

TIPSHEET 2.0 SERIES – SUBJECT MATTER

2.1 GTCC OR ADVANCE REQUEST

FACT #1. DID YOU KNOW ...

... effective 25 July 2014, a soldier who has been issued a government travel credit card (GTCC) must use it for all PCS related expenses?

FACTS

On 9 June 2009, the Assistant Secretary of the Army/Financial Management & Comptroller (ASA/FM&C) gave soldiers the option to use their individually billed account (IBA) GTCC for PCS relocation expenses. The memo stipulated that soldiers who opted to use their IBA GTCC would not be entitled to an advance from us. Furthermore, soldiers would need to “process through their organization Agency Program Coordinator (APC)” to register their IBA accounts for PCS. ASA/FM&C also provided APCs with implementation instructions.

On 25 July 2014, the Under Secretary of the Army directed all soldiers who have a GTCC to use it “for all official relocation expenses.” This memo placed the Army in line with DoD policy that the GTCC “will be used by all ... personnel (military or civilian) to pay for all costs related to official government travel” (DoD 7000.14-R Financial Management Regulation Volume 9, Chapter 3 (April 2014)).

We’ve attached both memos in case you haven’t seen them.

TIPS

Generally speaking, the Army (not DFAS) requires soldiers who possess a GTCC to use it for relocation expenses instead of getting an advance from us. But the Army did exempt certain soldiers.

Some soldiers are exempt from mandatory use because of their status. Soldiers can’t be required to use a GTCC if they are:

- New recruits.
- Patients or medical evacuees.
- Prisoners.
- Retiring or separating.

Other soldiers are exempt from mandatory use because they won’t be issued a GTCC or can’t get one. These soldiers:

- Are infrequent travelers (travel less than 2 times a year).
- Have applied for a GTCC but it hasn’t been issued yet.
- Have been denied a GTCC by the vendor (Citibank).
- Have had their GTCC canceled or suspended by Citibank or their APC.

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2.1 GTCC OR ADVANCE REQUEST



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER

WASHINGTON DC 20310-0109

JUN 9 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses

1. Effective June 10, 2009, the individually billed travel charge card can be used for relocation expenses. Cardholders will benefit because of the convenience of use; it eliminates the need to apply for an advance of travel entitlements; reduces the travelers' dependency on personal funds. The program contains safeguards to give cardholders the opportunity to use the GTCC for relocation expenses without fear of delinquency and subsequent account suspension due to late payment. While participation in the program is voluntary, it is highly encouraged.

2. Individuals are required to process through their organization Agency Program Coordinator (APC) for registration in the program. Individuals not properly registered in the program will be considered non-participants and subject to current GTCC program policies including suspension of accounts for delinquency.

- The following types of PCS moves are excluded from the program:
 - Accession
 - Separation
- The following charges are authorized for this program:
 - Transportation
 - Lodging
 - Meals
 - Temporary Quarters Subsistence Expense
 - Approved House Hunting Expense

3. Implementing instructions are attached.

Army Travel Charge Card

Program Manager, is my point of contact and can be reached at (703) 693-3386,

Attachment


John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

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Government Travel Charge Card Permanent Change of Station Program

A. PURPOSE AND APPLICABILITY.

The Government Travel Charge Card Permanent Change of Station (PCS) program was established to give cardholders the opportunity to use their cards while in a PCS status and enjoy a longer bill-pay period. The program allows for cardholders to use their Government Travel Charge Card (GTCC) for expenses incurred for PCS travel. The process will increase outstanding spend amounts and may have a positive initial impact on delinquent dollars, and the program is expected to increase the rebates to the Government and reduce travelers' dependency on their personal funds.

B. POLICY.

1. Merchant Category Codes (MCC) and Split-disbursement requirements remain in effect.
2. Credit limits may be increased to allow for PCS entitlements according to current Department of Defense guidelines. While in PCS status, accounts will not suspend, incur late fees, or report against command delinquency percentages.
3. PCS Eligibility Requirements. The following eligibility criteria must be met prior to being placed in a PCS status:
 - a. Current and new cardholders.
 - b. Member's account must be open and current at time of registration.
4. Authorized Charges for PCS. The following expenses are authorized for use with this program:
 - a. Transportation
 - b. Lodging
 - c. Meals
 - d. Temporary Quarters Subsistence Expense (TQSE)
 - e. House Hunting approved expenses
5. Exclusions. The following types of PCS are excluded from the program:
 - a. Accession
 - b. Separation

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6. **Travel Advances.** Participants will obtain travel advances using their GTCC (ATM, cash, manual cash disbursement). Travel advances may not be obtained by any other means (i.e., Finance Office, EFT, etc.) while participating in this program.
7. **Increasing Credit Limit.** Should a credit limit increase be required, include the amount requested in the New Temporary Credit Limit box on the registration form. The new temporary credit limit will activate on the PCS status start date and return to the assigned credit limit on the PCS end date. If the amount required to complete the PCS exceeds the registering APC's approval level, the additional increase will have to be handled outside of the PCS registration process, in accordance with current guidelines. Please refer to the tables below:

Standard Accounts – Total Limits

Standard	Default (total)	APC Approval (total)	HL3 Approval (total)	CPM Approval (total)	DTMO Approval (total)
Credit	\$7,500	\$7,500- \$10,000	\$10,001 - \$15,000	\$15,001 - \$25,000	\$25,001 or higher
Travel	\$7,500	\$7,500- \$10,000	\$10,001 - \$15,000	\$15,001 - \$25,000	\$25,001 or higher
Cash	\$665	\$665 - \$5,015	\$5,016 - \$10,015	\$10,016 - \$25,015	\$25,016 or higher
Retail	\$250	\$250 - \$500	\$501 - \$1,000	\$1,001 - \$2,000	\$2,001 or higher

Restricted Accounts – Total Limits

Restricted	Default (total)	APC Approval (total)	HL3 Approval (total)	CPM Approval (total)	DTMO Approval (total)
Credit	\$4,000	\$4,000- \$7,500	\$7,501 - \$10,000	\$10,001 - \$20,000	\$20,001 or higher
Travel	\$4,000	\$4,000- \$7,500	\$7,501 - \$10,000	\$10,001 - \$20,000	\$20,001 or higher
Cash	\$365	\$365 - \$2,015	\$2,016 - \$4,015	\$4,016 - \$20,015	\$20,016 or higher
Retail	\$100	\$100 - \$200	\$201 - \$500	\$501 - \$1,000	\$1,001 or higher

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C. RESPONSIBILITIES.

1. The cardholder shall:
 - a. Advise Agency Program Coordinator (APC) of PCS orders and detachment date.
 - b. Use GTCC for allowable expenses (see regulations).
 - c. File travel voucher in accordance with Departmental policies.
 - d. In-process with gaining APC.
 - e. Ensure GTCC balance is paid by account reconciliation date (PCS end date + 30 days).

2. The APC shall:
 - a. Pre-qualify account (ensure account is open, active, and balance is current).
 - b. Register account (determine appropriate credit limit).
 - c. Brief cardholder on PCS entitlements.
 - d. Review reporting.
 - e. Encourage and advise members to register for Citi EAS online access.

D. REGISTRATION PROCESS.

1. Enroll account in Mission Critical – input start and end dates.
2. Go to the “Demographics” screen for the account – the new field is titled “Is Acct on PCS?” and type “Yes”.

****Member's GTCC account will resume normal processing and account aging once the PCS status is removed.**

E. REPORTS. Generate a monthly Mission Critical report in the Citibank Custom Reporting System (CCRS). This report is being updated to now reflect this new field. By utilizing the new Mission Critical report, each APC will be able to accurately track those cardholders who are in true Mission Critical versus PCS status.

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DEPARTMENT OF THE ARMY
WASHINGTON DC 20310

JUL 25 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses

1. References:

a. Memorandum, ASA (FM&C), Jun 9 2009, subject: Use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses.

b. Memorandum, Under Secretary of the Army, 1 Jun 2011 subject: Army Travel Charge Card Program, Individually Billed Account (IBA) Use for Official Travel Related Expenses.

c. DoD 7000.14, Financial Management Regulation, Volume 9 Chapter 3: Department of Defense Government Travel Charge Card (GTCC), April 2014.

2. Effective immediately, for those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses. For bargaining unit employees, this policy change is currently in the collective bargaining process.

3. Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program. Accession and Separation PCS moves are excluded from the mandatory IBA use requirement.

4. Cardholders will benefit from the convenience of charge card use. The card eliminates the need to apply for an advance of travel entitlements and reduces the travelers' dependency on personal funds. The program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment.

5. The Army point of contact is
Manager, (703) 601-4191.

Army Travel Charge Card Program

Handwritten signature of John F. Campbell in black ink.

John F. Campbell
Vice Chief of Staff
General, U.S. Army

Handwritten signature of Brad R. Carson in black ink.

Brad R. Carson
Under Secretary of the Army