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FM DFAS INDIANAPOLIS IN

TO AIG 4579

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SUBJ/MANDATORY USE OF GOVERNMENT TRAVEL CHARGE CARD (GTCC)  
FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES/ (TRAVEL  
TECHNICAL MESSAGE (14-05)//

RMKS/

REF A. MEMORANDUM, ASA (FM&C), JUL 25 2014

REF B. JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

REF C. JOINT TRAVEL REGULATIONS (JTR)

REF D. DODFMR VOLUME 9, CHAPTER 3, APRIL 2014

1. EFFECTIVE IMMEDIATELY, FOR ALL ARMY MILITARY PERSONNEL WHO POSSESS AN INDIVIDUALLY BILLED ACCOUNT (IBA), THE IBA TRAVEL CHARGE CARD WILL BE USED FOR ALL OFFICIAL RELOCATION EXPENSES.
2. FOR ARMY CIVILIAN EMPLOYEES THIS POLICY CHANGE IS CURRENTLY IN THE COLLECTIVE BARGINING PROCESS. USE OF THE IBA BY BARGINING UNIT EMPLOYEES IS STRICTLY VOLUNTARY AT THIS TIME.
3. UPON NOTIFICATION OF A PCS, MILITARY TRAVELERS WHO POSSESS AN IBA WILL CONTACT THEIR LOCAL UNIT TRAVEL CHARGE CARD AGENCY PROGRAM COORDINATOR (APC) TO REGISTER INTO THE PCS PROGRAM.
4. ACCESSION AND SEPARATION PCS MOVES ARE EXCLUDED FROM THE MANDATORY IBA USE REQUIREMENT.
5. ALL PERSONNEL ARE REQUIRED TO OBTAIN A GTCC IN ACCORDANCE WITH REFERENCE D.
6. IF THE TRAVELER DOES NOT POSSESS AN IBA THEY ARE NOT REQUIRED TO OBTAIN ONE IF PCS IS THE ONLY TRAVEL BEING DONE.
7. TRAVEL ORDERS MUST SPECIFY THE PURCHASE METHOD FOR TRANSPORTATION (REFERENCES B AND C). IF THE TRAVELER HAS AN IBA, THE ORDERS MUST STATE THAT THE TRAVELER WILL USE THE IBA. (REFERENCE A). IF THE TRAVELER DOES NOT HAVE AN IBA, THEN THE ORDERS MUST SPECIFY WHETHER A CENTRALLY BILLED ACCOUNT WILL BE USED OR IF THE TRAVELER IS AUTHORIZED TO PERSONALLY PROCURE TRANSPORTATION WITH THEIR PERSONAL CHARGE CARD. THE ORDERS SHOULD NOT, REPEAT NOT, CONTAIN AUTHORIZATION FOR IBA/PERSONALLY PROCURE AND CBA IN THE SAME ORDER.
8. IF THE TRAVELER HAS AN IBA THE TRAVELER WILL USE THE CARD FOR ALL TRAVEL RELATED EXPENSES, THUS ELIMINATING THE NEED FOR THE TRAVELER TO REQUEST AN ADVANCE FROM DFAS OR A FINANCE OFFICE.
9. IF THE TRAVELER DOES NOT OR CANNOT OBTAIN A CARD PCS ADVANCES WILL BE ISSUED IN ACCORDANCE WITH ESTABLISHED REGULATIONS AND POLICY.

10. WHEN REQUESTING AN ADVANCE, A TRAVELER MUST INDICATE ON THE REQUEST FORM IF THEY HAVE AN IBA. IF THE TRAVELER HAS AN IBA THE ADVANCE MAY BE DENIED.

11. IF THE IBA LIMIT IS NOT SUFFICIENT FOR THE RELATED TRAVEL EXPENSES THE TRAVELER SHOULD REQUEST A TEMPORARY INCREASE THROUGH THEIR TRAVEL CARD COORDINATOR.

12. TRAVELERS ARE RESPONSIBLE TO ENSURE THEIR GOVERNMENT TRAVEL CARD BILL IS PAID ON TIME. TRAVELERS MUST BE SURE TO ADVISE THE CARD COMPANY OF ANY ADDRESS CHANGE SO THE BILLING STATEMENT WILL REACH THEM TIMELY. IF THE TRAVELER TAKES LEAVE EN ROUTE OR PERFORMS TDY EN ROUTE, THE TRAVELER IS RESPONSIBLE TO CONTACT THE CARD COMPANY TO ENSURE THE BILL IS PAID ON TIME. SUCH CONTACT MAY BE DONE ON THE TELEPHONE OR VIA INTERNET.

13. UPON FILING THE CLAIM (DD FORM 1351-2) THE TRAVELER SHOULD ENTER THE AMOUNT OF THE IBA CHARGES IN BLOCK 1 "SPLIT DISBURSMENT" TO ENSURE ALL EXPENSES CHARGED TO THE IBA ARE PAID DIRECTLY TO THE GTCC. THIS WILL ASSIST WITH TIMELY PAYMENT OF THE BILL.

14. TRAVELERS USING THE IBA FOR TEMPORARY LODGING EXPENSE SHOULD FILE THEIR CLAIMS UPON TERMINATION OF LODGING. IF THE TRAVELER IS ON TEMPORARY DUTY EN ROUTE WITH PCS, THEY SHOULD FILE THEIR CLAIM UPON ARRIVAL AT THE NEW PDS, OR IF THE TDY IS FOR MORE THAN 30 DAYS, THEY SHOULD FILE EVERY 30 DAYS.

15. THE GOVERNMENT TRAVEL CARD MUST NOT BE USED FOR ANY LEAVE EXPENSES WHILE EN ROUTE TO THE NEW PDS. THE CARD IS STRICTLY FOR OFFICIAL TRAVEL. SEE THE TRAVEL CARD AGREEMENT FOR ADDITIONAL INFORMATION ON ALLOWABLE EXPENSES.

16. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-5090/4655/3917/5094.

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