DoD GOVERNMENT TRAVEL CHARGE CARD PROGRAM

Government Travel Charge Card Program

Overview

The DoD Government Travel Charge Card (GTCC) Program provides travelers an effective, convenient, and commercially available method to pay for expenses related to official travel.

Policy

Use is mandatory for all personnel (military or civilian) to pay for ALL official travel costs for TDY/TAD and PCS (where applicable).

The travel card is intended for official travel-related use only and using the card for personal purchases or to cover another traveler's expenses is prohibited.

Features

Online and Mobile Account Management — Access your GTCC account anytime, from anywhere using CitiManager. Through CitiManager you can:

- View statement activity and check balance
- View monthly statements
- Make payments
- Set up and manage email/mobile alerts
- Update contact information

Go to www.citimanager.com to register for an account.

Paperless Statements — Elect to receive electronic statements online via CitiManager instead of waiting on a paper statement to arrive in the mail.

Automated Card Status Check — Your card may be de-activated for use when you are not in official government travel status. When you get ready to book travel, verify that your card is ready to accept charges without having to speak to a representative. Just the call Citi customer service number on the back of your card and follow the prompts.

Traveler Benefits

- No need to use personal funds for mission-related travel expenses
- No interest charges
- Delayed late fees
- Extended payment terms
- Insurance coverage for rental car, lost luggage and personal injury
- Streamlined payment with Defense Travel System (DTS) split disbursement
- Online and mobile account management

If you receive a new card, remember to update your GTCC information in your DTS user profile.

Customer Support

- Agency Program Coordinators (APCs) are the primary points of contact for travel card information.
- Citi Customer Service: 1-800-200-7056 (call collect from outside the U.S. 757-852-9076)

Training

Training is available for cardholders and APCs through Travel Explorer (TraX), DTMO's web portal, at www.defensetravel.dod.mil/passport.

- "Programs and Policies — Travel Card Program (Travel Card 101)" mandatory training for cardholders
- Travel Card Program Management training for APCs

*Information current as of 3/2016