

INFORMATION PAPER (USE OF GTCC FOR PCS)  
FORSCOM EMPLOYEES ONLY

In November 2010, FORSCOM authorized the Government Travel Credit Card (GTCC) to pay for PCS expenses, except in the case of accessions and separations

The new policy makes it voluntary for FORSCOM employees to use the card and provides guidelines for use of this program. The program is strictly voluntary, however a travel advance from DoD disbursing offices **will not** be authorized for personnel who have been issued an individual GTCC.

Employees who voluntarily elect to participate in the program and supervisors who approve employees' participation must sign a separate PCS statement of agreement. A copy of the agreement, along with a copy of employees' orders will be maintained by the employee, supervisor, and organizations GTCC Agency/Organization Program Coordinator (A/OPC).

The following charges are authorized for this program:

- Transportation
- Lodging
- Meals
- Temporary Quarters Subsistence Expense
- Approved House Hunting Expense

Responsibilities of the cardholder, supervisor and Approving Official (AO):

**CARDHOLDER:**

- Must have a card and be in good standing
- Will sign an additional statement of understanding for PCS (Appendix C) and provide a copy of orders to be attached to that statement of understanding.
- Will obtain the approval signature of supervisor on the PCS statement of understanding.
- Is responsible for ensuring card is used for authorized official travel expenses only (as stated in the FORSCOM Use of GTCC for PCS document)
- Will observe rules and regulations set forth in the Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR)
- Will submit completed voucher with all required receipts to Approving Official (AO) within 5 working days from last day of PCS. (AO has 3 days to approve)
- Will fax DD Form 1351-2 to DFAS per instruction on their PCS orders within 2 days of AO signature.
- 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.

- Will make payment by statement date regardless of reimbursement status
- Is personally responsible for all items billed to the card, unless the card was reported lost or stolen
- Upon arrival at new duty station, employees must notify A/OPC of PCS/mission critical status (MCS)
- Cardholder must notify A/OPC of expiration or request for extension of PCS status to ensure MCS is changed in the system (if applicable)
- Cardholder must keep **all receipts (regardless of the amount)** to be attached to the DD 1351-2 (Travel Voucher) when processed for reimbursement
- Cash advances (ATM withdraws) must be annotated on DD Form 1351-2 (with appropriate receipts) Withdraws will be limited to authorized per diem M&IE
- If PCS status exceeds more than 30 days, employees are required to submit partial payment travel vouchers using split disbursement option for payment of travel card (use split disbursement option) every 30 days
- Cardholder will ensure that within 30 days of being removed from Mission Critical Status (MCS) the balance on the GTC is paid in full regardless of reimbursement form DFAS, per Statement of Understanding.

#### **LOSING GTCC PROGRAM COORDINATORS:**

- If cardholder wants to use travel card for PCS, make sure cardholder and supervisor have signed the Statement of Understanding for PCS expenses
- APC will activate card with proper credit limit, enroll the GTCC account in “Mission Critical” status (MCS) and input start and end dates and keep copy of signed documents. Ensure enough funds to support PCS move (Cardholder will not incur interest or late charges while in a “Mission Critical” status ).
- Monitor cardholder activity for duration of PCS. Cardholder’s GTCC account will resume normal processing and account aging once the PCS status is removed.
- Report suspected fraud and misuse to GTCC management.
- Run monthly reports to track MCS and PCS status (30 days after the arrival date at new duty station).
- Deactivate account once PCS is complete
- If cardholder chooses not to use card for PCS, individual will not be authorized to request a travel advance from the DFAS disbursing office and must use personal funds.

#### **GAINING GTCC PROGRAM COORDINATORS: (PCS Status is Over)**

- APC will deactivate the card upon completion of PCS status. (if not already deactivated)

- APC will track PCS payments in EAS to ensure timely payments and notify cardholder and supervisor if payment is not made within 20 days of submission
- The APC will remove individual from mission critical status (MCS) after 30 days of voucher submission

## **SUPERVISORS**

- Must approve use of the government travel card for PCS expenses by signing and dating the PCS Statement of Understanding
- Supervisors will maintain a copy of Statement of Understanding along with a copy of the orders

## **APPROVING OFFICIALS**

- Must receive training/refresher training on entitlements and voucher approval process
- Must review each DD 1351-2 and supporting documents for correctness, validity, and ensure split disbursement is selected and that disbursed amount is sufficient to cover travel card charges
- Sign DD Form 1351-2 and return to employee for submission within 3 days of receipt.
- Report suspected incidents of fraud, waste and abuse to A/OPC for further review
- The AO will track PCS payment to ensure travel card is paid in a timely manner

For more detailed information you may go to the Fort Irwin website: [www.irwin.army.mil](http://www.irwin.army.mil) and click on “Newcomers” and then “Government Travel Card”

The FORSCOM memorandum and complete policy are posted here to include a list of governing regulations.