



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

OCT 04 2015

IMFW-RM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Travel Charge Card (GTCC) Program (Garrison Policy #49)

1. References.

a. Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, Volume 9, Chapter 3, April 2014.

b. Memorandum, Office of the Assistant Secretary of the Army, Subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program, Individually Billed Accounts, 9 October 2014.

c. Memorandum, Department of the Army, Subject: Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses, 25 July 2014.

2. Management of the GTCC Program is every leader's and verifying authority's responsibility. Cardholders and Supervisors will be held to a high standard of responsibility and accountability. Supervisors will ensure adequate oversight and compliance with program objectives. Every leader will be evaluated on the ability to effectively manage the GTCC Program. All leaders will strive to ensure that we maintain a delinquency rate of less than 1% of the total accounts and less than 2% delinquency for the outstanding financial obligation.

3. An Agency Program Coordinator (APC) appointed in writing by the undersigned will manage the Individually Billed Accounts (IBA) for the Garrison. The APC must be fully trained to perform the duties, to include proficiency in the use of the Electronic Access System (EAS) to manage the program and monitor cardholder transactions. It is mandatory that the appointee complete the Travel Card Program management (APC Course) course available on the Defense Travel Management Office (DTMO) website within 60 days of assignment and complete the Refresher training every three years.

4. Before submitting a request for the issuance of a Government Travel Credit Card to the APC, the Soldier/employee must provide a signed Statement of Understanding (SOU) to acknowledge compliance with the responsibilities and a certificate of completion for the Travel Card 101 (Program & Policies-Travel Card Program). The training course is available on the Defense Travel Management Office (DTMO) Travel Explorer (TraX) website <https://www.defensetravel.dod.mil/Passport/bin/Passport.html>. Refresher training is required every three years. Cardholders will ensure refresher training is completed as required and a copy of the certificate of completion is submitted to the APC on time.

5. Army policy requires the use of GTCC by all DoD personnel (military or civilian) to pay for all costs related to official Government travel. Official government travel is defined as travel under official orders while performing duties that pertain to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). Current policy exempts agency personnel from mandatory GTCC use if they travel less than two (2) times per fiscal year. Unless otherwise exempt, all DoD personnel are required to use the GTCC for certain expenses related to official government travel including airline tickets, lodging, and rental car expenses.

IMFW-RM

SUBJECT: Government Travel Charge Card (GTCC) Program (Garrison Policy #49)

6. In/Out Processing. All cardholders are required to clear the Garrison GTCC Office located at building 1064, Room 103. Hours of Operation: Mon-Fri 0800-1600. Clearance Record or PCS Orders are required.

7. PCS Program. All cardholders are required to utilize the GTCC for certain relocation expenses associated with PCS up to the limit of the cardholder's entitlements. Cardholders will benefit because of the convenience of use; it eliminates the need to apply for advance of travel entitlements and reduces the travelers' dependency on personal funds. The program contains safeguards to give cardholders the opportunity to use the GTCC for relocation expenses without fear of delinquency and subsequent account suspension due to late payment.

a. Individuals are required to process through the Garrison APC for registration in the program. Individuals not properly registered in the program will be considered non-participants and subject to current GTCC program policies including suspension of accounts for delinquency. Cardholders must report to the APC at the gaining organization upon arrival.

b. PCS Eligibility Requirements. The following eligibility criteria must be met prior to being placed in a PCS status:

(1) Current cardholders.

(2) Member's account must be open and current at time of registration.

c. Authorized Charges for PCS. Transportation, Lodging, Meals, Temporary Quarters Subsistence Expense (TQSE), and approved House Hunting expense are authorized for this program.

d. Exclusions. Accession and Separation are excluded from the program.

8. Cardholders are required to submit travel vouchers (DD Form 1351-2, Travel Voucher) within **five (5)** business days after completion of travel. It is **MANDATORY** for cardholders to use split disbursement to pay the outstanding balance of their card account. Cardholders are responsible for payment in full of all undisputed amounts due in the monthly billing statement by the due date, **REGARDLESS** of the status of their travel reimbursement. On long-term TDYs (more than 45 days) cardholders will file interim vouchers every 30 days in order to receive partial payments and will use split disbursement as the means of payment to prevent delinquency. Supervisors must ensure travel vouchers are filed promptly and charges are paid upon receipt of the monthly billing statement. If on extended TDY (for 30 or more days), file interim/ accrual travel vouchers every 30 days to ensure monthly bills are paid. It is a cardholder's responsibility to notify the APC and the Citibank of changes in contract information such as a new address, name change, new employer, or change in email address.

9. Monthly, the GTCC APC will pull a report from the EAS of all past due/delinquent accounts. Accounts are considered past due at 30 days past billing cycle statement and delinquent if unpaid 60 days after the billing cycle statement. The APC will notify cardholders who are 30 days past due via email to make the payment immediately. All cardholders who are 60, 90, or 121 days delinquent and their immediate supervisor will receive an email notification from the GTC APC. Supervisors are responsible to counsel all cardholders who have delinquent accounts over 60 days past due or have misused their card. The immediate supervisor will sign off on the 61 day delinquency letter from the Garrison APC. The director will sign off on the 91 day delinquency letter from the APC. The 121 day delinquency letter created by the APC will be signed by the Garrison Commander. All delinquency letters and corrective action taken in writing will be sent to the Garrison Commander. Collections will be in accordance with public law.

IMFW-RM

SUBJECT: Government Travel Charge Card (GTCC) Program (Garrison Policy #49)

10. Misuse of the GTCC will not be tolerated. Supervisors will ensure GTCCs are used **ONLY** for official travel related expenses. Examples of misuse include, but are not limited to: expenses related to personal, family or household purposes; cash withdrawals from ATMs or banks when not related to official IMFW-Government travel requirements; intentional failure to pay undisputed charges in a timely manner; and ATM cash withdrawals taken more than three days prior to official Government travel. Supervisors are expected to prevent travel card misuse through command emphasis and direct involvement.

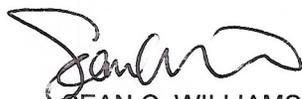
11. Monthly the APC will review the transactions for at least 10% of the cardholders accounts with activity (i.e., charges, payments, denials) to ensure transactions are in compliance with regulatory requirements. The APC will notify cardholders with a memorandum when misuse of the GTCC is suspected and notify the cardholder's supervisor and the security office.

12. Misuse of the Government Travel Card is prohibited and may subject the cardholder to both administrative and criminal penalties. Fraud against the United States is punishable by up to 5 years in prison and even employees who misuse the card through neglect or carelessness may be reprimanded, suspended or even removed from Federal employment depending upon the nature and extent of the misuse. Whether the misuse involves a large or a small sum, is intentional or repeated, are among factors that management will consider when arriving at an appropriate penalty.

13. Supervisors will take appropriate action with respect to security clearances for cardholders who misuse their cards or are delinquent in paying their card account balances. The APCs are required to notify supervisors of delinquency and apparent card misuse by cardholders. The APC will also notify the Security Office at the same time. The DoD guidance requires supervisors to refer such cases to their organization's security office, which will refer the matter to the Central Clearance Facility for a determination on whether removal of the security clearance is warranted.

14. This policy supersedes Garrison Policy #49, SAB, dated 23 April 2014.

15. Proponent for this policy letter is Resource Management Office (RMO), 353-9407/7674/7512.


SEAN C. WILLIAMS
COL, SF
Commanding

DISTRIBUTION:

All Garrison Directorates/Agencies