



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh/dld

11 April 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 052-16(I) – Update References for the Government Travel Charge Card Program

1. **SYNOPSIS:** Updates references for the Government Travel Charge Card Program (GTCC) from the DoD FMR, Volume 9 to the DoDI 5154.31, Vol. 4, GTCC Regulations throughout the JTR
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by the DTMO GTCC and Policy Reform Teams.
4. These changes are scheduled to appear in the JTR, dated 1 June 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

Acting Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

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

Civilian E-Mail Distribution:

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

JTR REVISIONS

2500:

A. *****

B. Program Policies and Procedures

*1. DoD Uniformed Members/DoD Civilian Employees. The GTCC program policies and procedures (including central billing and unit cards) are found in the [DoDI 5154.31, Vol. 4, GTCC Regulations](#) “Travel Policy and Procedures”.

2510:

*[DoDI 5154.31, Vol. 4, GTCC Regulations](#) indicates the purposes for which a DoD GTCC may be used.

2830:

GTCC

*1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO for a traveler in a mission critical 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. See [DoDI 5154.31, Vol. 4, GTCC Regulations](#) for definition of mission critical personnel and processing requirements.

Merchant Surcharge

1. Members Only

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:

(1) The GTCC, or

(2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.

*b. See [DoDI 5154.31, Vol. 4, GTCC Regulations](#) for information on personnel exempt from the requirement to use the GTCC.

c. *****

2. Employees Only

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.

b. Reimbursement is ***not authorized*** for merchant surcharges for the use of a personal charge card.

*c. See [DoDI 5154.31, Vol. 4, GTCC Regulations](#) for information on personnel exempt from the requirement to use the GTCC.

d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

APP I3:

A. *****

B. Information Required ([FTR §301-10.5](#))

1. **General Information.** The following information must be included on each travel order. ***NOTE: See par. 2110-E if premium class accommodations are authorized.***

a. – f. *****

*g. The following statement: “The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov’t personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.” ([DoDI 5154.31, Vol. 4, GTCC Regulations](#)) ;

*h. A statement indicating whether the traveler is/is not a GTCC IBA holder ([DoDI 5154.31, Vol. 4, GTCC Regulations](#));

*i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. ([DoDI 5154.31, Vol. 4, GTCC Regulations](#))

*j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer ([DoDI 5154.31, Vol. 4, GTCC Regulations](#)) ;

APP I4, Item 16g:

*g. GTCC – See [DoDI 5154.31, Vol. 4, GTCC Regulations](#) when a GTCC is not accepted or cannot be used, and par. 2500.

T4020–B6:

*6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the [DoDI 5154.31, Vol. 4, GTCC Regulations](#) .

Table 10-A2:

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table 10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	dies	of death.
2	is divorced ¹	of the final decree of divorce. ¹
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. ²
*4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoD FMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

The following pages are the same policy preceding this page but showing tracked changes.



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*DoDI 5154.31, Vol. 4, GTCC Regulations DoD-FMR 7000.14 R, Volume 9, Ch 3, par. 0305 indicates the purposes for which a DoD GTCC may be used.

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*1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO for a traveler in a mission critical 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. See DoDI 5154.31, Vol. 4, GTCC Regulations DoD-FMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements.

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a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.

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*i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. [DoDI 5154.31, Vol. 4, GTCC Regulations](#) (~~[DoD FMR, Vol. 9, par. 030503.B](#)~~);

*j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer ([DoDI 5154.31, Vol. 4, GTCC Regulations](#)) (~~[DoD FMR, Vol. 9, par. 030503.C](#)~~);

APP I4, Item 16g:

*g. GTCC – See-[DoDI 5154.31, Vol. 4, GTCC Regulations](#) ~~[DoD FMR, Vol. 9](#)~~ when a GTCC is not accepted or cannot be used, and par. 2500.

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*6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the-[DoDI 5154.31, Vol. 4, GTCC Regulations](#) ~~[DoD FMR \(DoD 7000.14 R\)](#)~~, Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).

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