



# Government Travel Charge Card Program

## Overview

DoD's Government Travel Charge Card (GTCC) Program provides travelers with an effective, convenient, method to pay for expenses related to official travel.

## Policy

Use is **mandatory** for all personnel (military or civilian) to pay for ALL official travel costs including meals for TDY and PCS (where applicable). The travel card is intended for official travel-related use only and using the card for personal purchases or to cover another traveler's expenses is prohibited. Refer to the Travel Card Regulations at [www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf](http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf)

## Features

- **Online and Mobile Account Management** — Access your GTCC account anytime, from anywhere using CitiManager. Register at [www.citimanager.com/login](http://www.citimanager.com/login) to:
  - View statement activity and check balance
  - View monthly statements
  - Make payments
  - Set-up and manage email/mobile alerts
  - Update contact information
- **Paperless Statements** — Elect to receive electronic statements online via CitiManager instead of by mail.
- **Automated Card Status Check** — Your card may be unavailable for use when you are not in official government travel status. When you are ready to book travel, verify your card status by logging into your CitiManager account and clicking on the card icon ("Card Details") on the left-side menu, or call Citi Customer Service and simply following the prompts.

## Customer Support & Training

Contact your Agency Program Coordinator (APC) for more travel card information, or call Citi Customer Service using the number on the back of your card. User guides, answers to frequently asked questions, and more training tools are available on DTMO's website. Cardholders and APCs can access mandatory training ("Travel Card 101" for cardholders, "Travel Card Program Management" for APCs) in TraX via Passport at [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport)

Remember, any time you receive a new card you must verify receipt, set up a PIN, and update your GTCC information in your DTS/DTM Prototype profile to avoid declined transactions.

For more information, visit [www.defensetravel.dod.mil/site/govtravelcard.cfm](http://www.defensetravel.dod.mil/site/govtravelcard.cfm)

## Program Benefits

- No need to use personal funds for mission-related travel expenses
- No interest charges
- Delayed late fees
- Extended payment terms
- Insurance coverage for rental cars, lost luggage and personal injury
- Streamlined payment with split disbursement
- Online and mobile account management