

DON GTCC CO/SUPVR Certification Course
Module 2 – DON Policy



The slide features a dark blue header with the text "Module 2" in yellow. Below this, the text "Department of the Navy" and "Government Travel Charge Card (GTCC)" is centered in blue. The main title "Commanding Officer/Supervisor Certification Course" is centered in yellow. Below that, "DON Policy" is centered in blue. At the bottom, the text "DON Consolidated Card Program Management Division (DON CCPMD) NAVSUP HQ 034 5450 Carlisle Pike Mechanicsburg, PA 17055 U.S.A." is centered in blue. On the left and right sides of the bottom section are two circular logos: the "Consolidated Card Program Management Division" logo on the left and the "Department of the Navy" logo on the right.

Module 2

Department of the Navy
Government Travel Charge Card (GTCC)

**Commanding Officer/Supervisor
Certification Course**

DON Policy

DON Consolidated Card Program Management Division
(DON CCPMD)
NAVSUP HQ 034
5450 Carlisle Pike
Mechanicsburg, PA 17055 U.S.A.

Welcome to GTCC Module 2 where we will cover DON Policy as it relates to the CO/Supervisor role.

DON GTCC CO/SUPVR Certification Course
Module 2 – DON Policy

Module 2 Objectives

- Travel Card Usage
- Travel Card Procedures and Programs
- Commercial Airline Travel
- Agency Program Coordinator (APC)
- Standard and Restricted cards
- Mission Critical Status

This module will cover seven learning objectives.

- Travel Card Usage
- Travel Card Procedures and Programs
- Commercial Airline Travel
- Agency Program Coordinator (APC)
- Standard and Restricted cards
- Mission Critical Status

Travel Card Usage

- Improve DON cash management
- Enhance Unit readiness
- Required use by all frequent travelers
- Personnel who travel 2 or more times in a 12-month period are frequent travelers
- Usage not mandatory for infrequent travelers

The Travel Card Program benefits the Department of the Navy on several levels.

The program improves DON cash management while enhancing individual unit readiness by using a widely accepted commercial bank issued charge card.

All frequent travelers must use this card for expenses related to official, authorized government travel, unless otherwise exempt.

Personnel who travel 2 or more times in a 12-month period are considered frequent travelers.

Infrequent travelers may use the card, but usage is not mandatory.

Travel Card Usage

- Authorized government expenses
- Lodging, meals and transportation
- Charge expenses rather than use cash
- NOT for personal use
- Only the Cardholder is authorized to use
- May be subject to disciplinary or administrative action for delinquency

The Travel Card should only be used for authorized expenses related to official government travel.

These expenses may include lodging, meals and transportation.

Whenever possible, cardholders should charge expenses rather than use a cash advance.

The Travel Card should never be used for personal purposes and is always subject to monitoring.

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Procedures & Programs

- Split Disbursement
- Salary Offset
- Check-Out Requirements
- Card possession
- Permanent Change of Station (PCS)

Before you use your Travel Card, you need to be aware of certain procedures and programs associated with use of the card.

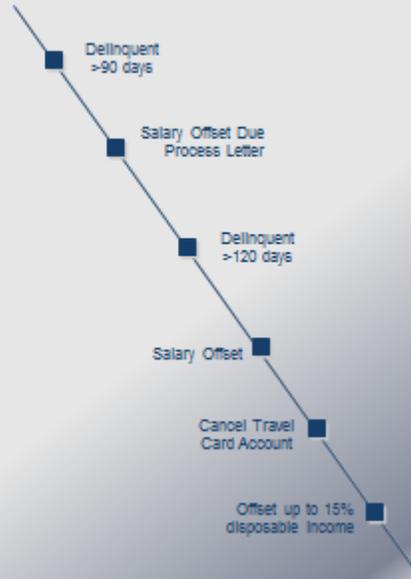
Some of these programs are listed here; they are:

- Split Disbursement;
- Salary Offset:
- Check-out requirements;
- Card possession; and,
- Permanent Change of Station

Procedures & Programs

> Split Disbursement

- ❑ Mandatory for military and civilian personnel
- ❑ Payment goes directly to Bank for Travel Card expenses



Split Disbursement is a Travel Card account payment plan. Under Split Disbursement, the Travel Card payment goes directly to the Bank thus easing the Cardholder payment responsibility.

The use of Split Disbursement is mandatory for military and civilian personnel for all charges placed on the Travel Card.

The Bank receives direct payment for the specified amount and any remaining reimbursement is paid directly to the Cardholder. Split Disbursement is helpful in preventing delinquency.

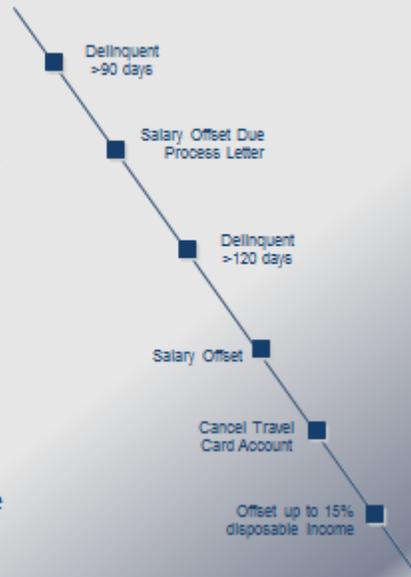
Procedures & Programs

> Split Disbursement

- ❑ Mandatory for military and civilian personnel
- ❑ Payment goes directly to Bank for Travel Card expenses

> Salary Offset

- ❑ Letter of notification at 90 days delinquent
- ❑ Collection of accounts >120 days delinquent
- ❑ Up to 15% monthly disposable income used to pay account



If an account is 90 days delinquent, the Bank sends a notification letter to the Cardholder. If the account is not paid in full or payment arrangements are not made within 30 days of receiving the letter,

Salary Offset goes into effect and the Travel Card is cancelled. Salary Offset is an option that allows the Bank to automatically collect payment on accounts delinquent for more than 120 days.

Up to 15% of the cardholder's monthly disposable income is used to pay the delinquent account.

Procedures & Programs

- Card Possession
 - ❑ Hold by Cardholder ONLY
 - ❑ Never held at a central location

Regarding physical possession of the card, only the individual to whom a Travel Card is issued should have access to that card.

Individually Billed Account Travel Cards should never be stored or retained in a central location by the commands, APCs, Commanding Officers or Supervisors.

Procedures & Programs

- Card Possession
 - ❑ Hold by Cardholder ONLY
 - ❑ Never held at a central location
- Permanent Change of Station (PCS)
 - ❑ Do not use for PCS expenses
 - ❑ Expenses normally funded by PCS travel advances
 - ❑ Travelers exempt from use during deployment

The Travel Card should not be used for expenses related to a Permanent Change of Station.

PCS reimbursement usually takes longer than other travel expenses and PCS move expenses

are normally funded by PCS travel advances and advance payment.

Military or DoD civilian personnel en route to a point of departure for mission deployment are exempted from mandatory use of the Travel Card.

This exemption is intended to lessen the chance of account delinquency. Using the Travel Card under such circumstances should be discouraged.

Commercial Airline Travel

- Use GSA contracted air carriers
- Paper tickets only when electronic not available
- Process “Lost Paper Ticket Report” with the CTO & airline
- If paper ticket or Lost Ticket Report cannot be provided Traveler must reimburse Government
- Traveler should notify CTO to have electronic ticket refunded & provide cancellation number to authorizing official

The following five points address issues related to the purchase of Commercial Airline tickets and ensuring that those tickets are either used or that a refund is secured for the government.

First, all travelers must use the GSA contracted air carriers when making their official travel arrangements.

Two exceptions are, first, if City Pair Fares are not available or, second, if use of these carriers will adversely impact the mission.

Although cheaper airfares may be available, those purchased outside of DTS or the CTO are not reimbursable if cancelled.

Paper tickets will no longer be issued for commercial travel, except in cases where electronic tickets are not available or the mission will be adversely impacted without a paper ticket.

When paper tickets must be issued, commands must track the traveler’s itinerary and research the files monthly to ensure all tickets were used or processed for a refund.

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Commercial Airline Travel

- > Use GSA contracted air carriers
- > Paper tickets only when electronic not available
- > Process "Lost Paper Ticket Report" with the CTO & airline
- > If paper ticket or Lost Ticket Report cannot be provided Traveler must reimburse Government
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'Commercial Airline Travel' continued ...

If a paper ticket is lost, the traveler must file a Lost Ticket Report with the Commercial Travel Office and the airline. The traveler must provide the Approving Official copies of all pertinent documentation, so the AO can ensure that the lost ticket refund is credited to the proper fund cite.

If the traveler cannot provide the paper ticket for refund or does not file a lost ticket report, the Approving Official must take the necessary actions to have the traveler reimburse the Government.

An electronic ticket is not automatically refunded if unused. If a traveler has been approved for travel and procured an electronic ticket with Government funds, the traveler or Approving Official is responsible for ensuring any unused portion of that electronic ticket is cancelled and processed for a refund.

The traveler or Approving Official must contact the CTO to cancel an electronic ticket and seek the appropriate refund. Travelers are required to obtain cancellation numbers and provide them to the Approving Official for subsequent follow-ups.

In addition, travel processed in the Defense Travel System must also be canceled in DTS and a refund requested.

Agency Program Coordinator

- Sets up and monitors accounts
- Provides training
- Tracks and follows up on delinquencies
- Views all transactions
- Reports directly to the Commanding Officer or Supervisor

The Agency Program Coordinator, known as the APC, is the person who manages the Travel Card Program for the activity.

This slide lists a few of the APC's primary responsibilities. The APC is the primary interface between the Bank and the command.

The APC also reviews all transactions, and notifies the Commanding Officer or Supervisor, of any delinquency issues or evidence of misuse, abuse, or fraud.

The APC also sets up and monitors accounts. There are two types of account which the APC can establish. They are Standard and Restricted Travel Card accounts.

Standard Travel Card

Credit Line	\$7,500
Monthly ATM	\$665
Monthly Retail	\$250



Standard Travel Cards are issued with a credit line of \$7,500 and a monthly ATM line for withdrawals up to \$665. The standard travel card monthly retail line is \$250.

These spend limits are the default values for a Standard Travel Card. An APC can raise these overall lines, with the Commanding Officer or Supervisor's approval, in order to meet mission requirements.

Restricted Travel Card

Credit Line	\$4,000
Monthly ATM	\$365
Monthly Retail	\$100



Restricted Travel Cards are issued to Cardholders who decline credit checks or do not meet the Bank’s minimum credit requirements.

The Commanding Officer or Supervisor may also request that a restricted card be issued to a cardholder.

The restricted card has a credit line of \$4,000, a monthly ATM withdrawal line of \$365, and a monthly retail line of \$100.

Mission Critical Status

- Activity in a remote location
- Nature of mission precludes identification as government employee
- Requested by APC when account is between 30 & 60 days past due
- 45 day administrative period after removal from Mission Critical status
- Mission Critical period not to exceed 180 days

Mission Critical status is determined by the APC with prior approval of the traveler's supervisor.

Reasons may include activity in a remote location, which prevents the Cardholder from filing interim reports,

or missions which preclude identification as a government employee.

Mission Critical status must be requested by an APC when a Cardholder's account is between 30 and 60 days past due, and it must not be a suspended account.

The cardholder's orders must state "Mission Critical" to be eligible for this status and to be reimbursed for any late fees assessed to the account.

All accounts must be settled within 45 days after being removed from Mission Critical status.

The Mission Critical period, which includes the 45 day administrative period, cannot exceed 180 days.

Program Update Information

- Travel Administrative Notices
 - ❑ TCAN: Travel Card Administrative Notice
 - ❑ Sent to Level 3 APCs for distribution
 - ❑ Travel Card Program website, “Policy” tab

- E-mail Subscription Service
 - ❑ www.navsup.navy.mil/ccpmd

As a Travel Card program participant, you should keep up with the most current program information. There are two easy ways to do this.

Travel Card Administrative Notices, or TCANs, are procedural or informational notices which are not a part of official program policy.

The numbering for the TCANs is based on the date issued.

TCANs are sent by e-mail to the level 3 APCs to be distributed throughout the program hierarchy.

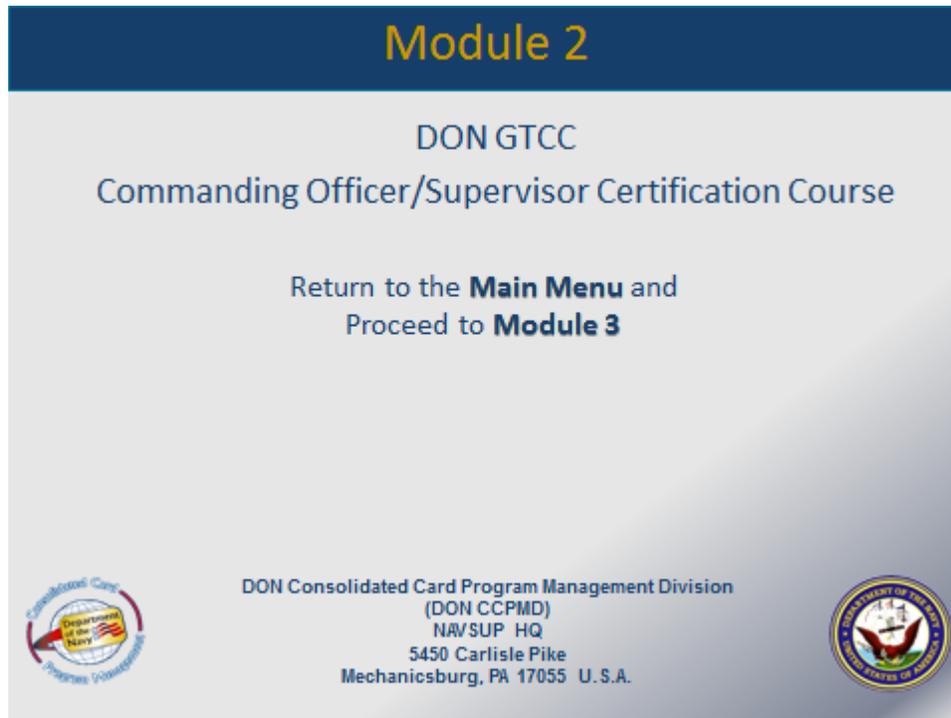
The Email Subscription Service is another way to stay up to date.

Go to the DON CCPMD website at the address shown here.

Enter your contact information, e-mail address and select the card programs for which you would like to receive program updates.

TCANs will be sent out to all Travel Card E-mail Subscribers.

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Return to the **Main Menu** and
Proceed to **Module 3**

 DON Consolidated Card Program Management Division
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This concludes Module 2 of the Cardholder certification course for the Government Travel Charge Card.

Return to the **Main Menu** and Proceed to **Module 3**