



Reserve Info Bulletin



Required use of the Travel Management Center (TMC) and use of the Government Travel Charge Card (GTCC)

This bulletin reminds reservists of the required use of the Travel Management Center (TMC) for all travel arrangements (e.g. transportation and lodging) and the use of the Government Travel Charge Card (GTCC).

Required Use of the TMC: Travelers must make all reservations for Coast Guard funded travel, *including commercial lodging*, through the contracted TMC (currently ADTRAV). Booking lodging reservations directly with hotels, or by using commercial websites such as Expedia.com, Hotels.com, AIRBNB, etc., violates these requirements. DHS requires all reservations made outside of the TMC to be authorized per travel endorsement. DHS considers lodging reservations made outside the TMC as misuse of the GTCC unless authorized exception is documented on the travel orders. A list of approved exemptions can be found in the Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series).

Utilizing military lodging: If your orders direct you to use Government Lodging or you elect to use government lodging (EX: BOQ, Barracks, AF Inn, etc.), then use of the TMC is not required. The TMC does not have the ability to make reservations at the government lodging facilities.

TMC Frequently Asked Questions: Additional information about the use of the TMC can be found at the link below or by contacting your unit travel administrator.
<http://www.dcms.uscg.mil/portals/10/CG-1/PSC/bops/GovTrvl/Required-Use-of-TMC-Lodging-FAQs.docx>

Required use of the GTCC: Cardholders are required to use their travel card for *all* authorized, reimbursable travel expenses unless specifically exempt listed in the Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series). The card can only be used when the cardholder has travel orders and is not authorized for local travel expenses.

Credits/Refunds for GTCC account: Cardholders who have a credit on their GTCC are reminded to contact Citi Bank and request a refund check for the credit amount. Using the GTCC at an ATM for a cash withdraw to obtain your refund is considered card misuse when not on authorized orders.



Reserve Info Bulletin



Use of the GTCC for inactive duty reservists: Inactive duty reservists may obtain a GTCC for the purpose of procuring transportation tickets through the TMC, from home to monthly meeting sites (if more than 100 miles away and are on the commanding officer's authorized list). Use of the GTCC by drilling inactive duty reservists shall not be used for any other transportation or other expenses that may be incurred. While this travel is not reimbursable, procuring tickets through the TMC with the GTCC will allow reservists to avail themselves of the GSA City-Pair rates, which contain few restrictions, and are usually fully refundable.

GTCC cardholder's responsibilities: It is the member's responsibility to understand the CG policies on proper use of the card and payment responsibilities. Listed below are some of the required responsibilities:

- Keep the GTCC in a safe location
- Use the GTCC only when in receipt of orders
- Use the GTCC for expenses that are directly related to official travel and reimbursable under the Joint Travel Regulations
- Immediately notify the bank and your travel manager of any unauthorized or questionable charges
- Ensure address is up to date on the GTCC
- Submit travel vouchers within three days of completion of orders
- Pay GTCC statement in full by the due date or prior to

Per Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series), delinquency occurs when the GTCC balance remains unpaid 31 days past the statement due date. However, most actions will not occur until after 120 days. Account balances that are not disputed are considered delinquent. The GTCC bank is authorized to take action against the cardholder, which may include, assessing late fees, utilizing collection agencies to recover delinquent balance, reporting the delinquency to national credit bureaus, and utilizing salary offset. Accounts over 180 days delinquent are not eligible for reinstatement. Coast Guard actions may also include a Page-7, Non-Judicial Punishment (NJP), and card suspension/ termination.

If you have any questions regarding the content listed above, please contact either Mr. Michael Duchossois at Michael.A.Duchossois@uscg.mil or Ms. E. Carlene Curry at Evelyn.C.Curry@uscg.mil.

Thank you so much for your assistance and cooperation with the processes listed above.

#