



GTCC NEWSLETTER

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OCTOBER 2014

References

- COMDTINST M4600.18
- JFTR, U2015
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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JTR—Reimbursable Expense Update

You may have already seen this in the PPC AO newsletter. But just in case you haven't, we've included it here. We hope you will help educate your travelers and cardholders as this has a direct impact on the use of the GTCC.



Effective 1 October 2014: the Joint Federal Travel Regulations, Vol. 1 (JFTR), and the Joint Travel Regulations, Vol. 2 (JTR) are consolidated into one volume titled the Joint Travel Regulations (JTR). This action reduced redundant information and the overall number of pages of travel regulations. All issuances should be updated with the correct JTR name and/or paragraph reference(s). If necessary, issuances may be submitted for review, to PDTATAC staff, IAW the requirements in JTR, par. 1020. The Joint Travel Regulations can be found at: <http://www.defensetravel.dod.mil/site/travelreg.cfm> In an effort to simplify policy, align with industry best practices, and reduce travel costs for the Department, the Incidental Expense policy in Appendix A of the Joint Travel Regulations (JTR) will be revised to expand the definition of incidental expenses to include various miscellaneous reimbursable expenses including **CONUS laundry, baggage tips, and ATM fees**. These expenses will now be covered under the incidental expense portion of per diem (\$5/day in CONUS and at various rates OCONUS) and will no longer be reimbursed as separate miscellaneous expenses. This policy revision also designates certain expenses such as, cell phone use and phone calls as mission-related versus travel-related expenses that are to be paid outside the travel system.

Data analysis of travel vouchers shows that the incidental expense portion of per diem is sufficient to cover such costs if incurred by the traveler. This policy change has been coordinated with the Uniformed Services, applicable Governance Boards, and stakeholders.

EFFECTIVE November 1, 2014: In order to encourage travelers to take advantage of cost saving opportunities available for long term travel, travelers performing TDY for more than 30 days in one location (CONUS and OCONUS) will receive a flat rate per diem. For Long-term TDY of 31 -180 days, the authorized flat rate is 75% of the locality rate (lodging plus meals & incidental expenses - M&IE) payable for each full day of TDY at that location. For long-term TDY of 181 or greater days, the authorized flat rate is 55% of the locality rate (lodging plus M&IE) payable for each full day of TDY at that location. On the travel day to the TDY location, the traveler receives up to 100% lodging per diem at the locality rate and 75% meals and incidental expenses (M&IE). When authorized flat rate per diem, travelers are not required to submit a lodging receipt, but may be required to demonstrate that they incurred valid lodging expenses. All TDY in excess of 180 days must be justified and authorized/approved at a senior level.

The commercial lodging industry considers stays greater than 30 days to be "extended stays" and typically offers reduced rates to ensure occupancy. Travelers may also consider furnished apartments or similar types of lodging which are typically cheaper than room rates in commercial lodging.

Any traveler unable to find suitable commercial lodging at the reduced per diem rate should contact their Commercial Travel Office (CTO) for assistance. If both the traveler and the CTO determine that lodging is not available at the reduced per diem rate, the Authorizing Official may authorize reimbursement of actual lodging expenses (not to exceed the locality per diem rate). However, the traveler will receive M&IE at the reduced rate.

This policy change has been coordinated with and approved by the Uniformed Services and applicable Governance Boards and stakeholders.

GTCC

Travel Charge Card

Web Page

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

JPMC Travel Manager Help Line

866-725-1184

CBA and What Is It?

The CBA is a centrally billed account. The Coast Guard has several CBAs. However, the vast majority of travel is billed to only one CBA. Travel orders must clearly define use of the CBA is authorized. Orders are submitted directly to SATO, where the CBA is then charged for the travel being requested. This is how commercial travel, such as airfare, train or ferry are charged to the TONO and line of accounting. There are specific criteria that must be met per CIM 4600.18 prior to authorizing use of the CBA.



Examples of authorized use of the CBA are: someone on official travel who does not have a GTCC; dependent travel; TDY travel that exceeds 21 days where interim travel claims will not be submitted every 21 days; PCS that exceeds 15 days where use of GTCC is prohibited; overseas travel where immediate purchase is required for ticketing or the overseas travel exceeds \$3000. Use of the CBA is for official CG funded travel only. DOD or other agency ordered travel shall not be charged to the CG CBA. If DOD or other agency funded travel orders are issued, then traveler must use that agency's travel management contractor and CBA to procure tickets. The CBA cannot be used for lodging or rental vehicles. See chapter 2 of the [GTCC instruction, CIM4600.18](#) for more details on use of the CBA. We hope you will share this information with your order-issuing personnel so they can better complete travel orders and better coach travelers.

CG GTCC for NON-CG Funded Travel



While the use of the CG GTCC may be authorized for official travel ordered and funded by a different agency, there are pitfalls to this option. For example: the CG cardholder is assigned to DHS and is directed to travel as an air marshal. While the CG member may use the other agency CBA, if authorized, use of the CG GTCC is also authorized. However...it gets tricky when filing the travel claim. Split disbursement within another agency's travel voucher system should not be used. The other agency may use a Travel Card bank other than JPMC and split payments made to the wrong travel card bank will result in delayed reimbursements. There may be an option to use the other agency's process for travel advance. Another challenge of using the CG GTCC for other agency travel is there is no internal control for identifying authorized card use. Since travel claims will not be processed in TPAX, we will require the cardholder to forward all supporting documents for the travel period and card use if the account is audited. The reference for using the CG GTCC for other agency official travel is [ALCGPSC 041/14](#). Please let us know if you have any questions regarding this information.

GOOD TO KNOW

- ◆ The **PaymentNet 14.0 Release** will be deployed the evening of November 7, 2014. There will be an outage associated with this release. The system will be unavailable from 6:00 p.m. ET on Friday, November 7th through 11:59 p.m. ET on Sunday, November 9th. Also, this upgrade will impact the functionality of the Travel Manager Tool so look for an update to the tool following Paymentnet 14.0 release. You can check the PaymentNet Welcome Page for more details.
- ◆ **Cash Advance Reporting:** be sure to review step 3 for the reporting requirements when you receive a request for GTCC audit for cash advances. [Cash Advance Account Review Reporting](#)



- ◆ **Holiday Credit Limits:** Just like holiday shopping, get a head start on reducing credit limits before we are directed by DHS. You can check out the [October 2013 newsletter](#) for this process. Stay tuned for more details.

JPMC—Home Depot—GTCC

Recent cyber-attacks on JPMorgan Chase & Co., first announced in July and the breach at Home Depot announced in early September has been a concern for many GTC cardholders. Per notifications from JPMC, there has not been any notice of impact for either breach on the GSA SmartPay Programs. Please remember JP Morgan holds the liability for any fraud on these cards. If/when JPMC receives specifics, the only impact to the cardholders would be that JPMC will close the current account and reissue new. One potential positive coming from these recent issues is increased pressure on GSA and JPMC to force the deployment of the new "chip and pin" technology which when deployed will significantly reduce potential card compromises in the future.

To date, the July JPMC breach affects only those who have used Chase.com, JPMorgan online, Chase Mobile or JPMorgan Mobile which are not utilized by the Travel Cards.

- o Based on our extensive review, there is no evidence that your financial or account data -- account numbers, passwords, user IDs, date of birth or Social Security number -- was compromised during this incident.
- o However, contact information – name, address, phone number and email address – was compromised.
- o Money at JPMorgan Chase is safe. JPMC has seen no unusual fraud activity related to this incident. Importantly, the cardholder is not liable for any unauthorized transaction on the account that is disputed within 60 days of the charge.
- o JPMC doesn't believe that the cardholders need to change their password or account information.

JP Morgan apologizes for this impact to the online and mobile users. Additional information will be provided if/when it is available. See [ALCGPSC 134/14](#).

GTCC Application Documentation Filing

You and/or your AOR units may not be aware that the documents for a travel card request are required to be filed in the military member's PDR. When we complete an online application, we will forward the documents to the member's SPO for filing. The outlying units need to contact the SPO to retrieve copies of these documents for the unit PDR, in accordance with COMDTINST M1080.10I. For paper applications the Travel Manager is responsible for filing the documents in the unit, SPO, and EI PDRs. GTCC application documentation for non-CG military members (such as chaplains) and civilian employees need to be forwarded to us following the instructions contained in the "[How do I process a travel card application request?](#)" on our website. Note: CG Civilian Employees who are also CG Reservists, shall have their applications filed following the Civilian process.



GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

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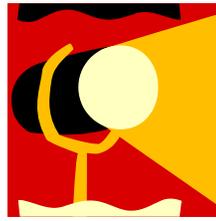
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REMEMBER * ALWAYS PROTECT PII

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In the Spotlight

Way To Go Travel Managers!

Ms. Lena Bunnenberg-obtained Charge Card Manager Certification

YN2 Chance White-identifies potential misuse and notifies command

YNC Clinton Morgan-tracks down GTCC application requests

And keep up the great work!

How to Report Potential Misuse to Command

One of your responsibilities as Travel Manager is to review cardholder transactions and identify and report any potential GTCC misuse. This can be done by reviewing routine and/or random PaymentNet reports. You may not be comfortable reporting this to the cardholder's command. The following is a sample script (used by YN2 White) that may come in handy for a potential situation:

During (cardholder name) recent travel to ???, a total of \$\$\$ in ATM withdrawals during the period of date-date were made. Based on my quick math, it appears these withdrawals are all unauthorized. These charges appear to be misuse because the total authorized M&IE was \$\$\$ and that amount was charged directly to the card for meals it seems. Since this last TDY period, I also see \$\$\$ in unauthorized ATM withdrawals in the member's home city including a \$\$\$ withdrawal on (date). This is over \$??? in possible misuse in the last month alone.

I have reduced the member's limit to \$1, pending your unit's further investigation into the matter. Please feel free to contact me with any questions or concerns.

Tweak this to meet the circumstance and be sure to include the chain of command as well as your supervisors and the primary travel manager. Don't hesitate to contact us if you would like us to help review the account and advise on the proper course of action.

