



GTCC BULLETIN

Volume II Issue V

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References

- COMDTINST 4600.14B
- JFTR, U2015
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

GTCC and PCS Reminders



With PCS season here, we need to get a few reminders out about use of the GTCC during this time. You can also refresh your memory by reviewing [ALCGPSC 055/12](#).

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⇒GTCC shall not be used 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 for anyone other than the cardholder.

⇒GTCC (or CBA) shall not be used at any time when leisure travel is included with other official travel.

⇒GTCC shall not be used to purchase moving supplies, vans/trucks or for shipment of vehicles.

⇒GTCC shall not be used when cardholder is assigned to an agency other than the CG and official travel is funded by another agency other than the CG.

⇒GTCC may be used to cover hotel and meal expenses in conjunction with TLA entitlements, even when PCS travel exceeds the 15 day limit.

Hurricane Season and Credit Limits

If you are in an area that may need to evacuate due to a hurricane, don't stress over trying to increase cardholder credit limits. Just send us a list of OPFACs affected and the credit limit being requested. We will do the rest. With PaymentNet import functions, we can process your credit limit increases within minutes. Once the event has passed and the credit limit is no longer needed, just let us know and we will put these credit limits back to the original values. This request should not be made just because it is hurricane season but on a needs only basis. We are here to help.



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.

PaymentNet Survey-Take it NOW!



Or at least complete the survey by June 8. Here's how to answer:

1. Expand temporary limits functionality to allow for import/export and ability to view on the list screen. [This will allow me to REALLY help you out during evacuations...We will be able to temporarily increase the limits via an import that would then drop it back to the original value without any effort].
2. Ability for cardholders to perform tasks online including updating address/phone, account activation, marking card Lost/Stolen. [Teach a man to fish...if the cardholders can log onto Paymentnet to make these changes, it reduces all of our workloads!].
3. Synchronize Account & Employee Hierarchy [This means you only need to change the data once...no more changing e-mails and numbers in two different places...saves you work!]
4. Setup maximum limits for custom roles (i.e., ability to restrict a certain role from setting a Credit Limit >\$3000). [This is an internal control that saves us from reviewing and sending gentle reminders to Travel Managers who forget that their authority is limited to \$9,999 and not \$10K or more.]
5. Allow for contact setup to be automated by removing paper based authorized signer form. [This is important to us since we currently have to fill out a stupid form every time a TM changes positions...a royal pain...]

This will greatly help us help you save time. Your input will help persuade JPMC of needed software enhancements. Thank you!

PaymentNet System



Check the PaymentNet Welcome screen for program and software updates. Most recent updates include a system outage from 1800EST, June 8 through 2359EST June 10. The system will be unavailable during this time.

Updates to pay attention to:

- ⇒ Modifying Accounts
- ⇒ Auditing of Disable Reason
- ⇒ Authorizations/Declines Screen Updates
- ⇒ Delinquency Summary Report
- ⇒ Employee List Screen



GOOD TO KNOW

Clarification of last month's article on *Aisle or Window Seat* and AO responsibility for reserving preferred seating with SATO:

Do I have to get AO permissions for reserving upgraded seating (window/aisle/economy plus) if I choose to pay for the upgrade myself?

- ⇒ You only need the AO approval if you want to get reimbursed for it, but if you use your GTCC for the upgrade without the approval, then it would be considered misuse.

June PaymentNet Training-Check out the training schedule for June. If you are new to PaymentNet, this will help you get started. Training dates are June 7, 14 and 21 at 1300 EST.

GTCC Application Processing Updates

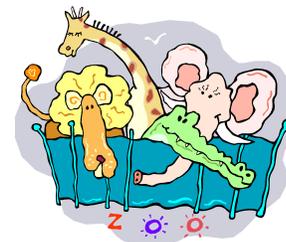


Please hold fast to using the online process as the primary method for processing GTCC applications. Paper applications should be submitted only when there is a rush requirement for the traveler to get a new card or when the member insists on using the alternate credit worthiness evaluation process. We find that fewer errors occur when we process applications online. For the month of April, 35 paper applications processed by Travel Managers were rejected compared to four online applications. For online applications, the holdup typically comes when the member does not submit all the required supporting documents or submits incomplete documents. We immediately reply to all documentation errors, explaining the discrepancy and what is needed to get the package corrected so we can move forward with the application process. The top 3 reasons for paper applications being rejected are: (1) member is an existing cardholder; (2) hierarchy and/or other missing or invalid information; and (3) unauthorized signatures. All of these delays can be prevented when processing the application online plus you do not have to be involved. [Click here](#) to review the application instructions received by the prospective cardholder.

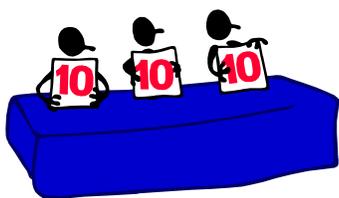
Identifying Cardholders by OPFAC

Did you know there is a marvelous tool at your fingertips to help you identify who your cardholders are by OPFAC? Check out the Travel Manager Tool by following the instructions and the link on the [GTCC website on the TM page](#).

This tool joins information from Direct Access and PaymentNet so you can tell who is who in the Zoo. This report will especially come in handy if you are in an area that requires credit limit increases for hurricane evacuations ([see Pg1 for guidelines](#)).



Credit Worthiness and Score



All JPM credit worthiness assessments for the GSA/JPMC relationship are processed through TransUnion. Based on how the mid-tier credit assessment is performed through TransUnion, the applicant does not need to notify/approve the credit assessment with each of the credit scoring organizations. The mid-tier scoring method utilized by JPMC for new GSA travel accounts bypasses any credit holds that an individual may have added to their SSN as the assessment performed is different from a standard credit authorization (i.e. credit card, loan). Check out the [DHS JPMC Credit Scoring Process](#) on the Job Aids page of the [GTCC website](#).

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REMEMBER * ALWAYS PROTECT PII

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PaymentNet Reports to Consider



By taking a few minutes to run PaymentNet reports, you can review transactions in your hierarchy for misuse/abuse. Consider the following reports and schedule them as automatic:

Restaurant Spending Analysis (look for excessive charges). This report can help identify group meals.

Unusual Activity Report

Declines

Don't hesitate to call us for questions or assistance with any reports.

Changing of the Travel Manager

It's that time of year when we get the most questions on what actions are needed to remove or add someone as a GTCC travel manager. If your hierarchy will experience a change in travel managers, the following actions must be taken. Sample memo templates and forms are available on the GTCC website on the [Travel Manager page](#). All forms and memos should be submitted to ARL-PF-JPMC-GTCC@uscg.mil.

- ⇒ Submit a command relief memo for the departing TM
- ⇒ Submit a command designation memo for the new assigned TM
- ⇒ Submit certificate for A/OPC Training from the [GSA website](#)
- ⇒ Submit a completed CG-7421A/TPAX [Authorization form](#)

Once submitted, the new TM can expect to see a welcome aboard email within a week. And don't forget to update your PaymentNet Welcome Page with the new changes.

