DOD GOVERNMENT TRAVEL CHARGE CARD PROGRAM

Government Travel Charge Card Program

Overview

The DoD Government Travel Charge Card (GTCC) Program provides travelers an effective, convenient, and commercially available method to pay for expenses related to official travel, including local travel.

Program Highlights

- Use of the GTCC is mandatory for all DoD personnel, with few exceptions
- The travel card is intended for official travel-related use only and should not be used for personal purchases or to cover another traveler's expenses
- Travelers may be reimbursed for automated teller machine (ATM) expenses associated with official travel (i.e., withdrawal fees, access fees).
- The program includes both Individually Billed (IBA) and Centrally Billed Accounts (CBA)

Traveler Benefits

- **No interest charges**
- **Delayed late fees**
- **Insurance benefits**
- **Access to ATM cash advance**
- **Split disbursement when using the Defense Travel System (DTS)**

Travel Card Training Resources

- Travel Card 101 training for all cardholders
- Travel Card Program Management training for APCs
- Available through Travel Explorer (TraX). To access TraX, register through Passport at DTMO's web portal at: www.defensetravel.dod.mil/Passport

Where can I get more information?

- Agency Program Coordinators (APCs) are the primary points of contact for travel card information
- The Travel Assistance Center (TAC) at 1-888-Help1Go. If calling from overseas use DSN 312-564-3950 or dial 809-463-3376 and wait for the beep then dial 1-888-Help1Go, or go to www.defensetravel.dod.mil/Passport
- CitiDirect Customer Service at 1-800-200-7056 (call collect from outside the U.S. 757-852-9076), or access Citi resources online at www.transactionservices.citigroup.com
- Visit the DTMO website for FAQs on GTCC at www.defensetravel.dod.mil/Passport

*Information current as of 7/07/2010