



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

28 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 126-10(I)/CAP 96-10(I) -- Add OSD Memo
On Reduction of Centrally Billed Accounts

1. **SYNOPSIS:** Adds OSD Memo on the Reduction of Centrally Billed Accounts (CBA) and corrects outdated DoDFMR references.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by DTMO.
4. These changes are scheduled to appear in printed JFTR change number 288, and JTR change number 542, dated 1 December 2010.
5. Revisions in this information item are *effective 28 September 2010*.

//Approved//

WILLIAM B. TIRRELL, SR.

Chief, 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 REVISIONS

U2015-A:

*A. General Policy. “It is the general policy of DoD that the (GTCC) be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified,” (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card and OSD memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

U2015-D:

**NOTE: ~~DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607~~DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 031003 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel order must be provided to the CTO before the final ticketing. An electronic DTS generated order, ~~available on line for viewing or reproducing,~~ suffices to meet this requirement ~~and preclude the necessity of the order being physically provided.~~ A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. ~~however, t~~The official who directed the travel is responsible for providing a confirmatory travel order to the CTO ~~as soon as possible.~~*

U3120-D:

**NOTE 3: DoDFMR 7000.14-R, Volume 9, Chapter 3, par. ~~030607~~031003 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf~~http://comptroller.defense.gov/fmr/09/09_03.pdf~~) indicates the purposes for which a DoD GTCC may be used. Charging ~~for~~ personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO before the final ticketing. An electronic DTS generated order, ~~available on line for viewing or reproducing,~~ suffices to meet this requirement ~~and preclude the necessity of the order being physically provided.~~ A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written order is issued. ~~however, t~~The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO ~~as soon as possible.~~*

JTR REVISIONS

C1100-B:

*1. General Policy. "It is the general policy of DOD that the (GTCC) be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card and OSD memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

*2. DOD Policy. *The GTCC program policies and procedures (including central billing and unit cards) are found in the DOD Financial Management Regulation (DODFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DOD Comptroller Finance Management Regulation website is found at <http://www.defenselink.mil/comptroller/fmr/09/index.html>*

3. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel authorization/order indicating whether transportation tickets are ordinarily purchased using a GTCC CBA or using a GTCC IBA. *This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.*

***NOTE:** DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607-031003 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging ~~for~~ personal travel expenses is GTCC misuse. A DOD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent GTCC IBA misuse ~~and city-pair airfares for leisure travel~~, a copy of the relevant travel authorization/order must be provided to the CTO before ~~the final~~ ticketing. An electronic DTS generated authorization/order, ~~available on line for viewing or reproducing~~, suffices to meet this requirement ~~and precludes the necessity of the authorization/order being physically provided~~. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority, ~~if travel must begin or is performed before a written~~ travel authorization/order is issued, ~~however, the~~ official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO ~~as soon as possible~~.

C2203-D:

***NOTE 2:** DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607-031003 (available at: http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf http://comptroller.defense.gov/fmr/09/09_03.pdf) indicates the purposes for which a DoD GTCC may be used. Charging personal travel expenses is GTCC misuse of the GTCC. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant order must be provided to the CTO before ticketing. An electronic DTS generated order, suffices to meet this requirement. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority, ~~if travel must begin or is performed before a written order is issued~~. The official who directed the travel is responsible for promptly providing a confirmatory order to the CTO.