

GTCC

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

The travel card is intended for official travel-related use only and should not be used for personal purchases.

Upon completion of NPPSC Form 1300/1 and the PCS Travel Entitlements Calculator with the CPPA at the Sailor's old Permanent Duty Station (PDS), the GTCC can be used for PCS in lieu of a traditional travel advance. Travel advances will only be allowed in certain circumstances and when not using the GTCC. The GTCC will not be used for Accession, Separation, or Retirement Travel. The use of the GTCC does not effect the payment of Advance Pay or Advance Basic Allowance for Housing (BAH).

The GTCC will **NOT** be used for Personally Procured Moves (PPM), formerly known as Do-It-Yourself (DITY) Moves.

The estimate of travel entitlements is not a guaranteed amount. The amount reimbursed will be determined upon receipt of the final voucher settlement.

Authorized

- Temporary Lodging Expense (TLE)
- Fuel for Privately Owned Vehicles (POV) if it is the authorized mode of transportation. (This is not a directly reimbursed item, it is paid in the form of Monetary Allowance in Lieu of Transportation (MALT))
- Lodging and meals en-route (This is not a directly reimbursed item, it is paid in the form of a flat rate Per Diem)
- Dislocation Allowance (DLA)
 - To take out all of your DLA at once you will need to enter any bank and provide your GTCC to the teller at the counter. You will be charged a 2.4% non reimbursable fee. Ensure prior to this your cash limit is appropriate by visiting Citimanager.com/login, or your APC.
 - Use your GTCC for DLA expenses such as carpet cleaning, utility deposits

Not Authorized

- Purchase of tickets to an amusement park
- Payment of debt owed to creditors
- Purchase of Household Expenses; to include new television or video game systems
- Commercial Airfare

It is important to know your authorized transactions, misuse may be subject to administrative or disciplinary action.

Ensure you understand the NAVADMIN and GTCC Statement of Understanding (SOU)

https://www.defensetravel.dod.mil/Docs/GTCC_SoU.pdf

GOVERNMENT TRAVEL CHARGE CARD (GTCC)

PERMANENT CHANGE OF STATION (PCS)



Citibank Customer Service
800-200-7056

Agency Program Coordinator (APC)
Name:

Email:

Phone:

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CARDHOLDER RESPONSIBILITIES

Before Travel:

Upon notification of the issuance of PCS orders, if not a current cardholder apply for a GTCC ASAP by contacting your Agency Program Coordinator (APC).

Perform outbound interview and obtain estimate of PCS travel entitlements from Command Pay & Personnel Administrator (CPPA).

GTCC will automatically be activated 10 days prior to detaching. Verify activation with APC prior to departure.

Check out with current APC prior to departure

During Travel:

Use your GTCC for all authorized PCS expenses. Contact your APC or Citibank for questions/problems while traveling.

Keep receipts for all reimbursable expenses incurred for your records.

After Travel:

Check-In with the new APC. GTCC will be removed from mission critical 15 days after your approved report date

Complete and submit travel voucher. Request Split-disbursement to pay 100% of balance

Follow up with CPPA to ensure your travel claim is completely settled

Verify amount paid by split disbursement and make payment for any remaining balance to Citibank.

DO

Obtain an estimate of your travel entitlements from your CPPA. Use your GTCC while on official travel

Use your GTCC for transportation expenses for you and your dependents (fuel for POV if traveling together)

Use your GTCC for lodging and meals enroute

Use your GTCC for DLA expenses (carpet cleaning, utility deposits)

Keep Receipts for all reimbursable expenses incurred for your records

Check your statements online at [https://home.cards.citidirect.com/Commercial Card/Cards.html](https://home.cards.citidirect.com/CommercialCard/Cards.html)

Check in with your APC at the new PDS

Complete your voucher within 5 days after check-in at your new duty station

Split disburse amount owed on card and pay any remaining balance not covered by voucher settlement



DON'T

Use your GTCC while on leave (airfare to/from the leave location, hotel)

Give your GTCC to your dependents

Use your GTCC for Personally Procured (PPM) also known as Do-It-Yourself (DITY) Move

Use your GTCC for auto repairs

Use your GTCC for uniform items

Use the GTCC for childcare expenses

Use your GTCC for leisure or entertainment expenses

Spend more than you estimated expenses