



DoDEA REGULATION 5154.01

USE OF THE GOVERNMENT TRAVEL CHARGE CARD

Originating Division:	Resource Management Division
Effective:	January 17, 2018
Releasability:	Cleared for public release. Available on the DoDEA Policy Web.
Incorporates and Cancels:	DoDEA Regulation 7351.1, "Use of the Government Travel Charge Card," March 16, 2007
Approved by:	Thomas M. Brady, Director

Purpose: This Issuance:

- Establishes policies and assigns responsibilities to implement and provide guidance on the use of the Government Travel Charge Card (GTCC) Program in DoDEA.
- Establishes DoDEA exceptions on GTCC use, disciplinary actions for potential travel charge card offenses, and remedies or penalties for such offenses.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); (referred to collectively in this issuance as “DoDEA Region Directors for Student Excellence”); and all DoDEA region, district, community, and school leaders and support staff.

1.2. POLICY. It is DoDEA policy in accordance with Section 2 of *Public Law 105-264*, and DoD Instruction 5154.31, that this Issuance shall be used throughout DoDEA as the baseline for the management of the GTCC Program. This Issuance will not supersede the attached referenced statutory and regulatory guidance for the management of the GTCC Program in DoDEA. DoDEA employees with a GTCC are required to use the GTCC for all official expenses related to official government business travel. Within DoD, there are exceptions to this requirement for foreign nationals.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DODEA Director will:

- a. Ensure that the GTCC program is in compliance with this Issuance.
- b. Provide resources to operate the GTCC program.
- c. Direct and ensure regular program monitoring and policy review to maintain the integrity and effectiveness of the GTCC program.

2.2. ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS.

Under the authority, direction, and control of the DoDEA Director, the Associate Director for Financial & Business Operations (ADF&BO) will:

- a. Establish policy and provide guidance for the use of the GTCC in DoDEA.
- b. Assure compliance with the provisions of this Issuance.

2.3. DODEA AGENCY/ORGANIZATION PROGRAM COORDINATORS. The DoDEA Agency/Organization Program Coordinators (A/OPC) will:

- a. Provide, in a uniform manner, policy guidance to Headquarters (HQ), region, district, and school staff on the implementation of the policies promulgated in this Issuance.
- b. Perform the day-to-day management of the GTCC Program.
- c. Serve as the official liaison between DoDEA, the travel card vendor, and the cardholder.

2.4. DODEA SUPERVISORS. The DoDEA Supervisors will ensure cardholders comply with GTCC in/out processing requirements in coordination with the A/OPC.

2.5. DODEA GTCC CARDHOLDERS. The DoDEA GTCC Cardholders will comply with in/out processing requirements in coordination with the A/OPC.

SECTION 3: PROGRAM MANAGEMENT

3.1. COMPLIANCE.

a. Associate Director for Financial and Business Operations. The ADF&BO will:

- (1) Appoint and designate in writing an A/OPC to provide day-to-day GTCC Program management, disseminate guidance and DoDEA-wide notices, and conduct training.
- (2) Ensure the A/OPC function is adequately staffed to meet GTCC Program requirements.
- (3) Ensure cardholders and supervisors/managers complete required training.
- (4) Disseminate and support the guidance outlined in this Issuance.
- (5) Support all GTCC training requirements.

b. DoDEA Agency/Organization Program Coordinators. The DoDEA A/OPCs will:

- (1) Identify employees who require and are authorized to receive the travel card.
- (2) Advise employees on the appropriate use of the GTCC.
- (3) Conduct GTCC training as required.
- (4) Process travel card applications, ensuring the GTCC application and Statement of Understanding (SOU) are completed and signed (applicant, supervisor, and A/OPC signatures are required on the application prior to issuance of the travel card).
- (5) Ensure employee(s) in/out processing procedures include the GTCC Program.
- (6) Validate employment status and close GTCC accounts when cardholders leave, retire, or separate.
- (7) Maintain cardholder account files containing the application, signed SOU; correspondence pertaining to the cardholder (i.e., training certificates, account maintenance requests, and delinquency notifications) to ensure that files are properly secured and maintained in accordance with security and privacy regulations.
- (8) Conduct monthly reviews of cardholder account activity to ensure compliance with applicable regulations.
 - (a) Encourage employees to use the split disbursement option.
 - (b) Review and validate cardholder account transactions to ensure they are in compliance with DoD and DoDEA policy.

(c) Validate cardholder addresses on a routine basis and provide the travel card vendor with changes that may affect cardholder accounts.

(d) Complete and forward the Monthly Validation Checklist to DoDEA HQ Resource Management Division (RMD). This can be found on the DoDEA HQ's website under Supporting Offices, RMD, located at <http://www.dodea.edu/Offices/ResourceManagement/travel.cfm>.

(9) Provide management with periodic reports on the status of the GTCC Program.

c. DoDEA Supervisors. The DoDEA Supervisors will:

- (1) Sign cardholder application and SOU prior to processing by the A/OPC.
- (2) Ensure cardholders complete required training.
- (3) Advise employees on the appropriate use of the GTCC while on official business travel.
- (4) Ensure travel orders reflect a Centrally Billed Account (CBA) is used to purchase airline ticket. At no time shall the GTCC be used to procure airline tickets without prior approval from HQ/ RMD.

(5) Encourage employees to use the split disbursement option.

d. DoDEA GTCC Cardholders. The DoDEA GTCC Cardholders will:

- (1) Complete cardholder's training course.
- (2) Sign and comply with the terms and conditions of the cardholder's SOU Agreement.
- (3) Provide the travel card vendor and A/OPC with timely notification(s) of name and address changes.
- (4) Identify and dispute potentially erroneous billing statement charges in writing within sixty (60) days from the date the erroneous charge first appears on the billing statement.
- (5) Report a lost or stolen travel card to the travel card vendor, A/OPC, and supervisor as soon as possible.
- (6) Use the travel card only for authorized expenses that are reimbursable by the Federal Government (i.e., expenses for transportation, lodging, and meals incurred when in an official business travel status). The GTCC and the account are not to be used for personal purposes. The following classes of expenses are exempt from the mandatory use of the GTCC:

- (a) Expenses incurred at a vendor that does not accept the travel card.
- (b) Meal charges when the use of the card is impractical, such as in government dining facilities.

(c) All expenses covered by the “incidentals” portion of the per diem allowance.

(d) Miscellaneous expenses typically paid using cash such as coin-operated parking meters, toll booths, laundry facilities, etc.

(e) Relocation allowances for DoD civilians, except en route travel and house hunting trip expenses.

(7) Select a CBA to purchase airline tickets. At no time shall the GTCC be used to procure airline tickets without prior approval from HQ/RMD.

(8) Use the split disbursement payment option when completing travel reimbursement vouchers.

(9) Pay the travel card account in full, ensuring that the travel card vendor receives payment no later than the billing statement due date. Full payment by the cardholder is not contingent upon the cardholder’s receipt of a travel reimbursement. Any delinquencies may result in suspension of privileges associated with the GTCC, as well as appropriate administrative or disciplinary action.

3.2 NONCOMPLIANCE.

a. Noncompliance Policy. Civilian personnel who misuse or abuse the travel card may be subject to appropriate administrative or disciplinary action. The supervisor of the responsible individual(s) will be informed in a timely manner so that appropriate corrective or disciplinary/adverse action may be taken. It is imperative that employees fully understand that delinquency, misuse, or abuse of GTCC privileges will not be tolerated, just as supervisors will be held accountable for taking appropriate action to ensure the proper use of the GTCC.

b. DoDEA Agency/Organization Program Coordinators. The DoDEA A/OPCs will:

(1) Notify cardholders promptly when delinquency and/or misuse is identified.

(2) Initiate and forward delinquency notification letters to cardholders with past due accounts, and forward pertinent information regarding delinquent accounts, and potential misuse and/or abuse to supervisors for appropriate administrative and/or disciplinary action.

c. DoDEA Supervisors. The DoDEA Supervisors will review transactions and delinquency reports provided by the A/OPC, and coordinate with the Human Resources Division when delinquency and/or misuse occur. The supporting Human Resources Office will assist the appropriate supervisor who is considering corrective or disciplinary/adverse action on the selection of the charge and appropriate penalty based on past practice, regulatory guidance, applicable case law, and good judgement. Coordination with the appropriate legal office will occur early in the process, as required by DoDEA policy.

3.3 ADDITIONAL EXEMPTION PROCESS. Pursuant to DoD Instruction 5154.31, if an additional exemption is not listed and is requested by an individual, the DoD Component Heads, or their designees, may exempt such additional expenses from the mandatory use requirement of the travel card. However, those exemptions that cover classes of expenses or personnel (vice exemptions for individuals), can only be approved by the Director, Defense Travel Management Office (DTMO), prior to implementation.

GLOSSARY

G.1. ACRONYMS.

ADF&BO A/OPC	Associate Director for Financial and Business Operations Agency/Organization Program Coordinator
CBA	Centrally Billed Account
DTMO	Defense Travel Management Office
GTCC	Government Travel Charge Card
HQ	Headquarters
IBA	Individually Billed Account
RMD	Resource Management Division
SOU	Statement of Understanding
TMC	Travel Management Company

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

abuse. Intentional use of the card for items that are not authorized by the employee's travel orders or the DoD Financial Management Regulation.

A/OPC. The individual responsible for the management and oversight of the GTCC Program. The A/OPC serves as the liaison for the travel charge card contractor, management, the Finance Office, and Bank Transaction Dispute Office.

cardholder. Employee that has applied for and received a GTCC.

CBA. A travel charge card/account established by the contractor at the request of the A/OPC for the purchase of official transportation. Payments are made directly to the contractor through system interfaces.

delinquency. Accounts are considered past due at thirty (30) days past billing and delinquent if unpaid sixty-one (61) days after the billing date.

GTCC. A travel charge card/account established by the contractor for Government employees used to pay for expenses related to official government business travel. GTCC payments are the cardholder's responsibility; the Government assumes no liability for the accounts. Can also be

called an Individually Billed Account (IBA).

misuse. Inappropriate and negligent use of the GTCC for items not authorized by the employee's travel orders or the DoD Financial Management Regulation. Senior leadership, managers, or supervisors shall not tolerate misuse of the GTCC. Cardholders who misuse their travel charge card shall be subject to appropriate administrative or disciplinary action as provided for in this Issuance.

split disbursement. Divides a travel voucher reimbursement between the travel charge card contractor and the traveler; sending the balance owed directly to the appropriate party.

travel management company (TMC). A commercial activity providing a full range of commercial travel and ticketing services under a Government contract.

REFERENCES

DoD Instruction 5154.31, Volume 4, “Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program,” October 16, 2015
Public Law 105-264, Section 2, “The Travel and Transportation Reform Act of 1998,” October 19, 1998