



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
FINANCIAL MANAGEMENT AND COMPTROLLER  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109

JUN 9 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses

1. Effective June 10, 2009, the individually billed travel charge card can be used for relocation expenses. Cardholders will benefit because of the convenience of use; it eliminates the need to apply for an advance of travel entitlements; reduces the travelers' dependency on personal funds. The program contains safeguards to give cardholders the opportunity to use the GTCC for relocation expenses without fear of delinquency and subsequent account suspension due to late payment. While participation in the program is voluntary, it is highly encouraged.

2. Individuals are required to process through their organization Agency Program Coordinator (APC) for registration in the program. Individuals not properly registered in the program will be considered non-participants and subject to current GTCC program policies including suspension of accounts for delinquency.

- The following types of PCS moves are excluded from the program:
  - Accession
  - Separation
- The following charges are authorized for this program:
  - Transportation
  - Lodging
  - Meals
  - Temporary Quarters Subsistence Expense
  - Approved House Hunting Expense

3. Implementing instructions are attached. Mr. Frank Rago, Army Travel Charge Card Program Manager, is my point of contact. He can be reached at (703) 693-3386, [francis.rago@us.army.mil](mailto:francis.rago@us.army.mil).

Attachment

  
John J. Argodale  
Deputy Assistant Secretary of the Army  
(Financial Operations)

SUBJECT: Use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses

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## **Government Travel Charge Card Permanent Change of Station Program**

### **A. PURPOSE AND APPLICABILITY.**

The Government Travel Charge Card Permanent Change of Station (PCS) program was established to give cardholders the opportunity to use their cards while in a PCS status and enjoy a longer bill-pay period. The program allows for cardholders to use their Government Travel Charge Card (GTCC) for expenses incurred for PCS travel. The process will increase outstanding spend amounts and may have a positive initial impact on delinquent dollars, and the program is expected to increase the rebates to the Government and reduce travelers' dependency on their personal funds.

### **B. POLICY.**

1. Merchant Category Codes (MCC) and Split-disbursement requirements remain in effect.
2. Credit limits may be increased to allow for PCS entitlements according to current Department of Defense guidelines. While in PCS status, accounts will not suspend, incur late fees, or report against command delinquency percentages.
3. PCS Eligibility Requirements. The following eligibility criteria must be met prior to being placed in a PCS status:
  - a. Current and new cardholders.
  - b. Member's account must be open and current at time of registration.
4. Authorized Charges for PCS. The following expenses are authorized for use with this program:
  - a. Transportation
  - b. Lodging
  - c. Meals
  - d. Temporary Quarters Subsistence Expense (TQSE)
  - e. House Hunting approved expenses
5. Exclusions. The following types of PCS are excluded from the program:
  - a. Accession
  - b. Separation

6. Travel Advances. Participants will obtain travel advances using their GTCC (ATM, cash, manual cash disbursement). Travel advances may not be obtained by any other means (i.e., Finance Office, EFT, etc.) while participating in this program.
7. Increasing Credit Limit. Should a credit limit increase be required, include the amount requested in the New Temporary Credit Limit box on the registration form. The new temporary credit limit will activate on the PCS status start date and return to the assigned credit limit on the PCS end date. If the amount required to complete the PCS exceeds the registering APC's approval level, the additional increase will have to be handled outside of the PCS registration process, in accordance with current guidelines. Please refer to the tables below:

**Standard Accounts – Total Limits**

<b>Standard</b>	<b>Default (total)</b>	<b>APC Approval (total)</b>	<b>HL3 Approval (total)</b>	<b>CPM Approval (total)</b>	<b>DTMO Approval (total)</b>
<b>Credit</b>	\$7,500	\$7,500-\$10,000	\$10,001 - \$15,000	\$15,001 - \$25,000	\$25,001 or higher
<b>Travel</b>	\$7,500	\$7,500-\$10,000	\$10,001 - \$15,000	\$15,001 - \$25,000	\$25,001 or higher
<b>Cash</b>	\$665	\$665 - \$5,015	\$5,016 - \$10,015	\$10,016 - \$25,015	\$25,016 or higher
<b>Retail</b>	\$250	\$250 - \$500	\$501 - \$1,000	\$1,001 - \$2,000	\$2,001 or higher

**Restricted Accounts – Total Limits**

<b>Restricted</b>	<b>Default (total)</b>	<b>APC Approval (total)</b>	<b>HL3 Approval (total)</b>	<b>CPM Approval (total)</b>	<b>DTMO Approval (total)</b>
<b>Credit</b>	\$4,000	\$4,000-\$7,500	\$7,501 - \$10,000	\$10,001 - \$20,000	\$20,001 or higher
<b>Travel</b>	\$4,000	\$4,000-\$7,500	\$7,501 - \$10,000	\$10,001 - \$20,000	\$20,001 or higher
<b>Cash</b>	\$365	\$365 - \$2,015	\$2,016 - \$4,015	\$4,016 - \$20,015	\$20,016 or higher
<b>Retail</b>	\$100	\$100 - \$200	\$201 - \$500	\$501 - \$1,000	\$1,001 or higher

### **C. RESPONSIBILITIES.**

1. The cardholder shall:
  - a. Advise Agency Program Coordinator (APC) of PCS orders and detachment date.
  - b. Use GTCC for allowable expenses (see regulations).
  - c. File travel voucher in accordance with Departmental policies.
  - d. In-process with gaining APC.
  - e. Ensure GTCC balance is paid by account reconciliation date (PCS end date + 30 days).
  
2. The APC shall:
  - a. Pre-qualify account (ensure account is open, active, and balance is current).
  - b. Register account (determine appropriate credit limit).
  - c. Brief cardholder on PCS entitlements.
  - d. Review reporting.
  - e. Encourage and advise members to register for CiTi EAS online access.

### **D. REGISTRATION PROCESS.**

1. Enroll account in Mission Critical – input start and end dates.
2. Go to the “Demographics” screen for the account – the new field is titled “Is Acct on PCS?” and type “Yes”.

***\*\*Member's GTCC account will resume normal processing and account aging once the PCS status is removed.***

**E. REPORTS.** Generate a monthly Mission Critical report in the Citibank Custom Reporting System (CCRS). This report is being updated to now reflect this new field. By utilizing the new Mission Critical report, each APC will be able to accurately track those cardholders who are in true Mission Critical versus PCS status.