



Travel Card

Traveler's Responsibilities



- Use your Government Travel Charge Card (GTCC) to pay for official travel expenses only.
- Obtain travel advances for official travel through an ATM.
- Determine if GSA SmartPay Tax Exemption Status applies to your TDY location and ensure appropriate forms are provided as proof to merchants (Lodging/Car Rental):
<https://www.smartpay.gsa.gov/about-gsa-smartpay/tax-information/travel-card>
- Track your expenses while traveling so you have accurate information for filing your travel voucher.
- Keep your receipts for all transactions made on your travel card.
- File your travel voucher within five days after you complete your trip or every thirty days if you are on continuous travel.
- Submit payment in full to the charge card vendor for each monthly bill by the due date regardless of reimbursement status.
- Follow your GTCC contractor's dispute process for charges which are not valid.
- Contact GTCC customer service if you have questions about your monthly bill.
- Be aware that failure to pay your bill in a timely manner can result in suspension or cancellation of your card.
- Immediately report a lost or stolen card to the charge card vendor and follow up with your Agency Program Coordinator.



Don'ts

- Use your travel card for personal use.
- Obtain travel advances through an ATM which exceed your expected 'out of pocket' expenses for a trip.
- Allow your monthly bill to become overdue because this could result in suspension or cancellation of your card.
- Wait for receipt of your monthly billing statement to file your travel claim. A summary of your travel charges is available 24x7 on the system for registered users at:

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

- Forget that the card is issued in your name and liability for payment is your responsibility.
- Write your Personal Identification Number (PIN) on your card or carry your PIN with you.