



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-RM

23 SEP 2015

MEMORANDUM FOR USAG Ft. Hunter Liggett and Parks Reserve Forces Training Area

SUBJECT: FHL Policy #8-1, Government Travel Charge Card (GTCC)

1. REFERENCE.

- a. The Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264).
- b. DoD Financial Management Regulation, Volume 9, Chapter 3, dated August 2014, Subject: Department of Defense Government Travel Card. Available on the RMO Share Point

2. PURPOSE. To establish the policies, and procedures for issuance and use of the Government Travel Charge Card by USAG Ft. Hunter Liggett and Parks Reserve Forces Training Area (PRFTA) Soldiers and Civilians.

3. APPLICABILITY. This policy applies to all Soldiers and government Civilians assigned or attached to USAG Ft. Hunter Liggett or PRFTA.

4. POLICY.

a. As a federal government employee (military or civilian) going on travel, you are expected to be familiar with federal travel regulations and government travel charge card policies. In addition to the guidance in this policy letter, pertinent regulations and travel card information can be found on the RM Share Point site. If you have any question regarding issuance or use of the GTCC, contact the Proponent in paragraph 6 of this policy letter.

b. The Government Travel Charge Card (GTCC) will be used for Official Government Travel only. Under no circumstances will the card be used for personal purposes. Military personnel who misuse or abuse the GTCC may be subject to administrative or disciplinary actions under the Uniform Code of Military Justice. Civilian personnel who misuse or abuse the GTCC may be subject to appropriate administrative or disciplinary action up to, and including, removal from Federal service.

5. PROCEDURES.

a. Generally, a GTCC will not be issued by anyone who infrequently travels, usually fewer than two times per year.

b. To receive a GTCC (new application), the traveler must first complete four on-line training courses listed below. The reasons for including DTS courses is the direct correlation between accuracy of preparation of travel requests and vouchers and prompt payment once a travel voucher is submitted. Course completion certificates must accompany the GTCC application and the "DoD Statement of Understanding for Travel Cardholders," before card issue approval by the Agency Program Coordinator (APC), which is the FHL RMO. The application and statement of understanding are available on RMO Share Point.

1) Travel Card 101 - Travel Card Program is an overview of the DoD Government Travel Charge Card (GTCC) program. The class includes sections on obtaining, using, and paying off balances on the GTCC. This course is mandatory for anyone who has and uses a GTCC.

2) First Time Log Into Defense Travel System (DTS) - This short demo shows new DTS users how to log on to DTS for the first time and describes the self-registration process.

3) DTS (Basic) – About DTS. This class provides an introduction to the Defense Travel System (DTS), explaining how to access and navigate the system. It serves as an excellent precursor to Basic DTS Travel Documents.

4) DTS (Basic) – DTS Travel Documents (DTS 101). Basic DTS Travel Documents provides basic instruction on how to create travel documents (authorizations, vouchers, and local vouchers) in DTS. This class is recommended for DoD travelers and those who create documents for them. Authorizing Officials and routing officials will benefit from this course also.

These on-line training courses are available through the Defense Travel Management Office (DTMO) Passport Trax Explorer web site

<https://www.defensetravel.dod.mil/Passport>. After registration and logging in, click on the "Training" icon and select the appropriate web based training.

c. Requirement for Credit Checks. Title 10 U.S.C. 2764a (*US Code*) requires the evaluation of creditworthiness before issuing a GTCC. To meet this requirement, the GTCC bank performs a credit check on each new card applicant who agrees to the credit check. Depending on the credit score, applicants are eligible for a standard card, a restricted card, or may not be eligible for a card. At no time and in no case will the GTCC bank provide credit check results to the APC. If an applicant declines the credit check, they will only be eligible for a restricted card or denied a GTCC.

d. The government travel charge card may be used only for authorized official travel and authorized travel related expenses. Official travel expenses are

transportation, lodging, meals and incidentals. Answers to questions regarding what is and is not authorized can be found on the RM Share Point or by contacting the APC.

e. At the conclusion of official travel complete and submit your travel voucher in DTS.

1) Timing is critical - complete and submit the travel claim/voucher immediately, within 5 calendar days, after returning from official travel.

2) Information - provide all necessary information and attach or submit receipts as required.

3) Follow up - do everything you can to speed your claim through the approval process. Know the sign-off process and follow-up.

4) Reimbursement - set up direct deposit to your bank account ahead of time, so that you will not have to wait for a check to be mailed.

5) Use the amount reimbursed by your agency to pay the travel charge card bill in full.

f. Full payment is due upon receipt of the monthly statement. The Travel Card is a charge card, not a credit card; the cardholder is not entitled to carry account balance forward. Any disputes involving the charges should be coordinated with the Agency Program Coordinator (APC) immediately. The full amount of undisputed transactions is due to the bank on the billing due date indicated whether or not you have been reimbursed. For TDY of more than 45 days, partial payments will be scheduled to settle each month's expenses.

1) If for any reason full payment cannot be made, the cardholder must immediately notify Citibank and the APC.

2) Any individual with a government travel card accruing more than 126 days delinquency will be subject to salary offset. In accordance with the provisions of the DoD Travel Charge Card program, offset will be against the current and retired pay of the card holder.

g. Any personnel holding a "Restricted" card must notify the APC within seven days prior of TDY travel to ensure that the card will be activated for use.

h. All personnel currently holding a Citibank Government Travel Card and all future applicants will receive a copy of this policy letter.

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6. PROPONENT. The Directorate of Resource Management is the proponent for this policy. The APC for the Government Travel Charge Card can be contacted at (831) 386-2247.



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Commanding