

**FORSCOM Use of Government Travel Charge Card (GTCC) to Pay for
Permanent Change of Station (PCS) Expenses**

Purpose and Applicability:

To establish a series of management controls that will provide direction for the use of GTCC for PCS expenses. This policy applies to all official government PCS moves performed by Forces Command (FORSCOM) personnel. The implementation of this policy will require more active involvement by Agency/Organization Program Coordinators (A/OPCs) in managing data and disseminating current information to supervisors of employees with delinquent balances and/or inappropriate transactions so that corrective action can be initiated (Appendix A).

Policy:

References:

- a. DoD FMR Volume 9, Chapter 5, Appendix A, October 2010.
- b. DoD FMR Volume 9, Chapter 3, Appendix F, August 2010.
- c. ASA (FM&C) Memorandum, 9 June 2009, subject: Use of the GTCC for Permanent Change of Station (PCS) Expenses.

Effective, no later than 10 June 2009, Army policy is amended to recommend use for all official PCS travel expenses for all military and non-bargaining unit employees.

All employees who travel two or more times annually (i.e., house hunting trip and PCS move) must apply for and use the GTCC for all official travel expenses, unless otherwise exempt. When employees are not on official Temporary Duty (TDY)/PCS travel, the card will not be used. Personal use of the card is prohibited.

Procedures (Travel Card Application and Maintenance Process)

Employees eligible for a GTCC must adhere to the following procedures for requesting a card, receiving a personal identification number (PIN), and for card maintenance.

- a. Employees must obtain a GTCC (individually billed account) application from their A/OPC or application can be initiated online by A/OPC. Employee must sign application manually or electronically.

b. Completed application must be approved and signed by supervisor and forwarded to cardholder's designated A/OPC.

(1) The A/OPC will ensure the application is complete and signed by employee and supervisor.

(2) The A/OPC will forward the completed application to Citibank for processing.

(3) Citibank will issue a GTCC in the name of the employee once application has been processed and approved.

(4) Citibank will mail the GTCC to the participating employee's home address.

(5) If pin is required, a separate request must be made by employee to Citibank. Citibank will issue the pin in a separate mailing.

(6) The employee will contact Citibank and A/OPC within 30 days after name, address, or office location change.

(7) Once card is received, employee will contact Citibank to verify receipt of card using the number provided by Citibank.

(8) If card is restricted (credit limit \$4000), employee must call A/OPC for activation before card can be used.

(9) If card is standard (credit limit \$7500), once receipt verified, cards are active and available for use.

Responsibilities:

a. Cardholder:

(1) Will sign a statement of understanding prior to application being submitted.

(2) Will complete annual/refresher travel card training.

(3) Will provide A/OPC with a copy of official PCS orders to attach to statement of understanding.

(4) Is responsible for ensuring the GTCC is used for authorized official travel expenses only.

(5) Will observe rules and regulations set forth in the Joint Federal Travel Regulation/Joint Travel Regulation.

(6) Will submit voucher no later than 5 days after completion of official PCS travel.

(7) Will make payment by statement due date regardless of reimbursement status.

(8) Will notify A/OPC of PCS travel card related issues.

(9) Is personally responsible for all items billed to the card, unless the card was reported lost or stolen.

(10) Upon arrival at new duty location, employee must notify A/OPC of PCS/mission critical status (MCS).

(11) Cardholder must notify A/OPC of expiration or request for extension of PCS status to ensure MCS is changed in the system (if applicable).

(12) Cardholder must keep all receipts (regardless of the amount) to be attached to DD 1351-2 (Travel Voucher) when processed for reimbursement.

b. Approving Official:

(1) Must receive training /refresher training on entitlements and voucher approval process.

(2) Must review each DD 1351-2 and supporting documents for correctness, validity, and ensure split disbursed amount are sufficient to cover GTCC charges.

(3) Sign DD 1351-2 and return to employee for submission.

(4) Report suspected incidents of fraud, waste and abuse to A/OPC for further review.

c. Agency/Organization Program Coordinator (A/OPC):

(1) Initiate new GTCC application (manually or electronically).

(2) Ensure current cardholders account are active, in good standing (not delinquent or suspended).

(3) Ensure cardholder's account is placed in MCS in Citibank Electronic Access System (EAS).

(4) Ensure cardholder's account has sufficient credit/cash limits to support PCS move.

(5) Monitor cardholder activity for the duration of the PCS move (up to 6 months or paid in full).

(6) Report suspected fraud and misuse of GTCC to management.

(7) Deactivate accounts once PCS move is complete.

(8) Run monthly Citibank reports to track MCS and PCS status.

d. Prohibited Use of Card:

Employees are prohibited from using their travel card for the following (not all inclusive):

(1) Spouses not authorized to use GTCC

(2) Alcohol and alcoholic beverages

(3) Automobile purchases, car repairs and services

(4) Any service or product obtained for personal, family, or household purposes

(5) Clothing

(6) Emergency medical services

(7) Office supplies

(8) Computers, televisions or digital equipment

(9) Gambling

e. Authorized Use of Card:

Employees are permitted to use their travel card for the following:

(1) Airline tickets (cardholder only if applicable)

(2) Lodging (temporary quarters subsistence expense (TQSE))

- (3) Cash Advances (ATM withdrawals only).**
- (4) Restaurant (meals for cardholder only)**
- (5) Auto Rentals (if applicable)**
- (6) Gasoline (Privately Owned Vehicles and Rental Cars)**
- (7) Parking**
- (8) Taxi and Shuttle Service**
- (9) Approved House Hunting expenses as listed on official orders**

f. Cash Advances:

Cardholders may use the GTCC to obtain cash advances (ATM withdrawals only) for exempted expenses. These cash advances are limited to meals and incidental expense rate (M&IE) for the PCS location. These advances (with ATM receipt) are to be included on employee's travel voucher when requesting reimbursement for PCS/house hunting expenses.

- (1) Cash Advances will be monitored by the A/OPC.**
- (2) Cash limits will be set according to card status (i.e. restricted (\$500) or standard (\$665)).**
- (3) Request for an increase of cash limit will be determined on a case by case basis. Increase is not guaranteed.**
- (4) Cash advances must be annotated on DD 1351-2 (with appropriate receipts).**
- (5) Cash limits are for a 30 day period.**
- (6) Cash obtained from an ATM in amounts greater than required for the duration of the travel are considered excessive cash advances (i.e. withdrawing \$300 for a four day PCS/housing hunting trip).**
- (7) The ATM fees are reimbursable if annotated on DD 1351-2**

g. Travel Voucher Claims:

(1) Employees are reimbursed for authorized and allowable official travel and transportation expenses, supported by receipts, in accordance with applicable travel policies and procedures. The use of the contractor-issued

charge card does not change the procedures for completing and submitting a claim for reimbursement of travel expenses.

(2) Upon completion of authorized travel, employees will prepare and submit DD 1351-2, Travel Voucher.

(3) Submit claims for travel reimbursement to the approving official for signature within five workdays after completion of a PCS move. Employees who are unable to file a voucher within five days due to emergency situations must contact their supervisors for direction and assistance and are reminded that regardless of whether reimbursement of travel expenses is made, payment of their government contractor-issued charge card bill must be made in accordance with the charge card agreement, statement of understanding, and PCS MCS guidelines.

(4) Employee must submit DD 1351-2 per guidance in appendix A (step 3) of this document.

h. Expiration of PCS Status:

Mission Critical Status – once cardholder's account has been identified and approved, the card is placed in this status for a time period not to exceed 90 days from start of PCS travel. While in this status, the cardholder's account will not become delinquent, nor suspended for non-payment, will not be reported as delinquent, no late fees will be charged, account will not begin aging until status termination date, and monthly statements will continue to be sent to cardholder.

(1) Forty-five days after removal of the account from MCS, the entire balance on the account is due in full.

(2) Cardholder will use the GTCC to pay for authorized PCS expenses unless otherwise exempt (see exemption in Appendix B). The A/OPC must ensure PCS block is checked in Citibank EAS and MCS status dates are established before cardholder can be officially considered in PCS status.

(3) Cardholder must sign PCS statement of understanding in addition to the traditional statement for use of GTCC.

(4) Supervisor will sign off on PCS statement of understanding indicating that they approve and that the individual meets all requirements for using the GTCC for PCS expenses.

(5) When PCS status (TQSE) exceed more than 30 days, employees are required to submit partial payment travel vouchers using the split disbursement option for payment of GTCC (see appendix C for sample and instructions).

i. Collection of Delinquent Payments from Employee Pay:

In accordance with their cardholder and PCS statement of understanding, employees are obligated to pay the undisputed balance within 30 days of statement date after removal from MCS. If the amount is not paid within the time allotted, the travelers account can be turned over to Defense Finance and Accounting System (DFAS) for salary offset and/or an outside collection agency.

j. Suspension/Cancellation of Travel Charge Cards:

(1) Citibank will suspend an account once an undisputed transaction remains unpaid for 61 days or more on the statement in which the unpaid charges first appeared. Citibank will cancel an account once undisputed transactions remain unpaid 120 days. An account may also be canceled if it has been suspended twice during the preceding 12 months, and becomes past due again.

(2) Employees who have lost their GTCC privileges due to card cancellation by the bank because of delinquency or use of the card for non-official purposes and need to perform official travel must use a personal charge card, personal funds or request a travel advance from DFAS.

(3) A cancelled travel card account reflects unfavorable past performance. For this reason, employees with cancelled travel card accounts are considered high risk in the repayment of travel advances. For this reason, all travel advance request must be approved by individual's commander/supervisor.

Permanent Change of Station (PCS) Guidance

Step By Step process

Step 1 – Losing APC

Before cardholder PCS:

- (1) Do civilian PCS orders authorize individual to use card? Military orders are exempt.**
- (2) If yes and approved by supervisor, has individual elected to use the card and signed statement of understanding and card holder responsibility?**
- (3) If yes, APC activates card with proper credit limit, PCS status, mission critical dates and keeps copy of signed documents.**
- (4) If no, individual will request advance pay within 10 days of PCS departure dates or use personal funds to pay for expenses (skip to step 3).**

Step 2

Using the travel card while in PCS status:

- (1) Card will only be used for official PCS entitlements (as stated in this document).**
- (2) Cardholder will keep all receipts (regardless of the amount).**
- (3) ATM withdrawals will be limited to authorized per diem M&IE.**
- (4) If in PCS status for more than 30 days, interim partial payment travel vouchers (DD 1351-2) will be submitted for payment of GTCC (use split disbursement option) every 30 days.**

Step 3 – Gaining APC

PCS Status is over:

(1) Cardholder will complete DD 1351-2 and attach all required receipts and give to Approving Official (AO) for approval.

(2) The AO will ensure that split disbursement option is selected, receipts attached, and voucher is correct.

(3) The AO has 3 days from date of receipt of voucher to review, approve, sign and return to cardholder for submission to DFAS.

(4) Cardholder submits final DD 1351-2 voucher within 5 working days of last day of PCS.

(5) Cardholder will fax documents to their DFAS location per instruction listed on their PCS orders within 2 days of AO signature.

(6) It is the cardholder's responsibility to notify A/OPC of PCS status change.

(7) It is the A/OPCs responsibility to deactivate the card.

(8) It is the cardholder's responsibility to track their PCS voucher to completion. If payment is not received within 14 days, cardholder should contact DFAS to make inquiry.

(9) The AO will track PCS payment to ensure that GTCC is paid in a timely manner.

(10) The A/OPC will track payments in EAS to ensure timely payments and notify cardholder and supervisor if payment is not made within 20 days after submission.

(11) The A/OPC will remove individual from MCS after 30 days of voucher submission.

(12) Cardholder will ensure that within 30 days of being removed from MCS the balance on GTCC is paid in full regardless of reimbursement from DFAS, per signed statement of understanding.

(13) After 45 days, A/OPC will check in EAS to ensure that account has a zero balance for PCS expenses (based on PCS transaction dates).

APPENDIX A

Helpful Links:

- 1) DoD FMR Volume 9, Appendix A:
http://comptroller.defense.gov/fmr/09/09arch/09_appx.pdf
- 2) DoD FMR Volume 9, Chapter 3
http://comptroller.defense.gov/fmr/09/09_03.pdf
- 3) Use of Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses Memorandum
<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidance/s/tc/memos/gtcc-pcse.pdf>
- 4) Army Travel Charge Card Program Responsibilities, Policies, and Procedures Memorandum
<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidance/s/tc/memos/ppr-memo.pdf>
- 5) Mandatory Use of Individually Billed Account (IBA) to Pay for Official Temporary Duty (TDY) Travel Memorandum
<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidance/s/tc/miu.pdf>
- 6) DTMO Information for Travel Card Holders
http://www.defensetravel.dod.mil/Sections/TC_Cardholder.cfm
- 7) Joint Travel Regulation (JTR)
[http://www.defensetravel.dod.mil/perdiem/jtr\(ch1-7\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(ch1-7).pdf)
- 8) Federal Travel Regulation (FTR)
<http://www.gsa.gov/portal/ext/public/site/FTR/file/FTR301TOC.html/category/21868/hostUri/portal>
- 9) Joint Federal Travel Regulation (JFTR), Volume 1
[http://www.defensetravel.dod.mil/perdiem/jftr\(ch1-10\).pdf](http://www.defensetravel.dod.mil/perdiem/jftr(ch1-10).pdf)
- 10) ASA (FM&C) Army Travel Card Program Responsibilities of Success
<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidance/s/tc/atcp.doc>

APPENDIX B

Class of Employees Exempt from Mandatory Use of Government Travel Charge Card (GTCC) (DoD FMR, Volume 9, Chapter 3, Section 0306)

The General Services Administration (GSA) has exempted the following classes of personnel from the mandatory use of the GTCC:

- a. Employees who have an application pending for the GTCC.
- b. Individuals traveling on an invitational travel order/authorization.
- c. New appointees/recruits.
- d. Infrequent Travelers – Within the Department of Defense (DoD), those who travel two times or less in a 12-month period.

In addition to the government-wide GSA exemptions, the DoD has further exempted the following classes of personnel from mandatory use of the card:

- a. Members of the Reserve Officers Training Corps and military personnel undergoing initial entry or initial skill training prior to reporting to their first permanent duty station.

- b. Individuals who are denied GTCCs or who's GTCCs have been canceled or suspended by the GTCC contractor or the cardholder's agency/organization, for financial irresponsibility or for other specific reasons. This exemption does not apply to military members and DoD civilian personnel who are denied GTCCs because they do not accept the terms and conditions of the cardholder agreement, such as refusing to: (1) complete (to include Social Security Number and residential mailing address) and sign the account application form, (2) permit a credit check, or (3) certify to their creditworthiness. The exemption also does not apply when military members and DoD civilian personnel cancel their cards, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement.

- c. Hospital patients.

- d. Prisoners.

- e. Military members or DoD civilian personnel as approved by the Head of a DoD Component during: (1) a period of war, (2) a national emergency declared by the President or the Congress, or (3) mobilization, deployment, or contingency operations.

f. Military members or DoD civilian personnel who use the card only for travel en route to a point of departure for deployment and cannot file a voucher prior to their deployment.

g. Military members or DoD civilian personnel traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of the GTCC.

h. Military members or DoD civilian personnel whose use of the GTCC, due to operational, security, or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of themselves or others, or would compromise a law enforcement activity.

i. Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a GTCC to such individual.

Appendix C

FORSCOM Traveler's Agreement for use of Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses

I, [print name] _____ have received, read, and understand the information regarding appropriate use of the Government contractor-issued travel charge card and Enclosure 1 to Appendix C. In addition to this Agreement, the specific documents that I have received include: a Memorandum to All Employees on "Use of Government Travel Charge Card for Permanent Change of Station (PCS) Expenses," Travel Card Do's & Don'ts for Employees (booklet) and the Individual Cardholder Agreement from the card issuer.

I further understand that:

My travel charge card may be used only for my own **authorized official** expenses associated with PCS travel, including cash travel advances at an ATM, and allowable relocation expenses (such as en-route travel and an authorized house-hunting trip) – use of the card for any other purpose is misuse;

I am responsible for securing my travel charge card to prevent its unauthorized use by others, as I am the sole person authorized to use this card;

Using the card for personal purchases or other non-travel expenses or ATM withdrawals other than for official PCS travel for which such use is authorized, is misuse;

Official reprimands, suspension from duty without pay, and dismissal from the Federal service are some actions that may be taken for misuse or abuse of the Government-issued travel charge card;

I must pay my travel card charges by using Split Disbursement feature when preparing my DD Form 1351-2 voucher and pay my statement balance on time.

Citibank may suspend or cancel the card and ultimately report my delinquency to credit bureau(s). This may have unfavorable effects on my personal credit rating and reports.

My failure to adhere to the terms of this PCS Agreement and the Individual Cardholder Agreement between Citibank and myself may be considered misconduct subject to disciplinary and/or adverse actions, up to and including dismissal from federal service.

In accepting and using my Government-issued travel charge card to pay for PCS expenses, I agree to and accept the terms above governing my use of this card.

Employee's Signature and Date

Supervisor's Signature and Date

ENCLOSURE 1 TO APPENDIX C

Responsibility to Pay GTCC Bills in Accordance with Cardholder Agreement

Employees are responsible for reading and adhering to the policies and procedures specified in the cardholder agreement they sign in order to obtain a Government travel charge card. Under the cardholder agreement currently in effect, the travel charge card bill is due and payable in full when delivery at the employee's billing address.

The employee is liable to Citibank for full reimbursement of all charges authorized by the employee.

Under FTR 301-52-24, employees must pay amounts owed to the travel card bank in accordance with the cardholder agreement, even if the employee has not yet been reimbursed for those expenses appearing on the billing statement.