



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU  
UNIT #15746  
APO AP 96218-5746

22 SEP 2021

AMIM-DAG-ZA (37)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Daegu Policy Letter #21-21, Government Travel Charge Card Policy

1. Purpose: To provide supplemental guidance and responsibilities for the Government Travel Charge Card (GTCC) Program.
2. Applicability: This policy is applicable to all government personnel assigned to U.S. Army Garrison (USAG) Daegu
3. References:
  - a. Department of Defense Financial Management Regulation (DoDFMR), Volume 9, Department of Defense Travel Policy, Sep 2019.
  - b. Memorandum, HQDA, 20 Apr 2011, subject: Policies, Procedures, and Responsibilities for the Army Travel Card Program.
  - c. Memorandum, HQDA, 25 Jul 2014, subject: Mandatory use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses.
  - d. Department of Defense Government Travel Charge Card Regulations, March 2020
  - e. Garrison Leader's Handbook, Chapter 34, Government Travel Card Guidance.
4. Policy:
  - a. General:
    - (1) All government employees are required to use a contractor-issued travel charge card for official travel expenses unless exempt. Exemption includes infrequent travelers who travel two or less times in a 12 month period.
    - (2) Use of the Defense Travel System (DTS) and split disbursement is mandatory. Travelers are required to separate GTCC charges on travel vouchers to allow direct payment to the travel card contractor.
    - (3) GTCC purchases are limited to expenses related to official travel. Purchase

of supplies or equipment on GTCC is not authorized.

(4) Traveler is required to use personal funds for portion of expenses (lodging, rental car etc.) incurred when leave is taken ICW TDY. Use of the GTCC to cover personal expenses incurred during leave at the TDY location is not authorized.

(5) Use of the GTCC does not relieve the cardholder of prudent travel practices and observance of regulations governing official travel.

b. Permanent Change of Station (PCS):

(1) Use of GTCC for PCS is mandatory.

(2) Use of the GTCC for PCS is authorized for transportation, lodging, meals, temporary quarter's subsistence allowance, and approved house hunting expense.

(3) Use of GTCC for Accession and Separation PCS, (i.e. separating from Federal Government or retirement) is not authorized. Airfares for these types of PCS moves should be charged to the Centrally Billed Account (CBA).

(4) Cardholder is required to coordinate with the Agency Program Coordinator (APC) in losing and gaining organizations. Losing organization APC will increase temporary credit limit, as required, and place the account in PCS/mission critical status in the Citibank website. Mission critical dates will be set based on officially issued orders.

c. Training:

(1) Training is located on the Defense Travel Management Office (DTMO) website: <https://www.defensetravel.dod.mil/neoaccess/login.php>.

(2) Cardholders will complete training prior to processing of a new card application. Refresher training will be completed, at a minimum, once every three years.

(3) APCs will maintain all training records and notify cardholders when refresher training is required. Supervisors will be notified of cardholders without current training and cardholder accounts may be deactivated until training is complete.

d. ATM Use

(1) ATM use is not authorized to pay for lodging, rental cars, or airline tickets.

(2) ATM withdrawal should be limited to cover meals and incidental portions

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of per diem allowance when these purchases cannot be made directly on the GTCC.

(3) Cash should not be withdrawn earlier than three days prior to departure.

e. Mission Critical Status

(1) Mission critical status is limited to support cardholders whose travel circumstances preclude filing of interim vouchers.

(2) Use of mission critical status is generally limited to travel to remote locations. No DA schools are considered remote and travelers should set up partial payments or submit interim vouchers to ensure prompt payment.

(3) Cardholders utilizing GTCC for PCS expenses will be placed in mission critical status.

5. Roles and Responsibilities:

a. Commander:

(1) Maintain command emphasis on Garrison GTCC program and ensure local procedures are in place to guarantee Soldiers and civilians are aware of the GTCC program and policies to enforce compliance with DoDFMR and other applicable policies.

(2) Establish local policy that includes cardholder in/out-processing procedures and tracking of APC and cardholder training.

(3) Appoint APC and Alternate APC in writing.

b. Garrison APC:

(1) Review GTCC applications and forward to the issuing bank.

(2) Transfer incoming personnel with existing GTCC accounts. Advise outgoing personnel of requirement to in-process with gaining organization upon arrival at new station.

(3) Review bank reports to identify past due and delinquent cardholders. Notify cardholder and supervisor when reports reflect outstanding balances over 30 days.

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(4) Maintain records (Statements of Understanding, training certificates, etc.) for cardholders assigned to their organization. Statement of Understanding will be updated if a cardholder is assigned to a new supervisor.

(5) Notify supervisor when cardholder account is delinquent or training is not completed.

(6) APC will maintain a continuity book to ensure seamless transition between APCs.

(7) Submit the following monthly reports Region APCs:

- i. (we normally report when region ask us the status??),
- ii. results of random review of 10% of accounts for suspicious transactions/activity,

(8) Obtain access to Citibank.

c. Cardholder:

(1) Utilize split disbursement for TDY vouchers and settle all statements in full, regardless of status of reimbursement. Travel vouchers will be submitted within five days of concluding travel.

(2) Advise the APC of long-term TDY (> 45 days) to arrange partial payments.

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

(4) Contact the APC prior to departure for out-processing. The cardholder must contact the gaining organization's APC upon arrival at new duty station to transfer account and complete an updated Statement of Understanding.

(5) Cardholder will not make purchases for other travelers or allow others to use their GTCC.

(6) Remain aware that inappropriate use of the GTCC may result in disciplinary action by the Commander or supervisor.

(7) Ensure timely payment regardless of the status of the voucher/reimbursement.

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d. Supervisor:

(1) Ensure timely completion of vouchers by cardholder upon return from TDY.

(2) Take appropriate action when notified that a subordinate has misused or abused their GTCC or the card holder is past due in making payments on their account.

(3) Enforce training requirements when notified by APC that refresher training is needed for subordinates who are cardholders.

6. The proponent for this policy letter is the USAG Daegu Resource Management Office. Point of contact for this policy letter is the Resource Management Officer at DSN 763-6740.

7. Expiration. This policy will remain in effect until superseded or rescinded.



BRIAN P. SCHOELLHORN  
COL, AR  
Commanding

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