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FM COMDT COGARD WASHINGTON DC//CG-102//  
TO ALCOAST  
BT  
UNCLAS //N04600//  
ALCOAST 283/07  
COMDTNOTE 4600  
SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) POLICY AND PROCEDURES

A. [GOVERNMENT TRAVEL CHARGE CARD \(GTCC\) PROGRAM, COMDTINST 4600.14B](#)

1. Ref (a) provides the policies and procedures for usage of the GTCC and individual GTCC cardholder responsibilities. The following emphasizes some of the most commonly overlooked GTCC policies and procedures.

A. The GTCC is only authorized to be used for expenses that are directly related to official government travel and reimbursable IAW the JFTR/FTR. Use of the GTCC is strictly prohibited for any expense incurred while traveling under permissive orders.

B. The GTCC is only authorized to be used for the expenses of the individual whose name is embossed on the front of the GTCC. Use for payment of expenses for any other individual is strictly prohibited.

C. The GTCC monthly statement must be paid in full upon receipt, partial payments are not authorized. Funds received from travel claim reimbursement shall be used to pay the travel expenses charged against the GTCC.

D. The GTCC account mailing address and other contact information contained on the GTCC account must be current at all times. GTCC cardholders shall immediately contact Citibank at 1-800-790-7206 and update the information any time there is a change to any of the information. This applies to all GTCC cardholders and not just cardholders with current usage activity.

E. Notify the local GTCC coordinator upon PCS departure and reporting.

F. Immediately cease use of and destroy the GTCC upon notification of service/employment termination and notify the local GTCC coordinator of the service/employment termination.

2. While the above only addresses the most commonly overlooked policies, GTCC cardholders are responsible for ensuring complete adherence to all the GTCC policies and procedures contained in ref (a).

3. For questions, please contact Mr. Les Weisbeck at 202-475-3687, e-mail Les.R.Weisbeck@uscg.mil or Mr. Scott Arndt at 202-475-3664, e-mail scott.r.arndt@uscg.mil.

4. Internet release authorized.

5. RADM Clifford I. Pearson Assistant Commandant for Human Resources, sends.

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