



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

27 AUG. 2012

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US ARMY GARRISON YONGSAN COMMAND POLICY #9-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Travel Charge Card (GTCC) Program

1. References:

a. Department of Defense Financial Management Regulation (DODFMR), Volume 9, Chapter 3, Department of Defense Government Travel Charge Card, August 2010.

b. Memorandum, Deputy Assistant Secretary of the Army, 29 April 2011, subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program, Individually Billed Accounts (IBA).

c. Memorandum, HQDA, 9 June 2009, subject: Use of Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses.

2. Purpose: To provide internal procedures and responsibilities for use of the Government Travel Charge Card within the USAG-Yongsan (USAG-Y).

3. Applicability: This internal policy applies to all Government Travel Charge Cardholders assigned to the USAG-Yongsan and their supervisors.

4. Policy:

a. All DoD Military and Civilians who perform official travel as part of their duties will obtain and use the individually billed government travel charge card unless exempt. Exemption includes infrequent travelers who travel two or less times per year.

b. The GTCC is not to be used for expenses involved in deployment.

c. Use of the GTCC for unauthorized purposes is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ) and may subject the traveler to appropriate administrative or disciplinary action.

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d. Use of the GTCC for PCS is authorized for transportation, lodging and meals. Card holder is required to coordinate with the Agency Program Coordinator (APC) in losing and gaining organizations.

e. Split disbursement is mandatory. Travelers are required to separate GTCC charges on travel vouchers to allow direct payment to the travel card contractor (Citi bank).

f. Cardholders will complete refresher training every three years and provide training certificates to the USAG-Y APC for records maintenance.

g. Use of the GTCC to cover personal expense incurred during leave periods in conjunction with TDY or PCS travel is NOT authorized. Authorized GTCC charges during Official Travel include:

- (1) Transportation (Air, Bus, Rail, Taxi, Rental, Gas)
- (2) Lodging and Meals
- (3) ATM (no earlier than 3 working days prior to TDY)
- (4) PCS (transportation, lodging, meals)
- (5) Advance Conference/Registration Fees

h. Stages of GTCC Delinquency:

- (1) 30 days: Payment due date – APC notifies the cardholder for payment.
- (2) 45 days: Account is officially in pre-suspension – APC notifies cardholder's supervisor for prompt action.
- (3) 60 days: Fee will be charged and APC will close the account and report to the Commander for action.
- (4) 90 days: APC will send a Salary Offset Due Process Letter to Bank.

5. Responsibilities:

a. **Agency Program Coordinator (APC):**

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(1) Review and process new application through bank Electronic Access System (EAS) (<https://home.cards.citidirect.com/commercialcard/cards.html>).

(2) Transfer incoming personnel with existing GTCC accounts.

(3) Review bank reports to identify past due and delinquent cardholders and notify cardholders when reports reflect past due balances on an account. Notify the cardholders' supervisor when reports reflect outstanding balances over 45 days and notify the Commander when outstanding balances exceed 60 days.

(4) Monitor all accounts for proper use of the GTCC and report accounts with unauthorized transactions to appropriate chain of command for action.

(5) Educate/advise cardholders on proper use of GTCC.

(6) Maintain cardholder applications (new and transfer) with signed Statement of Understanding and training certificates.

(7) Develop and maintain a continuity book for the GTCC.

b. Government Travel Charge Cardholder:

(1) Personnel assigned to the USAG-Y who have a valid GTCC issued at a prior duty station must report to the APC to have the card transferred to the USAG-Y hierarchy (APC: USAG-Y HQ building #4305, Room #127, Tel 738-6905).

(2) Will submit travel vouchers within **5 business days** of completion of travel (through the Defense Travel System (DTS)).

(3) Utilize split disbursement for TDY vouchers and settle all statements in full, regardless of status of reimbursement.

(4) Complete Travel Card 101 training in the Defense Travel Management Office (DTMO) TraX website (<http://www.defensetravel.dod.mil/site/trax.cfm>) every 3 years and provide a copy of training certificate to APC.

(5) Contact the APC prior to departure for out-processing. The cardholder must contact the gaining organization's APC upon arrival to transfer account.

(6) Advise the APC of long-term TDY (more than 30 days) to arrange partial payments.

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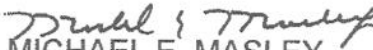
(7) Immediately notify bank and APC if a card is lost or stolen.

c. Supervisor:

(1) Ensure that the cardholder effects prompt settlement of travel vouchers upon return from TDY.

(2) Take appropriate action with the cardholder if unauthorized transactions are reported or the cardholder is past due in making payment.

6. GTCC Agency Program Coordinator (APC) is Ms. O, Hye Kyong, DRM, 738-6905, hyekyong.o.ln@mail.mil.


MICHAEL E. MASLEY
Colonel, US Army
Commanding

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USAG-Yongsan Staff