



# **Inactive Duty Training Travel Reimbursement Program User Guide**



## 1. PURPOSE

To establish standardized procedures for the Inactive Duty Training – Travel Reimbursement Program (IDT-TRP).

## 2. BACKGROUND

Per the Joint Travel Regulations (JTR), the Secretary of Homeland Security may authorize the reimbursement of costs associated with IDT travel for members of the Selected Reserve (SELRES) who are traveling 150 miles or more, one way, from their primary residence to their duty station and who are qualified in a skill designated as critically short, assigned to a unit of the SELRES with a critical staffing shortage, and/or in a pay grade with a critical staffing shortage.

The Assistant Commandant for Reserve (CG-R) established IDT-TRP. Timelines and eligibility criteria will be announced annually via ALCOAST. SELRES members should remember that IDT-TRP is not an entitlement and is not guaranteed each fiscal year (FY). Reimbursement will continue at the discretion of the Reserve Resource Management Division, CG-R82, and may be restricted at any time due to budget constraints.

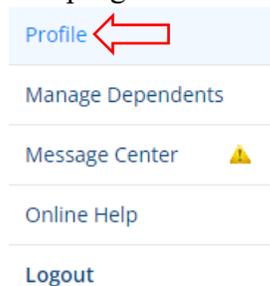
## 3. ELIGIBILITY VERIFICATION AND ENROLLMENT PROCESS

To be authorized for IDT-TRP, you must complete the following eligibility verification process.

Step 1: Download the Inactive Duty – Travel Reimbursement Program Statement of Understanding (IDT-TRP SOU, CG-3307 P&D-42). This form outlines the requirements for participation in IDT-TRP and can be found here: [Authorized CG-3307 Administrative Remarks Entries \(uscg.mil\)](https://www.uscg.mil/...)

Step 2: Download proof of GTCC entered into E-Gov Travel System (ETS) User Profile. The easiest way to do this is to print a screen shot of your user profile. To do this:

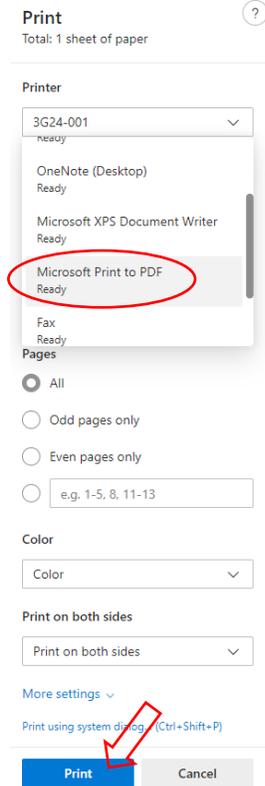
1. Log into the E-Gov Travel System (ETS) website here: <https://e2.gov.cwtsatottravel.com/> or use the ETS shortcut on the CG Pixel Dashboard.
2. In the top right of the banner, click on your name and select “Profile”.



3. Scroll down and verify your GTCC is entered, it will look like this:

Travel Charge Card: VISA Card#: XXXXXXXXXXXX ####  
Personal Credit Card: None

4. Either right-click and select “Print” or press Ctrl + P.



5. Select “Microsoft Print to PDF” and click “Print”.

6. Save the document as your Last Name + GTCC.

\*Note: If you use the “Snipping Tool” to take a screen shot of your ETS profile you must ensure your username and GTCC info are visible on the same page.

Step 3: Set up a counseling session with your Command Representative for IDT-TRP.

Step 4: Command Representatives must counsel members on each item listed on the IDT-TRP SOU to ensure a clear understanding of eligibility, procedures, and program requirements. Please pay particular attention to verify that the member has their GTCC entered into their ETS User Profile.

\*Note: If a member is not listed on the published list for potential eligibility on the IDT-TRP SharePoint Site ([https://uscg.sharepoint-mil.us/sites/CGR/SitePages/CG-R82-IDT-TRP\\_1.aspx](https://uscg.sharepoint-mil.us/sites/CGR/SitePages/CG-R82-IDT-TRP_1.aspx)) you may need access to the Defense Table of Official Distances (DTOD) website to verify member mileage. Sign on to DTOD requires a DOD Teams Login; you can register for that here: [Registration \(transport.mil\)](#). DTOD will default to Route Type: “Personal Property” – please select “PCS/TDY Travel” from the drop-down box. There can be a significant difference in the distances returned. Alternatively, you may email [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil) requesting the DTOD determination for the applicable zip codes and the distance will be provided to you.

Step 5: After command verification, please upload the signed IDT-TRP SOU into an email with Subject Line: “Eligibility Verification - Unit - Member Name” (example: Eligibility Verification – PSU 301 – BM3 D. Jones) and send to [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil) for final verification. This step can be completed by the member or the Command Representative. Please CC: the member or the Command Representative that you would like to also receive the approval/disapproval email.

\*Note: do not send PII through personal email. If you would like the approval/disapproval email sent to member’s personal email, please include that in the text of the email.

Step 6: You will receive an email within 05 business days with approval or disapproval. Disapproved applications will include comments explaining why the application was disapproved. If approved, the signed IDT-TRP SOU will be attached to the email. Save the signed IDT-TRP SOU as “FY## IDT-TRP Approval – Lname”; this document must be attached to every IDT-TRP local travel claim for Approving Official (AO) verification and potential audits. You are now eligible to submit for IDT travel reimbursement effective the date of the approval email.

\*Note: If a member moves, please ensure the address is updated in Direct Access (DA) and then submit a new IDT-TRP SOU to [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil).

#### **4. REIMBURSEMENT PROCESS AND PROCEDURES**

- a. In accordance with the Joint Travel Regulations (JTR), reimbursement for travel costs **will not exceed \$500 per round trip**. Only **actual** costs and fees incurred as a result of travel between a member’s primary residence and their permanent duty station may be paid as a reimbursable expense. ETS does not have an internal mechanism to cap claims. If your travel expenses exceed \$500, you are responsible for limiting your travel claim to \$500. Note: SATO fees and ETS Voucher Fees may be reimbursed in addition to the \$500.
- b. Traveling responsibly includes using the least expensive transportation mode, parking facilities, etc. It also includes scheduling travel early to take advantage of discounted rates. You are financially responsible for unnecessary or unjustified excess costs or luxury accommodations/upgrades.
- c. The following are the ONLY travel expenses authorized for reimbursement:
  - Personally Owned Vehicle (POV) mileage. In accordance with the JTR, mileage reimbursement will be paid using the “Other Mileage” rate identified by the Defense Travel Management Office. The current “Other Mileage” rate can be found at this link: <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>.
  - Tolls (highway, bridge, tunnel). In accordance with the JTR, receipts are not required for highway/road tolls as long as none of the individual claimed tolls exceeds \$75.
  - ETS Voucher Fees & SATO Agent Fees.
  - Airfare. Includes airfare booked by calling SATO or direct with the airline. Cancellation and change fees are not reimbursable. Members who fly to drill and desire to use SATO to book and use the GTCC to secure the government contract fare, must call SATO to book flights in accordance with ALCOAST 431/21, RESERVE COMPONENT USE OF CONTRACTED AIRLINE FARES FOR INACTIVE DUTY FOR TRAINING (IDT). Members are responsible for paying off their GTCC in a timely manner, regardless of the status of their travel claim.

- Airport Parking. If a traveler parks at a terminal, he or she may be reimbursed actual expenses up to the cost of two one-way taxi fares or transportation network company fares.
- Uber/Lyft/Taxi. Tips up to 20% of the fare are authorized to be claimed as part of the total expense and shall not be claimed separately. Note: Rides required for travel to/from duty location are authorized (e.g. home to airport, airport to duty/berthing location, duty location to airport, airport to home). *Local travel to/from berthing location to duty location is not authorized under IDT-TRP.*
- Meals. The intent of meal reimbursement is to reimburse members for meals consumed during transit between their primary residence and assigned IDT location. Meal reimbursement requires legible, itemized receipts with the date and is reimbursed at the actual meal cost, including tips and taxes, but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the assigned IDT location. Members entitled to IDT subsistence allowance as part of drill pay, who travel on a duty day, may not request reimbursement for the same meal(s) in the IDT-TRP local travel claim. Members that receive IDT subsistence allowance for breakfast and lunch may claim up to the proportional meals rate for the IDT location for dinner consumed during travel. Members that receive IDT subsistence allowance for all meals, due to working past 1800, may not claim meal reimbursement in the IDT-TRP travel claim. Meal rates can be found at this link: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>.
  - Example, using the standard CONUS rate:

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Proportional Meals	Incidentals	Maximum Per Diem	Effective Date
<b>STANDARD CONUS RATE</b>	STANDARD CONUS RATE	01/01-12/31	107	54	36	5	166	10/01/2023

Travel Day is:	IDT Subsistence Pay	Reimbursement Rate	\$
...not a duty day	None	Max Locality M&IE	\$59
...a duty day that ends before 1800	Breakfast & Lunch	Proportional Meals	\$36
...a duty day that ends after 1800	All Meals	None	N/A

NOTE: Rental cars, fuel, and lodging are NOT AUTHORIZED reimbursable expenses.

NOTE: Members may use the GTCC to secure the government contract fare by calling SATO and the voucher fee will automatically reimburse to the GTCC in ETS. **The GTCC shall not be used for any other travel expenses.**

- Participating personnel and ETS Approving Officials (AO) should familiarize themselves with the step-by-step IDT-TRP ETS Guides attached as enclosures 1 - 3. Enclosure 4 is a process guide for IDT-TRP air travel.
- In accordance with the Government Travel Charge Card (GTCC) Program Policies and Procedures, members are required to submit IDT-TRP travel claims in ETS no more than three days following completion of round-trip travel. AOs shall take appropriate action on travel claims within two working days of receipt.

- f. Failure to submit local travel claims within 45 days of travel will result in loss of eligibility for reimbursement for that roundtrip. Travel claims submitted after 45 days shall be denied by the AO.
- g. All IDT-TRP claims must be approved by the AO no later than the annual financial closeout deadline (OOA 25 September) to allow for financial closeout procedures. Local travel claims not submitted and approved by the AO by the published FY closeout deadline will not be eligible for reimbursement.
- h. Travel completed on or after 11 August must comply with the financial closeout deadline, which will be less than 45 days.
- i. Individual units are responsible for ensuring IDT-TRP claims are submitted and approved in a timely manner. Approved IDT-TRP members who abuse the system by filing multiple late and/or false claims will be removed from IDT-TRP.

## **5. FREQUENTLY ASKED QUESTIONS**

Q1. What are the references that support travel reimbursement?

A1. The Joint Travel Regulations (JTR), paragraph 032304 and section 452 (b) (9) of Title 37 United States Code (U.S.C.).

Q2. Who is eligible for IDT-TRP?

A2. SELRES members residing 150 miles or more from their drill site that meet the eligibility guidelines outlined in the annual IDT-TRP ALCOAST for the applicable FY.

Q3. Does IDT-TRP eligibility apply to points only IDTs?

A3. Yes, if the member is eligible for IDT-TRP and they travel to their assigned drill site, they would be authorized for their travel even if they are receiving a points only IDT, however they may not request reimbursement for more than 12 roundtrips per FY.

Q4. If an eligible member is on short-term or long-term orders and travels to IDT, is the member authorized IDT-TRP?

A4. No, members on short-term or long-term orders are not in an IDT status and are not eligible to file for reimbursement to their duty station.

Q5. A member did not meet participation standards the previous year, are they eligible?

A5. This is a Command-level determination. Command discretion is advised for new accessions or members experiencing temporary physical, family, or personal hardship.

Q6. Are members that carpool eligible to submit for travel reimbursement?

A6. Yes, however only the owner of the vehicle is eligible to claim mileage and tolls. The passengers may submit reimbursement for meals.

Q7. A member recently reported and is not reflecting assignment on the Personnel Assignment List, is the member eligible for IDT-TRP?

A7. Yes, if the member meets the eligibility criteria outlined in the ALCOAST for the FY, then the Command Representative signature on the IDT-TRP SOU (CG3307 P&D-42) certifies that the Command verified the member's eligibility to apply for IDT-TRP.

Q8. Why does eligibility for the program require a GTCC?

A8. The travel voucher fee in ETS may only be reimbursed to the GTCC. In addition, the GTCC manual states: "All SELRES members shall apply for and maintain an account in good standing to facilitate mobilization requirements."

Q9. Does the member get per diem and lodging?

A9. No, SELRES members are paid for their meals based on rank and distance from their duty station. Berthing for SELRES members is provided through the servicing District (dxr)/PAC-13. Authorizing per diem or lodging would result in overpayment to the member.

Q10. Why does my reimbursement amount seem really low?

A10. Mileage reimbursement is at the "other mileage rate" (<https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>). This is required by the Joint Travel Regulations.

Q11. Why don't I get per diem?

A11. Actual cost for meals, along with itemized receipts, is required by the Joint Travel Regulations.

Q12. Have we compared to other services' travel reimbursement programs?

A12. Yes, other services have different methods for implementing IDT travel reimbursement. Our program is cleared by COMDT CG-1M and COMDT CG-LGL.

Q13. Why can't I be reimbursed for a rental car?

A13. The Joint Travel Regulations only authorize reimbursement of the rental car for travel days. At this point, there is not a manageable process within ETS to claim a portion of a rental car.

Q14. When will IDT-TRP expand?

A14. With scarce resources – CG-R's first priority has been to ease the financial burden for junior members. We will continue to assess and seek avenues to expand reimbursement opportunities where possible within the limits of resources and the Joint Travel Regulations.

Q15. If a member moves and still lives 150 miles or greater from their assigned IDT location, do they need to re-enroll?

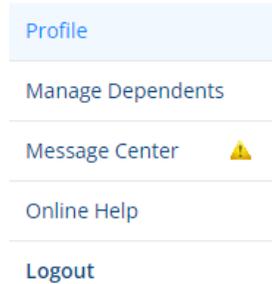
A15. When a member moves, please ensure the address is updated in DA and submit an updated IDT-TRP SOU to [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil) for verification and continued enrollment.

Who to contact: [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil) for all questions or concerns related to the IDT-TRP.

## **ENCLOSURE 1**

### FOR THE TRAVELER: HOW TO ENTER YOUR GTCC IN ETS

1. Log into E-Gov Travel System (ETS) website here: <https://e2.gov.cwtsatotravel.com/> or use the ETS shortcut on the CG Pixel Dashboard.
2. In the top right of the banner, click on your name and select “Profile”.



3. Scroll down to the Credit Card Information section and click “Edit Credit Card Information”.

#### **Credit Card Information**

[Edit Credit Card Information](#)

Travel Charge Card: VISA Card#: XXXXXXXXXXXX ####

Personal Credit Card: None

4. Enter your GTCC information in the “Travel Charge Card” section and click “Save Changes.
5. Now you are ready to create a local travel claim!

For additional information please refer to PPC’s ETS User Guides [ETS User Guides \(uscg.mil\)](https://uscg.mil)

## ENCLOSURE 2

### FOR THE TRAVELER: HOW TO CREATE A LOCAL TRAVEL CLAIM FOR IDT-TRP

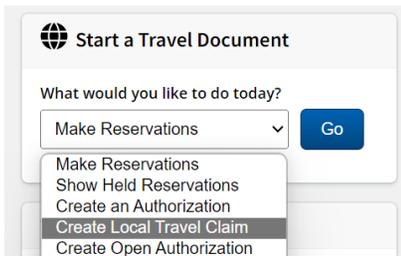
Before you can file a travel claim you must make sure your current GTCC is loaded into your ETS account profile.

Failure to comply with these instructions may result in overpayment and recoupment of funds.

Members who fly to drill and desire to use SATO to book, must call SATO to book flights in accordance with ALCOAST 431/21, RESERVE COMPONENT USE OF CONTRACTED AIRLINE FARES FOR INACTIVE DUTY FOR TRAINING (IDT).

Enclosure 4 is a process guide for IDT-TRP air travel.

1. Log into the E2 Government Solutions (ETS) website here: <https://e2.gov.cwtsatotravel.com/>
2. In the middle of the page, under “Start a Travel Document”, click the down arrow, select “Create Local Travel Claim”, and click “Go.”



3. On the next page, under “Step 1: Local Travel Basic Information”, select the following:
  - a. Type of Travel: IDT-TRP
  - b. In the “Specific Travel Purpose” field, type: **IDT Travel – MMM** (fill in the 3 letters for the month that you are requesting travel reimbursement, e.g. IDT Travel – OCT). Proper labeling avoids confusion.
  - c. Enter your travel dates.

A screenshot of the 'Basic Information' form in the E2 Government Solutions system. The form contains the following fields:

- Type of Travel:\* (Dropdown menu) IDT-TRP
- Specific Travel Purpose:\* (Text input) IDT Travel - OCT
- Begin Date:\* (Date input) 13-Oct-2023
- End Date:\* (Date input) 15-Oct-2023
- Document Number: (Text input) (System Assigned)

At the bottom of the form, there are two buttons: 'Save and Next Step' and 'Save'. A note below the form states '\*Required'.

4. Click “Save and Next Step.”
5. You are now on “Step 2: Local Travel Expenses”.

6. Click “Add New Expense”. It will open a “pop up window”.
7. Enter the details for your travel to the duty site.
  - a. If you drive:
    - i. Date of Expense: Enter date of travel to duty location.
    - ii. Expense: Select “Privately Owned Vehicle” from the drop-down menu.
    - iii. Subtype: Select “Government Auto Available/IDT-TRP” from the drop-down menu.
    - iv. From: & To: Enter your home and duty locations.
    - v. Distance: Enter your **one-way distance** from your signed IDT-TRP SOU (CG-3307 P&D-42). You will see a calculation that reflects the “other mileage rate”.
    - vi. Pay To: Select Traveler.

Add New Expense

Date of Expense:\*  

Expense:\*

Subtype:\*

From:\*

To:\*

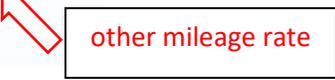
Distance:\*   x 0.22 = 37.62 USD

Pay To:\*

Remark: [Add an Optional Remark](#)

Receipt: [Add Receipt](#)

Size Limit: 10 Megabytes - Allowed Types: PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,I



- vii. Click “Save and New”.
    - viii. Repeat Step 7.a. for return travel from duty location to home location.
  - b. If you fly:
    - i. Date of Expense: Enter date of travel to duty location.
    - ii. Expense: Select “Misc Expenses (Other)” from the drop-down menu.
    - iii. Amount: Enter the cost of your flight. If your flight exceeds \$500, enter \$500 and do not claim any additional expenses. You have reached max reimbursement.
    - iv. Description: Airfare.
    - v. Click “Add Receipt” and upload your receipt.

8. Following this process, enter additional authorized expenses and upload required receipts. The Joint Travel Regulations require legible, itemized receipts with the date for meal reimbursement and any other expenses over \$75. For meal reimbursement, you are authorized only the actual meal cost, including tips and taxes, excluding alcohol, up to the maximum locality meal rate on travel days only. If travel is on a duty day you may not claim meals you are already reimbursed for with IDT subsistence allowance. Refer to section 4.b. of this user guide for further explanation.

Add New Expense

Date of Expense:\*  

Expense:\*

Amount:\*

Description:

Pay To:\*

Remark: [Add an Optional Remark](#)

Receipt: [Add Receipt](#)

Size Limit: 10 Megabytes - Allowed Types: PDF,JPG,JPEG,GIF,TIFF,TIF,PN

9. Click “Save and Close”.
10. Click “Next Step”.

11. You are now on “Step 3: Local Travel Accounting”.
12. Click “Select Account Codes”. It will open a “pop-up” window.
  - a. Select the Tab “Add Account Codes” and enter the codes provided in your IDT-TRP approval email.
  - b. Click “Add and Close”.
  - c. If you receive an error code, you may need to click “Search” next to each code to make sure the system recognizes the code, before clicking “Add and Close”.
  - d. Tip: After you enter the accounting codes you will be able to select “Add to Favorites” to save the POET for future IDT travel.  
\*Note: this POET is for IDT-TRP use only. You will receive a different POET in your orders for any other duty requiring a travel claim (e.g. ADT-AT or ADT-ODT).
  - e. Click “Save and Next Step”.
13. You are now on “Step 4: Local Travel Summary”.
14. Confirm your information is accurate, scroll to the bottom of the page, and click “Receipts and Attachments - Edit Details”. It will open a “pop-up” window. It will look like this:

Local Travel Attachments

File Name	Date Attached	Attached By	Show	Delete
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15. Click “Add Attachment” and upload your approved IDT-TRP SOU.
16. You will see a green pop up if your document was successfully uploaded.
17. Click “Exit Window”.
18. Click “Send to Approver”.

Congratulations – you are done!

### ENCLOSURE 3

#### FOR THE FUNDS MANAGER/APPROVING OFFICIAL: HOW TO APPROVE A LOCAL IDT-TRP TRAVEL CLAIM IN ETS

1. Log into the E-Gov Travel System (ETS) website here: <https://e2.gov.cwtsatotravel.com/> or use the ETS shortcut on the CG Pixel Dashboard.
2. Navigate to the “My Approval” tab and select “Show”.
3. Scroll to the bottom of the screen and lock the document while you review.
4. Review the claim in its entirety to ensure the request is within IDT-TRP policy:

- Submitted by the member within 45 days of travel.
- Less than \$500 (SATO/ETS Voucher Fees may be reimbursed in addition to the \$500).
- Lodging & Per Diem are not authorized.
- Voucher Transaction Fee must list “Pay To: Travel Charge Card”. If it shows “Pay To: CBA” the member must ensure their current GTCC is uploaded in the ETS profile.
- Verify meal reimbursement (legible, itemized receipts with date required):
  - Duty day: If member receives IDT subsistence pay for breakfast and lunch, they may claim up to the proportional meals rate. If a member works past 1800 and they receive IDT subsistence pay for all meals, they may not claim meal reimbursement in the IDT-TRP travel claim. Standard CONUS Proportional Meals Rate = \$36.
  - Travel day/no duty: Member is authorized actual meal cost, including tips & taxes, excluding alcohol, up to the maximum locality meal rate. Standard CONUS Max M&IE = \$54.
  - <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>
- Verify the mileage rate is the “Other Mileage Rate”. Current mileage rates can be found at this link: <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>. Trip mileage should match member’s IDT-TRP SOU. *The example below reflects the 2023 rate of \$0.220 per mile.*

Date	Type	Amount	Description	Pay To
20-Oct-2023	Privately Owned Vehicle: Government Auto Available/ IDT TRP	63.71	From Las Vegas, NV, USA to San Pedro, Los Angeles, CA, USA - 289.6 miles @ \$0.220 per mile.	Traveler
22-Oct-2023	Privately Owned Vehicle: Government Auto Available/ IDT TRP	63.43	From San Pedro, Los Angeles, CA, USA to Las Vegas, NV, USA - 288.3 miles @ \$0.220 per mile.	Traveler

- Verify attachments:
    - Approved IDT-TRP SOU.
    - Legible, itemized receipts with date for claimed meals.
    - Receipts for expenses >\$75.
5. Ensure the accounting codes are accurate (reflect IDTRAV).
  6. If there are errors in the Local Travel Claim, the claim must be returned to the traveler.
    - Click “Return”.
    - Enter remarks.
    - Click “Confirm”.
  7. If there are no errors, click “Approve” and you are done!

Reach out to [IDTTravel@uscg.mil](mailto:IDTTravel@uscg.mil) with any specific questions regarding reimbursement.

## **ENCLOSURE 4**

### FOR THE TRAVELER: AIR TRAVEL PROCESS GUIDE

#### **STEP 1: Make your flight arrangements.**

##### *Option 1: Directly with Airline*

- Members may book directly through Airline (Delta, United, American, etc.).
- Members must use personal credit card, not GTCC.
- Airfare is reimbursable but cancelation/change fees are not.

##### *Option 2: Call SATO*

- Members **must call** SATO directly (1-800-753-7286).
  - ❖ **DO NOT** arrange your flight in E2/ETS directly. Doing so creates additional administrative review for IDT-TRP claims. Your claim will be denied, and reimbursement will be delayed.
- Inform the SATO representative you wish to book airfare for IDT Travel under City Pair airfare pricing.
  - ❖ Reminder: traveling responsibly includes using the least expensive transportation mode, parking facilities, etc. It also includes scheduling travel early to take advantage of discounted rates. You are financially responsible for unnecessary or unjustified excess costs or luxury accommodations/upgrades.
- Airfare must be booked more than 48 hours prior to travel.

#### **STEP 2: Reimbursement Procedures/Guidance.**

- You may draft your Local Travel Claim prior to travel but do not send it to your Approving Official (AO) until your final day of duty or after travel is completed.
- Airfare and SATO fees (if applicable) are reimbursable as “MISC-Other” expense.
- In accordance with the Joint Travel Regulations (JTR), reimbursement for travel costs **will not exceed \$500 per round trip**. Only **actual** costs and fees incurred as a result of travel between a member’s primary residence and their permanent duty station may be paid as a reimbursable expense. ETS does not have an internal mechanism to cap claims. If your travel expenses exceed \$500, you are responsible for limiting your travel claim to \$500. *Note: SATO fees and ETS Voucher Fees may be reimbursed in addition to the \$500.*
- All airfare receipts must be itemized and added as an attachment to the claim prior to submitting to your AO for approval. Failure to do so will result in denial of claim.
- You are responsible for paying off your GTCC in a timely manner regardless of your Local Travel Claim approval status.

**Helpful Links:** [ETS/SATO](#) // [City Pair Program](#) // [CG-R82-IDT-TRP Sharepoint \(CAC Required\)](#)