

FORSCOM Employees 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 3, April 2014.
- b. ASA (FM&C) Memorandum, 9 June 2009, subject: Use of the GTCC (GTCC) for Permanent Change of Station (PCS) Expenses.
- c. HQDA Memorandum, 25 July 2014, subject: Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses.

Effective, no later than 25 July 2014, Army policy is amended to require the mandatory use for all official PCS travel expenses for all military and non-bargaining unit employees currently in possession of a GTCC.

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 JFTR/JTR.

(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) Are 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 in-process with gaining APC of PCS/mission critical status (MCS) within three (3) days of arrival.

(11) Cardholder must notify APC 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 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 EAS system.

(4) Ensure cardholder's account have 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

d. Authorized Use of Card:

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

(1) Airline tickets (cardholder only if applicable)

- (2) Lodging (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**

e. 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)). These limits can be temporarily increased based on individual circumstances.

(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) ATM fees are reimbursable if annotated on DD 1351-2

f. 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 5 workdays after completion of a PCS move. Employees who are unable to file a voucher within 5 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.

g. Expiration of PCS Status:

Mission Critical Status (MCS) – 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 for start of PCS travel. While in this status, the cardholder’s account will not become delinquent, nor will it suspend 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 Electronic Access System (EAS) and MCS status dates are established before cardholder can be officially considered in PCS status.

(3) Cardholder must sign PCS Statement of Understanding for use of GTCC.

(4) 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).

h. 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 DFAS for salary offset and/or an outside collection agency.

i. 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.