



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON, SC 29207

ATZJ-CG (800D-1)

18 JUN 2003

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to this Headquarters  
Commanders, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices, This Headquarters

**SUBJECT:** Fort Jackson Policy Memorandum # 22 - Mandatory Split Disbursement

**1. References:**

- a. Memorandum, Under Secretary of Defense, 23 Apr 2003, Subject: Implementation of Legislative Changes to the Department of Defense (DoD) Travel Charge Card Program.
- b. Department of Defense Instruction (DoDI) 5154.31, Volume 4, 16 Oct 15, Subject: Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program.
- c. DoD Government Travel Charge Card Regulations, 01 Mar 21.

**2. Purpose.** Military and civilian personnel will use mandatory split disbursement selection for government travel charge card (GTCC) expenses in conjunction with both permanent change of station (PCS) and temporary duty (TDY) travel settlements.

**3. Unit Responsibility.** Commanders will ensure personnel use the split disbursement feature when submitting settlements for either PCS (manual voucher) travel or TDY Defense Travel System (DTS) travel. Organizational defense travel administrators will maintain current DTS profile information for travelers with GTCC account information by tracking account numbers and expiration dates. Agency program coordinators will manage inbound personnel to ensure GTCC accounts are received, updated, and monitored for payment.


a. **PCS Actions.** Fort Jackson commanders will brief newly assigned Soldiers on the importance of timely PCS settlements and mandatory use of split disbursement before they submit a travel claim through the Defense Finance and Accounting Service Defense Management Pay Office. Travelers will maintain GTCC receipts and records to ensure document reimbursement.

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b. TDY Actions. All personnel will utilize DTS and the GTCC for official travel. Travelers will maintain an account of expenditures while TDY to complete settlements within five business days after travel ends. All military and civilian personnel will file DTS vouchers using split disbursement.

4. Point of contact for this memorandum is Mr. Anthony Cruz Diaz, G8, 803-751-4380, email: anthony.cruzdiaz.civ@mail.mil.



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