

## ADMINISTRATIVE REMARKS

Entry Type: Performance and Discipline (P&D-6)  
Reference: None  
Responsible Level: Unit  
Entry: General

DATE: \_\_\_\_\_ You are hereby granted a waiver to use the Government Travel Charge Card (GTCC) for executing your Permanent Change of Station (PCS) move. This waiver will remain in effect upon reporting to your duty station. You shall follow the guidance on ALCGPSC 007/19 and this administrative remark without exception. For further guidance contact your Travel Manager or reach out to your reporting command POC.

Responsible use of the GTCC IAW existing and augmented policy, avoiding delinquency and ensuring timely payment of debt once reimbursed is always the responsibility of the GTCC holder.

The following prohibitions of unauthorized use of the GTCC continue to apply:

1. Use by members while assigned local travel orders. Coast Guard defines local travel as authorized travel within the local commuting area (50 miles from the permanent duty station).
2. Payment of lodging expenses in the vicinity of the Permanent Duty Station (PDS), except when the lodging is in conjunction with TLA or TLE on official travel orders.
3. Use at eating establishments in the vicinity of the PDS, except when the meals are in conjunction with TLA or TLE.
4. Any other use in the vicinity of the PDS not directly associated with official travel or in conjunction with TLA or TLE.
5. While on official travel any expense that is not reimbursable as an official travel expense in accordance with the JFTR/FTR.
6. Withdrawal of cash from an automated teller machine (ATM) in excess of the amount authorized for an advance for the official travel order, when not in receipt of official travel orders, or for expenses not directly associated with official travel. This includes withdrawal of cash to liquidate a credit balance. GTCC holders shall contact the bank to request a check be issued by the bank for any credit balances due.
7. Dislocation Allowance (DLA).
8. Transportation of household goods, including Personally Procured Moves (PPM). The GTCC is not authorized for the transportation of household goods (for example: U-Haul rental), privately owned vehicles, mobile homes and boats.
9. Civilian employee relocation expenses.
10. Expenses for individuals other than the name of the individual embossed on the face of the GTCC. Authorized dependent transportation expenses shall not be charged to the member's travel card, but may be charged to the CBA account.
11. Any expense associated with local travel orders, which may include, but is not limited to, parking, tolls, ferries or water taxis.
12. Military PCS travel in conjunction with retirement or separation from the service.
13. Business charges that are not travel related, such as exhibit booths, car repairs, towing, mail and copying services, publications, college entrance examination fees, college tuition/fees, and/or membership fees.

DATE \_\_\_\_\_ (Cont.)

14. Transportation expenses during leave period or for travel between PDS and TDY locations that include leisure travel.

A.B. XXXXXXXXXX, CAPT, USCG

Commanding Officer

DATE: \_\_\_\_\_ I acknowledge and fully understand the above entry.

I.M. SAILOR

1. NAME OF PERMANENT UNIT		2. NAME OF UNIT PREPARING THIS FORM	
3. NAME OF MEMBER ( <i>Last, First, MI</i> )		4. EMPLOYEE ID NUMBER.	5. GRADE/RATE
			6. PAGE-7

PREVIOUS EDITION MAY BE USED The CG-3307 must be prepared in original and one copy as follows: The original is filed in the SPO PDR, and the copy is mailed to Commander (CGPC-adm-3) for electronic imaging into the Headquarters PDR