



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

09 OCT 2018

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 30

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Travel Charge Card (GTCC)

1. **REFERENCE:** Department of Defense Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4, April 2018.

2. **PURPOSE:** To provide internal procedures and responsibilities for use of the Government Travel Charge Card within the USAG Yongsan - Casey.

3. **APPLICABILITY:** This internal policy applies to all Government Travel Charge Cardholders assigned to the USAG Yongsan - Casey and their supervisors.

4. **PROCEDURES:**

a. All Military and DoD Civilians who perform official travel as part of their duties will obtain and use the individually billed government travel charge card unless exempt. Exemption is infrequent travelers who travel two times or less in a 12 month period.

b. The GTCC will not be used for expenses during deployment.

c. Use of the GTCC for PCS is authorized for transportation, lodging, meals and Temporary Quarters Subsistence Expense (TQSE). Card holder is required to coordinate use of the GTCC with the Agency Program Coordinator (APC) at the losing and gaining organizations to transfer account.

d. Use of the GTCC to cover personal expense incurred during leave periods in conjunction with TDY or PCS travel is NOT authorized. Examples of authorized GTCC charges during official travel include:

(1) Transportation (Air, Bus, Rail, Taxi, Car Rental, Fuel)

(2) Lodging

(3) Meals

(4) ATM (no earlier than three (3) working days prior to the start of the TDY period.

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(5) PCS Expenses (Transportation, Lodging, Meals, Temporary Quarters Subsistence Expense (TQSE))

5. Responsibilities:

a. Agency Program Coordinator (APC).

(1) Review and process new application through bank Electronic Access System (EAS).

(2) Transfer incoming personnel with existing GTCC accounts.

(3) Review bank reports to identify past due and delinquent cardholders and notify cardholders when reports reflect past due balances on an account. Notify the cardholder's supervisor when reports reflect outstanding balances over 45 days and notify the USAG Yongsan - Casey Commander when outstanding balances exceed 121 days.

(4) Delinquency Management

(a) 31 Days Past Billing: APC will notify the cardholder for payment.

(b) Pre-suspension Notification for Accounts 45 Days Past Billing: APC will notify the cardholder, the cardholder's supervisor and Director Resource Management (DRM) that the account will be suspended in 15 days if the travel card vendor does not receive full payment of all undisputed amounts. APC will request that the supervisor notify the APC, within 15 days, of any reason why the account cannot be suspended.

(c) Suspension of Accounts 61 Days Past Billing: APC will notify the cardholder, the cardholder's supervisor and DRM that the account has been suspended due to nonpayment.

(d) 91-Day Delinquency Notification to Supervisors: APC will notify the cardholder, the cardholder's supervisor, the second level supervisor (director or manager), DRM and Deputy Garrison Commander (DGC) or Command Sargent Major (CSM) that the account is still delinquent and subject to cancellation.

(e) Cancellation of Accounts 121 Days Past Billing: APC will notify the cardholder, the cardholder's supervisor and the cardholder's chain of command (Garrison Commander) that the cardholder's account has been cancelled.

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If no action is taken toward payment of the debt, collection action via a reduced payment plan or salary offset will be initiated by the travel card vendor beginning on the 126th day past billing. Once canceled, an account may be reinstated in accordance with DoDI 5154.31. Volume 4, subparagraph 041306. The travel card vendor reserves the right to deny the reinstatement request.

(5) Monitor all accounts for proper use of the GTCC and report accounts with unauthorized transactions to appropriate chain of command for action

(6) Educate/advise cardholders on proper use of GTCC.

(7) Maintain cardholder applications (new and transfer) with signed Statement of Understanding (SOU) and training certificates.

(8) Develop and maintain a continuity book for the GTCC.

b. Government Travel Charge Cardholder

(1) Personnel assigned to the USAG Yongsan - Casey who have a valid GTCC issued at a prior duty station must report to the following APCs to have their card transferred to the USAG Yongsan - Casey hierarchy:

(a) Primary: Ms. Pak, Chong Hui, Tel 738-6505, Building #4305, Room #127, chonghui.pak.ln@mail.mil.

(b) Alternate: Ms. Yi, Mi Ae, Tel 738-7340, Building #4106, Room #221, miae.yi.ln@mail.mil.

For HHC Military Members:

(c) Ms. Kim, Cha Yong, Tel 738-3060, Building #4305, Room #208, chayong.kim.ln@mail.mil.

For NAF Employees, FMWR:

(d) Ms. Choi, Yonghye, Tel 723-4888, Building #1560, yonghye.s.choi.naf@mail.mil.

(2) Will submit travel vouchers within five (5) business days of completion of travel through the Defense Travel System (DTS).

(3) Use of split disbursement is mandatory for all vouchers.

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(4) Complete the "Program & Policies - Travel Card 101" training course on the Defense Travel Management Office (DTMO) TraX website, (<http://www.defensetravel.dod.mil/site/trax.cfm>) every 3 years and provide training certificate along with resigning the Statement of Understanding (SOU) to APC for records maintenance.

(5) Employee must contact the APC upon receipt of PCS orders to register into the PCS program. The cardholder must contact the gaining organization's APC upon arrival at their new duty station to transfer their account

(6) Long-term travelers (30 days or longer) will file interim vouchers every 30 days in order to receive partial payments. This payment will be completed by settlement of DTS split disbursement.

(7) Employee will immediately notify the bank and APC if a card is lost or stolen.

(8) Use of the GTCC for unauthorized purposes is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ); Civilian employees may be subject to appropriate administrative or disciplinary action.


c. Supervisor

(1) Ensure travel cards are used only for official travel related expenses.

(2) Ensure that the cardholder effects prompt settlement of travel vouchers five (5) business days completion of travel.

(3) Take appropriate disciplinary action if the cardholders knowingly make unauthorized transactions or is past due in making payments.

6. GTCC Agency Program Coordinator (APC) is Ms. Pak, Chong Hui, DRM, Tel 738-6505, e-mail: chonghui.pak.ln@mail.mil.


MONICA P. WASHINGTON
COL, LG
Commanding

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