



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

5 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 016-13(I)/CAP 013-13(I) -- Surcharge on
Personal Charge Card if Exempt from GTCC

1. **SYNOPSIS:** Authorize the surcharge as a reimbursable expense for personal credit cards when a uniformed service member is exempt from GTCC like currently is allowed for ATM fees.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in JFTR change 316, and JTR change 570, dated 1 April 2013.
5. Revisions in this information item are *effective 5 February 2013*.

//approved//

W. B. TIRRELL, SR.

Chief, Policy and Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JFTR/JTR PROPOSED REVISIONS:

APP G:

<p>*GTCC</p> <p>*1. <u>Late Payment Delinquent Fees</u>. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements.</p> <p>2. <u>Expedited Delivery</u>. Reimbursable when authorized/approved by the AO.</p> <p>3. <u>Chip/PIN Card Issue Fee</u>. Reimbursable when authorized/approved by the AO.</p> <p>(See Merchant Surcharge.</p>	X	X	X	X
<p>*Merchant Surcharge (Civilian Employee).</p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC.</p> <p>2. Reimbursement is not authorized for merchant surcharge for the use of a personal charge card.</p> <p>3. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p> <p>4. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>			X	X
<p>*Merchant Surcharge (Uniformed Member)</p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged with:</p> <p style="margin-left: 20px;">a. The GTCC, or</p> <p style="margin-left: 20px;">b. A personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel.</p> <p>2. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p> <p>3. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>	X	X		