



GTCC NEWSLETTER

Volume V Issue VII

JULY 2015

References

- COMDTINST M4600.18
- JTR, U2500
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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GTCC

Travel Charge Card

Web Page

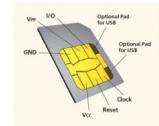
<http://www.uscg.mil/psc/bops/govtrvl/>

JPMC Travel Manager Help Line

866-725-1184

Verification ID must be provided.

Chip and Pin GTCC



Contrary to previous announcements by DHS/JPMC, we will not be replacing all of our cards in Oct with new Chip and Pin technology cards. Per DHS, this decision was made between GSA and OMB. OMB was upset that JPMC was going to charge for the replacement cards. The key parts of the new migration plan are detailed below:

- Any request for a card update for mission requirements will cost \$3.30 and will be deducted by JPMC from the quarterly rebate.
- Any new cards issued as of 9 July 2015 are being issued with the chip and pin technology with no fee charged.
- Cards that are replaced due to normal expiration will be issued with the chip and pin technology and will not incur a replacement fee.
- Cards that are reported lost/stolen will be issued with the chip and pin technology and will not incur a replacement fee.
- DHS is working on finalizing the task order for this change with GSA/JPMC.
- Once the task order is issued DHS will deploy a process for how components can request card replacement with chip and pin technology for mission driven requirements (like ACTEUR or FEACT).

Mandatory Travel Card Use

The following references mandate the use of the GTCC for official travel:

- ◆ Travel and Transportation Reform Act 1998
- ◆ DHS Financial Management Policy Manual
- ◆ Federal Travel Regulations
- ◆ Joint Travel Regulations
- ◆ CIM4600.14C
- ◆ CIM4600.18

The GTCC is required when booking travel through SATO in order to obtain city pair fares. Using the GTCC also has the added benefit of various types of coverage. Refer to the [VISA Benefit Guide](#) for more details. Be sure to share these references with your cardholders.

Refer to CIM4600.18 for exceptions.

Payment Due and Delinquency Alerts



The GTCC Program has programmed PaymentNet delinquency alerts to go to cardholders automatically when the account goes unpaid for 1, 15, 30, 60 and 90 days past the statement due date. DHS HQ travel card office has also established delinquency alerts to go out to cardholders at 5, 15 and 30 days. In addition to these system alerts, the GTCC Program sends a courtesy payment due reminder 3-5 days prior to the due date when there is an account balance. Courtesy emails are sent to all available emails accounts found in DA, PaymentNet, or GAL.

With these alerts and your reporting requirements on your cardholders to your command, there should be little reason for any account to remain unpaid. [DHS and GTCC policy](#) are clear that an account balance must be paid in full regardless of travel reimbursement. A delinquent account can have disciplinary actions taken on the cardholder.

Update PaymentNet Home Screen

Primary Travel Managers, it may be time to update your hierarchy home screen in PaymentNet. This is the first page seen by your cardholders when they log in to the bank system. This page can list your hierarchy number and your ATU. It may also list all the travel managers for your hierarchy. You can also insert a link to the GTCC website and post announcements here for your cardholders.

Below is a sample snapshot of information posted on the PaymentNet home screen for PSC.

Welcome to the CG Personnel Service Center, ATU 79, Travelers should contact the local Travel Manager in their area for assistance.

Primary PSC: YNC Votinov 703-872-6417; CWO3 Taylor 703-872-6415
 CGRC: YNC Coffey 703-872-6815; YN1 Hamilton x6822; YN1 Ganley x6819
 CSC: CWO Flucas 757-842-4764; SK2 Quinn x4763
 PPC: YNCM McNaught 785-339-3604; Ms. K. Stadler x2205; Ms. Fuchs x3666

Note: SAMPLE-this information is not current.

GOOD TO KNOW

Archived newsletters. Do you have a question about something but not sure where to start? Check the [GTCC newsletter index](#). It's likely your concerns have already been addressed. Once you open the worksheet, try searching for a key word (such as limit, delinq or appl). We have over 4 years of articles archived here.

Travel Manager Roster. Are you listed? What is your hierarchy number? What ATU do you fall into? Do your cardholders know how to access this? This is the resource to use when you need to reach out to another hierarchy for cardholder support. Check out the TM Roster on the GTCC website.

GTCC Training Tools. Do you need resources to use for unit GTCC training? There is no need to recreate the wheel. Use the sources available on the GTCC website. Two good resources for individual or group training can be found on the GTCC website, [Training](#) page. Keep in mind, this training is not a valid substitute for the GMT requirement through the Learning Management System.



Travel Manager Reporting Requirements

QUALITY
CONTROL
REPORT

[GTCC instruction, CIM4600.18](#) outlines the reporting requirements for travel managers. While you may be able to pull GTCC data from Direct Access, PaymentNet is your go-to tool for this reporting requirement. The [Travel Manager \(AOPC\) User Guide](#) can help get you started in the right direction with details on how to produce reports.

Were you aware you can customize reports? Just revise the default report name and save it to your list in PaymentNet. You can add reporting data such as time frames on transaction dates or account status. Let us know if you need any help with these reports. Reports can also be scheduled so you don't have to manually produce them. This FORCE-COM inspection item can be easily checked off when you utilize your resources like this.

Applications and Fax Issues

The mandatory method for the travel card application process is the online method unless a specific exemption exists that allows a paper application to be submitted. The online process results in fewer form rejections due to incorrect or incomplete information. However, when a paper application is necessary to be submitted the bank, (rush, no system access or APO/FPO address) be sure to send the form via fax using the number on the bottom of the form. The primary reason for not submitting applications via email is to help prevent release of the SPII. Release of PII must be reported to the command.

Please let us know immediately if you are experiencing any issues with the bank fax system. Several travel managers have previously reported the fax number does not work. When reporting an issue with the application fax number, please provide us with details around the issue. Where are you faxing from? What number are you faxing to? What error are you getting with the fax? Time of day sending the fax, etc. This information will help the bank troubleshoot any issues in the line.

GTCC Credit Limit\$

For frequent travelers (those traveling 5 or more times a year), a permanent credit limit may be set on the travel card based on historical card use. This can be determined by reviewing the cardholder (IBA) statement history in PaymentNet reports. For all other cardholders, card limits shall be set on a temporary basis based on travel orders and estimated expenses for the travel. The permanent card limit for those infrequent travelers shall be set at \$1. This \$1 limit helps reduce potential fraud and misuse.



GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

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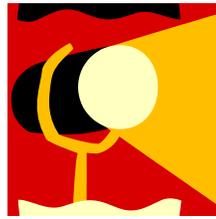
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REMEMBER * ALWAYS PROTECT PII

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In the Spotlight

Way to go Travel Managers!

Ms. Karen Bruno-application fax line security concerns

YN1 Brian Dove-asking the right questions as a new travel manager

CWO Kevin Grickis-provide detailed information for purchasing conference registration fees

Great questions! Thanks for asking.

And keep up the great work!

GTCC or Purchase Card for Conferences

The preferred method to pay for a conference should be the purchase card. However, if the GTCC is used, there may be issues. Message ALCGPSC 043/15 advised that use of the GTCC for tuition/training is not authorized. Additionally, the transaction may not be valid for GTCC transaction and require an override of the merchant code. Worst of all per CIM 4600.17A (CG Supplement to the JFTR), Tuition/Course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses. So if the GTCC is used for this type of expense, the cardholder will not get reimbursed for the charge and will then need to go through the ratification process to get the charge paid by the government via a Pcard or PO. Refer to the [AUG 14 GTCC newsletter](#) for more information for conferences and GTCC use.

The following information was provided from the Purchase Card Manual: Part 3.2.2

12. Allowable Purchases

- a. The purchase card may be used to pay for purchases of many commercial supplies and commercial services. The following list is not all inclusive:...4) Conference registration fees.
 - a) Conference registration fees sometimes include meals or light refreshments. These expenses are allowable to the extent that the meal or refreshment is included in the conference registration fee and is not a separate charge, and that the conference is hosted by a non-government organization. (Refer to GAO's *Principles of Appropriations Law*, Volume I, Chapter 4, and section C5(b)(2) for more information.)
 - b) The preferred method of paying for conference registration fees is the purchase card. However, an employee may use the travel card to pay these fees, if attending the conference will put the employee in travel status. (See *Travel Card Manual* for additional information).