file.

- a. Within Paymentnet run a transaction query with the criteria set to “Employee ID” equal to [Member’s EMPLID]. Click on PROCESS.



- b. When the transaction detail data is available, click on Create Export File.

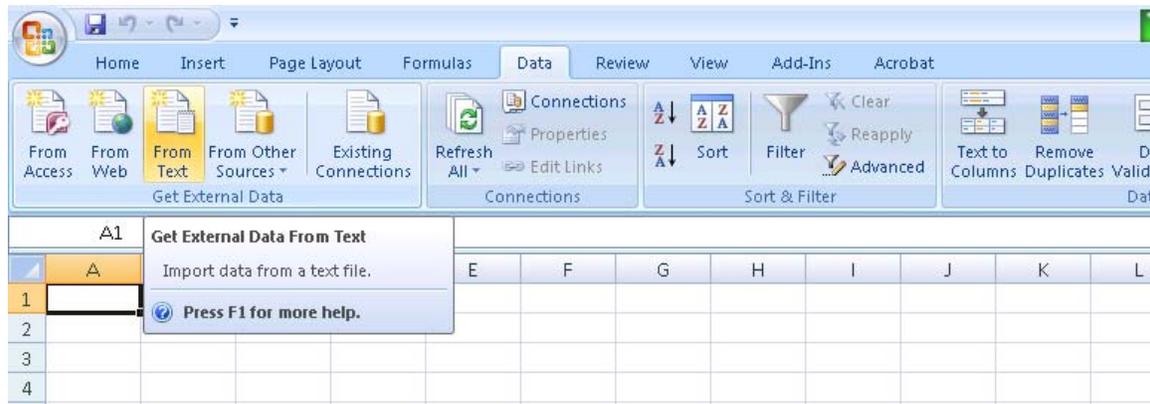


- c. On the export screen select the file format of Text, name the export file (can be anything), check the compress output file, and enter a password (recommend using your EMPLID since we know that works). Finally click on PROCESS.

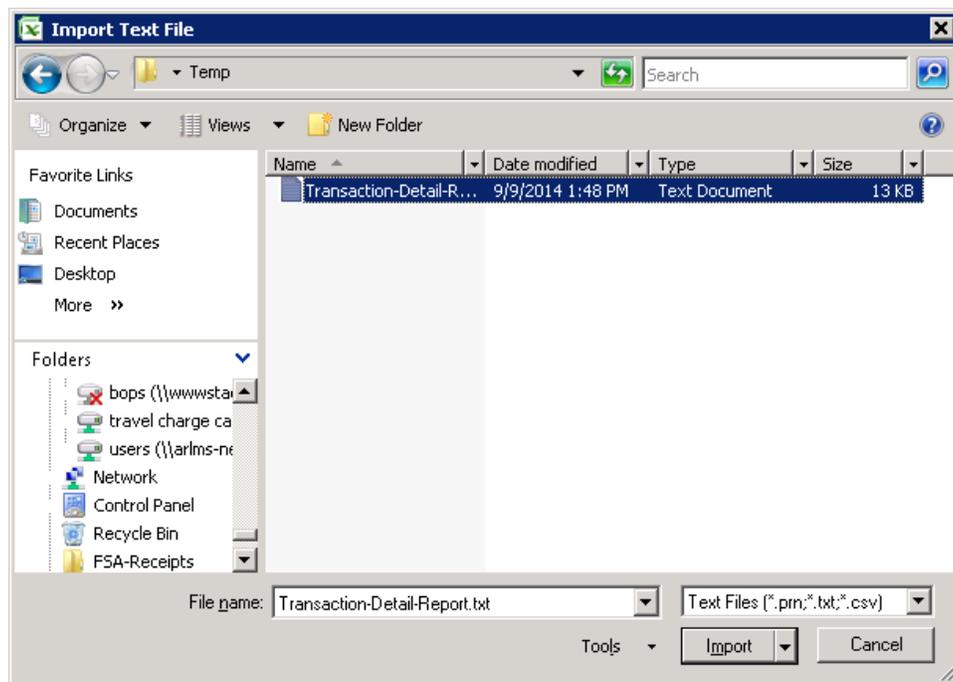
- d. Hit refresh until the report is successful, then double click on the report name to download the report. When the popup appears, select OPEN which will open the WINZIP file. Double click on the embedded text file and enter your password to open the text file. Next save the TXT file to a temporary folder (i.e. Desktop, junk folder, whatever).

Step 2 Import the text file into Excel.

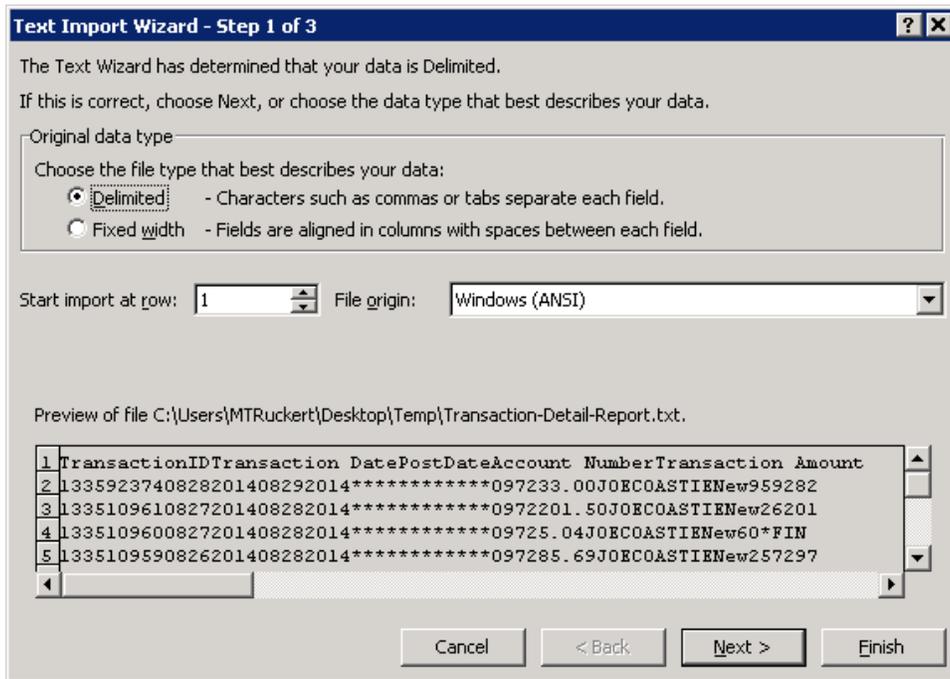
- a. Open Excel and select Data, from Text File.



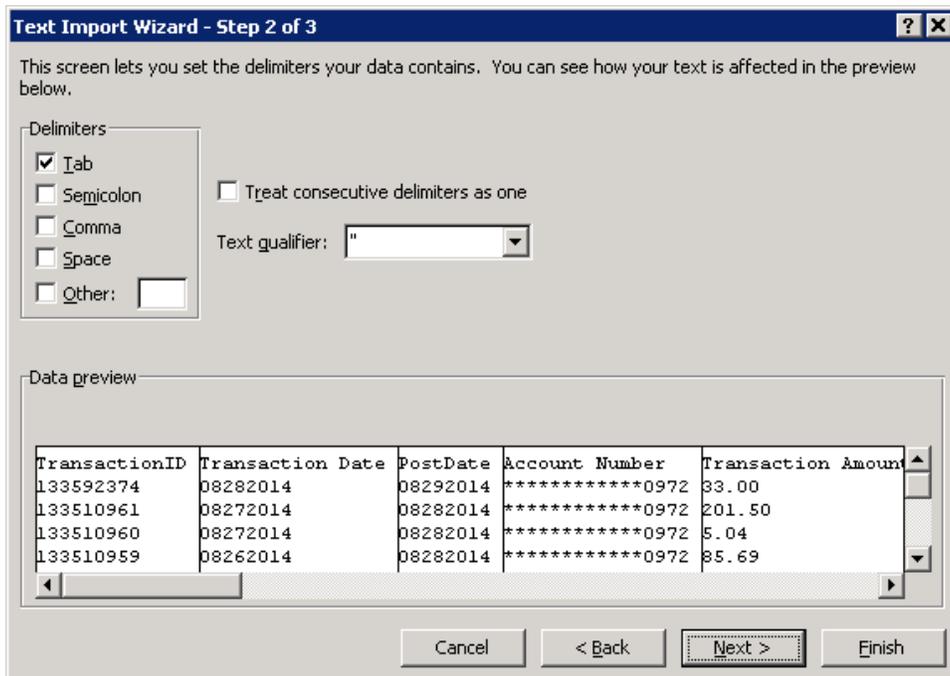
- b. Then path over and select the Transaction Detail export text file that you saved in the previous step and click on IMPORT.



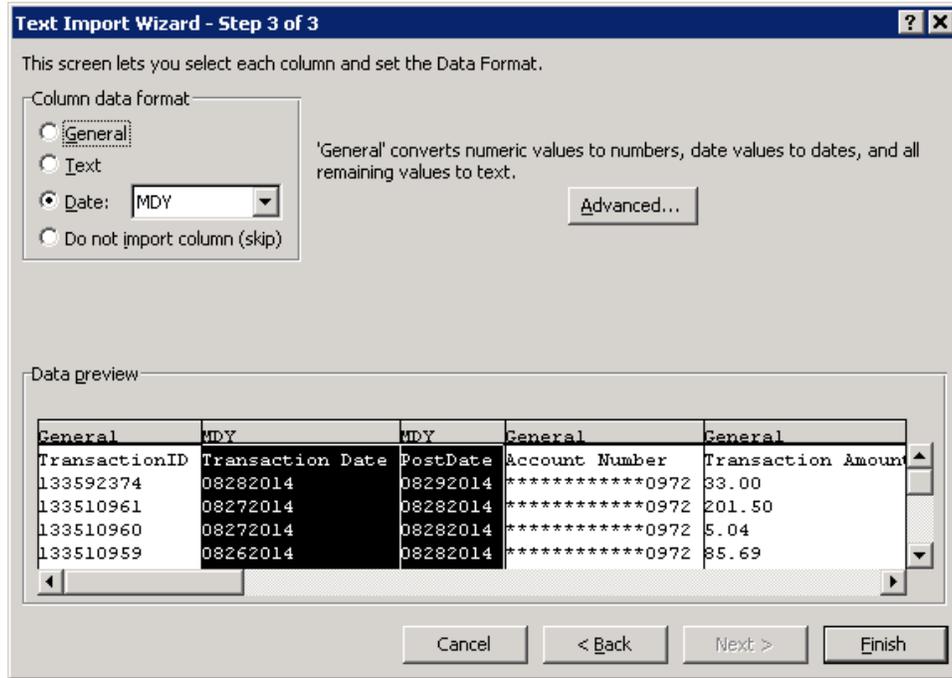
c. In step 1 of the import wizard select delimited and then click on Next.



d. In step 2 select Tab delimited and then click on Next.



- e. In step 3 change the format of the Transaction Date and Post Date to “Date”. Do this by clicking on the column header, and then selecting the Date radial. This can be done one at a time, or by holding the CTRL button and left click to select each column, or by holding the SHIFT button and left clicking to select multiple columns. Then click on FINISH and then click on OK when the Import Data window appears.



- f. Lastly, highlight the top row by clicking on the 1 in the upper left, and then click on the DATA/filter button. This lets you sort and filter the data by specific column data by using the pull downs. Remember to SAVE throughout this set up process.

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TransactionID	Transaction Date	PostDate	Account Number	Transaction Amount	Last Name	First Name	Approval Status	Merchant ID	Merchant	Merchant City	Merch
133592374	8/28/2014	8/29/2014	*****0972	33			New	959282	MWR	AGUADILLA 00	N/A
133510961	8/27/2014	8/28/2014	*****0972	201.5			New	26201190	ITS - INT99/TOTAL SAN PAT	SAN JUAN	N/A
133510960	8/27/2014	8/28/2014	*****0972	5.04			New	60	*FINANCE CHARGE* CASH ADV	ANCE FEE	N/A
133510959	8/26/2014	8/28/2014	*****0972	85.69			New	25729773	CHILIS AGUADILLA 122	AGUADILL	N/A
133374159	8/24/2014	8/26/2014	*****0972	204			New	1063564	BPPR RAMEY 1	AGUADILL	N/A
133374158	8/24/2014	8/26/2014	*****0972	5.1			New	60	*FINANCE CHARGE* CASH ADV	ANCE FEE	N/A
133374157	8/20/2014	8/26/2014	*****0972	1100			New	53467	PAYMENT REVERSAL	N/A	N/A
133374156	8/26/2014	8/26/2014	*****0972	25			New	258612	RETURNED CHECK FEE	N/A	N/A

Step 3 – Analyze the Transactions to determine which are payments or supported by approved travel claims.

- Identify payments by sorting the Merchant column which will place all of the payments together. These should be highlighted in **green** (green being okay). If there are any payment reversals or returned check fees these should be highlighted in **red** as shown below.

TransactionID	Transaction Date	Post Date	Account Number	Transaction Amount	Last Name	First Name	Approval Status	Merchant	Merchant	Merchant Clt	Merch
1	133510960	8/27/2014	8/28/2014	*****0972	5.04		New				
2	133374158	8/24/2014	8/26/2014	*****0972	5.1		New				
3	132812002	8/15/2014	8/18/2014	*****0972	5.04		New				
4	132488990	8/9/2014	8/12/2014	*****0972	5.1		New				
5	132052199	8/4/2014	8/5/2014	*****0972	5.1		New				
6	133374159	8/24/2014	8/26/2014	*****0972	204		New	106			
7	132488991	8/9/2014	8/12/2014	*****0972	204		New	106			
8	132052200	8/4/2014	8/5/2014	*****0972	204		New	106			
9	132812003	8/15/2014	8/18/2014	*****0972	201.5		New	1611			
10	132183228	8/6/2014	8/7/2014	*****0972	34.89		New	2221			
11	133510959	8/26/2014	8/28/2014	*****0972	85.69		New	2572			
12	133510961	8/27/2014	8/28/2014	*****0972	201.5		New	2620			
13	132812001	8/15/2014	8/18/2014	*****0972	17.66		New	2535			
14	132987026	8/18/2014	8/20/2014	*****0972	14.66		New	2571			
15	132488989	8/8/2014	8/12/2014	*****0972	14.07		New	2571			
16	133267670	8/23/2014	8/25/2014	*****0972	18.8		New	349			
17	133592374	8/28/2014	8/29/2014	*****0972	33		New	95			
18	133145957	8/21/2014	8/22/2014	*****0972	36		New	95			
19	132703545	8/14/2014	8/15/2014	*****0972	32		New	959282 MWR			

TransactionID	Transaction Date	Post Date	Account Number	Transaction Amount	Last Name	First Name	Approval Status	Merchant	Merchant	Merchant Clt	Merch
1	133510960	8/27/2014	8/28/2014	*****0972	5.04	COASTIE	JOE	New	60 "FINANCE CHARGE" CASH ADV	ANCE FEE	N/A
2	133374158	8/24/2014	8/26/2014	*****0972	5.1	COASTIE	JOE	New	60 "FINANCE CHARGE" CASH ADV	ANCE FEE	N/A
3	132812002	8/15/2014	8/18/2014	*****0972	5.04	COASTIE	JOE	New	60 "FINANCE CHARGE" CASH ADV	ANCE FEE	N/A
4	132488990	8/9/2014	8/12/2014	*****0972	5.1	COASTIE	JOE	New	60 "FINANCE CHARGE" CASH ADV	ANCE FEE	N/A
5	132052199	8/4/2014	8/5/2014	*****0972	5.1	COASTIE	JOE	New	60 "FINANCE CHARGE" CASH ADV	ANCE FEE	N/A
6	133374159	8/24/2014	8/26/2014	*****0972	204	COASTIE	JOE	New	106564 BPPR RAMEY 1	AGUADILLA	N/A
7	132488991	8/9/2014	8/12/2014	*****0972	204	COASTIE	JOE	New	106564 BPPR RAMEY 1	AGUADILLA	N/A
8	132052200	8/4/2014	8/5/2014	*****0972	204	COASTIE	JOE	New	106564 BPPR RAMEY 1	AGUADILLA	N/A
9	132812003	8/15/2014	8/18/2014	*****0972	201.5	COASTIE	JOE	New	1611395 C.G.E.S. BORIN/91 WING RO	AGUADILLA	AL
10	132183228	8/6/2014	8/7/2014	*****0972	34.89	COASTIE	JOE	New	2221855 CGK BORINQUEN	APO	XX
11	133510959	8/26/2014	8/28/2014	*****0972	85.69	COASTIE	JOE	New	2572779 CHILS AGUADILLA 122	AGUADILLA	N/A
12	133510961	8/27/2014	8/28/2014	*****0972	201.5	COASTIE	JOE	New	2620196 ITS - INT99/TOTAL SAN PAT	SAN JUAN	N/A
13	132812001	8/15/2014	8/18/2014	*****0972	17.66	COASTIE	JOE	New	2535942 LEVIAN ARTISAN BREAD	AGUADILLA	N/A
14	132987026	8/18/2014	8/20/2014	*****0972	14.66	COASTIE	JOE	New	2571507 LITTLE CEASARS 2	AGUADILLA	N/A
15	132488989	8/8/2014	8/12/2014	*****0972	14.07	COASTIE	JOE	New	2571507 LITTLE CEASARS 2	AGUADILLA	N/A
16	133267670	8/23/2014	8/25/2014	*****0972	18.8	COASTIE	JOE	New	349792 MC DONALDS 10834	AGUADILLA	N/A
17	133592374	8/28/2014	8/29/2014	*****0972	33	COASTIE	JOE	New	959282 MWR	AGUADILLA 00	N/A
18	133145957	8/21/2014	8/22/2014	*****0972	36	COASTIE	JOE	New	959282 MWR	AGUADILLA 00	N/A
19	132703545	8/14/2014	8/15/2014	*****0972	32	COASTIE	JOE	New	959282 MWR	AGUADILLA 00	N/A
20	13264121	8/7/2014	8/8/2014	*****0972	35	COASTIE	JOE	New	959282 MWR	AGUADILLA 00	N/A
21	132703544	8/13/2014	8/15/2014	*****0972	45.34	COASTIE	JOE	New	1257468 ONE TEN THAI	AGUADILLA	N/A
22	133145955	8/22/2014	8/22/2014	*****0972	2880	COASTIE	JOE	New	4884515 PAYMENT RECEIVED -- THANK	YOU	N/A
23	132987025	8/20/2014	8/20/2014	*****0972	-1100	COASTIE	JOE	New	4884515 PAYMENT RECEIVED -- THANK	YOU	N/A
24	132703541	8/15/2014	8/15/2014	*****0972	-375	COASTIE	JOE	New	4884515 PAYMENT RECEIVED -- THANK	YOU	N/A
25	133180016	8/17/2014	8/17/2014	*****0972	-521	COASTIE	JOE	New	4884515 PAYMENT RECEIVED -- THANK	YOU	N/A
26	133174837	8/20/2014	8/20/2014	*****0972	1380	COASTIE	JOE	New	13807 RETURNED CHECK FEE	N/A	N/A
27	133174838	8/20/2014	8/20/2014	*****0972	65	COASTIE	JOE	New	65007 RETURNED CHECK FEE	N/A	N/A
28	132577721	8/24/2014	8/25/2014	*****0972	75.59	COASTIE	JOE	New	2217955 PF CHANOS POLICE 402	POLICE	N/A
29	132703542	8/14/2014	8/15/2014	*****0972	8.95	COASTIE	JOE	New	2266249 RAMEY BAKERY	AGUADILLA	N/A
30	133174836	8/20/2014	8/20/2014	*****0972	25	COASTIE	JOE	New	2508112 RETURNED CHECK FEE	N/A	N/A
31	133052322	8/13/2014	8/13/2014	*****0972	25	COASTIE	JOE	New	2508112 RETURNED CHECK FEE	N/A	N/A
32	132052198	8/3/2014	8/5/2014	*****0972	44.92	COASTIE	JOE	New	2588401 ROMANOS MACARONS OPS	MANAGUAC	N/A
33	132382580	8/9/2014	8/11/2014	*****0972	82.65	COASTIE	JOE	New	2565056 SALPICON BAR B RESTAURANT	ARCOBO	N/A
34	133145956	8/20/2014	8/22/2014	*****0972	24.97	COASTIE	JOE	New	1527970 SUP ECONO GATE 5 OPS	AGUADILLA	N/A
35	132183227	8/6/2014	8/7/2014	*****0972	2200	COASTIE	JOE	New	2516148 USCG AIR STATION BORINQUEN	AGUADILLA	N/A
36	132703543	8/13/2014	8/15/2014	*****0972	23.69	COASTIE	JOE	New	1532098 WENDYS 318 OPS	AGUADILLA	N/A
37	132621836	8/12/2014	8/14/2014	*****0972	70.74	COASTIE	JOE	New	2244952 ZACONES-WEST SIDE KITCHEN	AGUADILLA	N/A

- b. Next identify charges that are supported by approved travel claims. Do this by first sorting the file by the Transaction Date column. Do not sort or use the Post Date column. Then open TPAX and using your AO access, review this cardholder's travel claims that cover this period. Any transaction that is clearly within the period of an approved travel claim and supported by the travel claim should be highlighted in green (like the payments). Remember ATM withdrawals can be taken up to 3 days prior to the TDY/PCS period and up to the last day of the official travel.

Transaction	Transaction Date	Post Date	Account Number	Transaction Amount	Last Name	First Name	Approval Status	Merchant	Merchant	Merchant City	Merchant State
133510960	8/27/2014	8/28/2014	*****0972	32	COASTIE	JOE	New	60 *FINANCE CHARGE* CASH ADV	ANCE FEE	N/A	N/A
133374158	8/24/2014	8/26/2014	*****0972	35	COASTIE	JOE	New	60 *FINANCE CHARGE* CASH ADV	ANCE FEE	N/A	N/A
132812002	8/15/2014	8/18/2014	*****0972	45.34	COASTIE	JOE	New	1257468 ONE TEN THAI	AGUADILLA	00	N/A
132488990	8/9/2014	8/12/2014	*****0972	14.66	COASTIE	JOE	New	60 *FINANCE CHARGE* CASH ADV	ANCE FEE	N/A	N/A
132052199	8/4/2014	8/5/2014	*****0972	14.66	COASTIE	JOE	New	60 *FINANCE CHARGE* CASH ADV	ANCE FEE	N/A	N/A
133374159	8/24/2014	8/26/2014	*****0972	35	COASTIE	JOE	New	1063564 BPPR RAMEY 1	AGUADILLA	N/A	N/A
132488991	8/9/2014	8/12/2014	*****0972	14.66	COASTIE	JOE	New	60 *FINANCE CHARGE* CASH ADV	ANCE FEE	N/A	N/A
132052200	8/4/2014	8/5/2014	*****0972	14.66	COASTIE	JOE	New	60 *FINANCE CHARGE* CASH ADV	ANCE FEE	N/A	N/A
132812003	8/15/2014	8/18/2014	*****0972	45.34	COASTIE	JOE	New	16111935 C.G.E.S. BORIN/91 WING RO	AGUADILLA	AL	N/A
132189228	8/6/2014	8/7/2014	*****0972	14.66	COASTIE	JOE	New	22216355 CGX BORINQUEN	APO	XX	N/A
133510959	8/26/2014	8/28/2014	*****0972	14.66	COASTIE	JOE	New	25729778 CHILIS AGUADILLA 122	AGUADILLA	N/A	N/A
133510961	8/27/2014	8/28/2014	*****0972	14.66	COASTIE	JOE	New	26201190 ITS - INT99/TOTAL SAN PAT	SAN JUAN	N/A	N/A
132812001	8/15/2014	8/18/2014	*****0972	14.66	COASTIE	JOE	New	25358742 LEVIAN ARTISAN BREAD	AGUADILLA	N/A	N/A
132987026	8/18/2014	8/20/2014	*****0972	14.66	COASTIE	JOE	New	25715027 LITTLE CEASARS 2	AGUADILLA	N/A	N/A
132488989	8/8/2014	8/12/2014	*****0972	14.66	COASTIE	JOE	New	25715027 LITTLE CEASARS 2	AGUADILLA	N/A	N/A
133267670	8/23/2014	8/25/2014	*****0972	14.66	COASTIE	JOE	New	3497762 MC DONALDS 10834	AGUADILLA	N/A	N/A
133592374	8/28/2014	8/29/2014	*****0972	14.66	COASTIE	JOE	New	959282 MWR	AGUADILLA	00	N/A
133145957	8/21/2014	8/22/2014	*****0972	14.66	COASTIE	JOE	New	959282 MWR	AGUADILLA	00	N/A
132703545	8/14/2014	8/15/2014	*****0972	14.66	COASTIE	JOE	New	959282 MWR	AGUADILLA	00	N/A
132264121	8/7/2014	8/8/2014	*****0972	14.66	COASTIE	JOE	New	959282 MWR	AGUADILLA	00	N/A
132703544	8/13/2014	8/15/2014	*****0972	14.66	COASTIE	JOE	New	1257468 ONE TEN THAI	AGUADILLA	N/A	N/A
133145955	8/27/2014	8/28/2014	*****0972	14.66	COASTIE	JOE	New	4984518 PAYMENT RECEIVED... THANK YOU	YOU	N/A	N/A

- c. Next look at the amount of the travel claim (total) compared to the charges. As long as it is close, this step is done. But if the travel claim only totals \$400 (for example) and you have \$500 in card charges, there is a problem. While the card use should never exceed the reimbursement total, we know it happens sometimes. We use ~15% as a good percentage to ask for an investigation to figure out why the excess card use exists.
- d. Next look at the card charges versus the travel claim to see if the card was used for the lodging, rental car, transportation expenses, etc. as required by policy. If these charges were claimed but not supported by card use, then the travel claim receipts need to be reviewed to see how they were paid for (cash or credit). If another credit card was used or the receipt does not specify, then an investigation is needed to determine why the GTCC was not used? Did the member stay in long term lodging (i.e. Bed and Breakfast) that did not accept credit cards?
- e. If there are charges that are outside of a travel period, charges in excess of the approved travel claim, or expenses claimed (lodging, rental, etc.) that are not present on the travel card, then the color coded spreadsheet, printouts of the travel claims, and your analysis notes should be forwarded to the member's command (XO, Deputy, Sector Logistics Branch Chief,

etc.) with a request for investigation. Ensure you copy us using the Arl-PF-CGPSC-JPMC-GTCC address on the e-mail to the command. A sample request for investigation is provided below:

As a result of a routine review, we have identified potential GTCC misuse on the account for NAME/EMPLID. The transactions listed here are not supported by documented travel claims found in TPAX.

Please initiate an investigation to determine if the transactions are valid and supported by an approved set of travel orders and reimbursement. Provide the results of this investigation to the GTCC program manager at ARL-PF-CGPSC-JPMC-GTCC within 30 days what action has been taken. Please refer to CIM 4600.18, page 1-12 for the minimum required command actions for unauthorized GTCC use. In addition to any misuse identified, the account will also need to be documented and closed for misuse.

- f. ***Note that even if all transactions are determined as valid, the cardholder may still need to be counseled regarding prudent use of the card, excessive transaction fees, use of GTCC is mandatory wherever possible, etc.*** Example – Taking ten \$20 withdraws over a two week TDY period is improper use of the card due to the fees incurred with each withdrawal. In this case, the cardholders should be counseled to use the card for all reimbursable travel expenses unless it is not accepted by the vendor or prohibited by policy (like group meals). If ATM withdrawals are required the cardholder should minimize the number of withdraws by taking larger dollar value pulls instead based on the projected need for cash.
- g. If all of the charges are supported and valid based on the analysis, please send us a copy of the excel file via the Arl-PF-CGPSC-JPMC-GTCC address showing the review for our records with a note indicating they are valid and what if any counseling of the cardholder was performed.