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US ARMY INSTALLATION MANAGEMENT COMMAND
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FORT GEORGE G. MEADE, MARYLAND 20755-5000

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #51, The Government Travel Card Program

1. References.

a. DoD Financial Management Regulation (DoD 7000-14-R), Volume 9, Travel Policy and Procedures

b. Memorandum, ASA (FM&C), Subject: Mandatory Use of Individually Billed Accounts (IBA) to Pay for Official Temporary Duty (TDY) Travel, dated 12 July 2005

2. Purpose. To provide guidance to all U.S. Army Garrison Fort George G. Meade (USAG FGGM) personnel on the government travel charge card program.

3. Applicability. This policy is applicable to all personnel assigned to and/or under the operational control of the USAG FGGM.

4. Policy. The government travel charge card (GTCC) is provided for official travel and travel-related expenses away from the official duty station. The GTCC is required to be used by travelers unless its use is exempted by reference a. The card and the account shall not to be used for any personal purposes unrelated to the conduct of official business while in an official travel status.

5. Specific Instructions.

a. The credit card company entered into an agreement beneficial to the U. S. Army. Use of the GTCC simplifies official travel procedures and reduces the cost of providing advance travel funds. Though the GTCC is government-sponsored, it is issued in the name of the individual cardholder. This means that the cardholder is personally responsible for charges made using the GTCC.

b. Misuse of the GTCC will not be tolerated. Examples of misuse include, but are not limited to non-TDY GTCC charges for personal, family or household purposes or for cash withdrawals from ATMs or Banks when not related to official travel requirements.

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While the GTCC shall generally be used only for reimbursable expenses associated with official travel, the following (while not reimbursable) are considered to be related to official travel. Therefore, the GTCC may be used for the following purposes.

(1) Incidental Expenses. The cardholder, while in a travel status, may use the card for non-reimbursable incidental travel expenses such as rental movies, personal telephone calls, exercise fees, and beverages, when these charges are part of a room billing or meal and are reasonable. Additional expenses incurred for spousal occupancy (hotel room) and meals may be included if inherent to the traveler's billing statement even if the additional expense is not reimbursable. Separate charges for airfare, hotel rooms, rental cars or meals for spouses or Family members are not authorized to be charged against the GTCC.

(2) Expenses Incurred During Leave in Conjunction with TDY. The GTCC may also be used for personal lodging or car rental charges, incurred in conjunction with otherwise authorized official travel expenses, when such charges are an integral part of the billing for the period spent at the temporary duty location while on official travel (e.g., when a traveler spends a weekend or is authorized leave at a temporary duty location before or after TDY, and a room or car rental is continued into TDY, a weekend, or a period of authorized leave).

c. In addition to misuse, an individual may also be disciplined for failure to make timely payment of the debt incurred with the GTCC. Late charges levied against the account are the cardholder's responsibility. In order to avoid such situations, cardholders shall label all reimbursable GTCC expenses when filing the travel claim in the Defense Travel System (DTS). Any non-reimbursable expenses charged to the GTCC are also to be split-disbursed in the Payment Totals screen of the DTS transaction. In addition to administrative actions that may be taken for allowing a GTCC account to become delinquent, the charge card company may take other actions such as canceling cards, reporting delinquency problems to national credit bureaus, and garnishing wages.

d. Cardholders are notified of the Travel Card Program restrictions when they receive their card. They are required to sign the DoD Statement of Understanding for Travel Cardholders (Annex 1 of Chapter 3 within reference a) to acknowledge their understanding of the requirement to abide by the GTCC program provisions and that misuse of the card or allowing the GTCC account to become delinquent may result in disciplinary action. Per reference a, cardholders are required to receive biennial refresher training which will be documented using the aforementioned statement and furnished to the Resource Management Office for program management control purposes.

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6. Proponent. The Resource Management Office (RMO) is the proponent for this policy. POC is the RMO's GTCC Agency Program Coordinator, commercial (301) 677-5813, DSN 622-5813.



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Commanding

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