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 13:

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 14, 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>
<thead>
<tr>
<th>Rule</th>
<th>If the sole dependent:</th>
<th>then stop with-dependent housing allowance at midnight of the day:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>dies</td>
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<tr>
<td>2</td>
<td>is divorced ¹</td>
<td>of the final decree of divorce. ¹</td>
</tr>
<tr>
<td>3</td>
<td>is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree</td>
<td>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</td>
</tr>
<tr>
<td>4</td>
<td>is a spouse in an invalid (void) marriage before discovery marriage invalidity.</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)</td>
<td>before the child's 21st birthday (or 23rd birthday if a full time student). ⁴</td>
</tr>
<tr>
<td>6</td>
<td>marries (regardless of age, or mental or physical incapacity)</td>
<td>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.</td>
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<tr>
<td>7</td>
<td>is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship</td>
<td>before date of adoption. ³</td>
</tr>
<tr>
<td>8</td>
<td>is adopted by a third party and a final order or decree has been entered</td>
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<td>9</td>
<td>enters military service</td>
<td>before day of entry into service.</td>
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<td>10</td>
<td>is one who must be “in fact” dependent on member, and such dependency ceases</td>
<td>before date dependency ceases.</td>
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</table>

¹: Applies to both BAH and OHA.

²: BAH or OHA paid before the date of decree may be retained. The exact date of the decree depends on the method of payment. For example, if the member is paid on a regular 31-day schedule, BAH or OHA may be paid for the 30 days preceding the date of the decree (Ex. 31 Dec 030-31 Dec). BAH or OHA paid after the date of decree may not be retained.

³: Applies to both BAH and OHA. After date of adoption, BAH or OHA paid before the adoption date may be retained. The retention depends on the date of the adoption. If the child is adopted before the date of adoption, BAH or OHA paid before that date may be retained. If the child is adopted on or after the date of adoption, BAH or OHA paid before that date may not be retained.

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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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