Government Travel Charge

Introduction	This guide provides the procedures for a Personne Office/SPO to view a member's credit card data a in Direct Access (DA).	el & Admin (P&A) and credit card balance
Contents	Topic	See Page
	View a Member's Credit Card Data	2
	View a Member's Credit Card Balance	4
	Travel Charge Card Reports	6

View a Member's Credit Card Data

Introduction This section provides the procedures for a P&A Office/SPO to view a member's credit card data in Direct Access (DA).

Procedures See below.

Step	Action				
1	Click on the Travel Charge Card Program Tile.				
	Travel Charge C	ard Program	ı		
	(+				
2	Select the Credi	t Card Da	ita option.		
	- Pustinger	-			
	Business	Expense	S		
	Credit Car	d Data			
3	Enter the member Credit Card Enter any information you hav Find an Existing Value	er's Empl	ID and click	Search.	
	✓ Search Criteria	'			
	Empl ID	begins with	1234567		
	Name	begins with			
	Last Name	begins with			
	Second Last Name	begins with			
	Alternate Character Name	begins with			
	Middle Name	begins with			
	Business Unit	begins with			
	Department Set ID	begins with		Q	
	Department	begins with		Q	
	Case Sensitive				
	Search Clear Ba	sic Search 🖉 Sa	ave Search Criteria		

Continued on next page

View a Member's Credit Card Data, Continued

Procedures,

continued

Action					
The member's Employ	ee Credit Card da	ta will be	e displayed.		
Maintain Employee Cred	it Card				
Oliver Twist			Person ID 1234	567	
Credit Card Data		Q		of 1	
Business Unit	00010				
Credit Card Vendor	COMON				
Card Type	Visa				
Credit Card Number	XXXXXXXXXXXX6543		Function	Individually Billed Account	
Issued Date	10/09/2008		Expiration Date	10/31/2020	
Limit Amount	50	00.00	Currency	USD	
Limit Per Trans			Bill To	Employee	
Save Return to Search	Previous in List	Next in List	Notify		
Field		D	escription		
Business Unit	00010 for Active	Coast (Juard Units		
Credit Card Vendor	Name of the credit card company				
Card Type	Type of credit ca	ard i.e. V	/isa. Master	Card Amex etc.	
Credit Card Number	Last four digits of member's credit card number				
Issued Date	The date the credit card was issued to member				
Limit Amount	Current credit card limit				
	N/A				
Limit Per Trans	N/A				
Limit Per Trans Function	N/A Indicates how th	e accoun	t is billed		
Limit Per Trans Function Expiration Date	N/A Indicates how th The date the crea	e accoun dit card e	t is billed		
Limit Per Trans Function Expiration Date Currency	N/A Indicates how th The date the creat The currency type	e accoun dit card e be (USD	t is billed expires = U.S. dolla	ar)	

View a Member's Credit Card Balance

Introduction This section provides the procedures for a P&A Office/SPO to view a member's credit card balance in Direct Access (DA).

Procedures See below.

Step	Action		
1	Click on the Travel Charge Card Program Tile.		
	Travel Charge Card Program		
2	Select the Credit Card Data ontion		
-			
	📄 Business Expenses		
	E Credit Card Data		
3	Enter the member's Empl ID and click Search .		
	Enter any information you have and click Search. Leave fields blank for a list of all values.		
	Find an Existing Value		
	▼ Search Criteria		
	Empl ID begins with		
	Name begins with		
	Last Name begins with		
	Second Last Name begins with		
	Alternate Character Name begins with		
	Middle Name begins with		
	Business Unit begins with		
	Department Set ID begins with		
	Department begins with C		
	Case Sensitive		
	Search Clear Basic Search 🖾 Save Search Criteria		

Continued on next page

View a Member's Credit Card Balance, Continued

Procedures,

continued

Action				
The member's cred	lit card balance(s) w	vill display. The	e Expense P	eriod End Da
ndicates the date o	of the report. Click	the Expand All	link to view	v all the fields
Note: The data pro	ovided by this repor	t is updated more	nthly.	
Business Expenses	Familyuna	B ID 4004507		
Oliver Twist	Employee	Person ID 1234567		Empl Record
Employee Business Exp	ense Time	QI	1 of 1	V Vie
Expense	Period End Date 04/28/2019			
Business Expense Detai	ls			
IIIF Q				1-6 of 6 🗸 🕨
Expense Dept ID				
Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose
04/28/2019	91+ Days PD		USD	Open
04/28/2019	90 Days PD		USD	Open
04/28/2019	60 Days PD		USD	Open
				Open
04/28/2019	30 Days PD		USD	Open
04/28/2019 04/28/2019	30 Days PD Amount Due		USD	Open
04/28/2019 04/28/2019 04/28/2019	30 Days PD Amount Due Hierarchy		USD USD USD	Open 31423
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea	30 Days PD Amount Due Hierarchy Previous in List	Next in List Noti	USD USD USD	Open 31423
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea	30 Days PD Amount Due Hierarchy Previous in List	Next in List Noti	USD USD USD	Open 31423
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field	30 Days PD Amount Due Hierarchy Previous in List	Next in List Noti	USD USD USD	Open 31423
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date	30 Days PD Amount Due Hierarchy Previous in List Will default to t	Next in List Not Descrip he current date	USD USD USD ify Dtion	Open 31423
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy rch Previous in List Will default to t 120+ Days PD =	Next in List Noti Descrip he current date = between 91 to	USD USD USD ify Dtion	Open 31423 past due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy Previous in List Will default to t 120+ Days PD = 90 Days PD = b	Next in List Not Descrip he current date = between 91 to etween 61 and 9	USD USD ify Dtion 120+ days past	open Open 31423 past due due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy Previous in List Will default to t 120+ Days PD = 90 Days PD = b 60 Days PD = b	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6	USD USD USD ify Dtion 120+ days 90 days past 50 days past	past due due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy Irch Previous in List Will default to t 120+ Days PD = 90 Days PD = b 60 Days PD = b 30 Days PD = u	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas	USD USD USD Dtion 120+ days 20 days past 50 days past 50 days past 51 due	past due due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy Previous in List Will default to t 120+ Days PD = 90 Days PD = b 60 Days PD = b 30 Days PD = u Amount Due = t	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pass the current amount	USD USD USD ify Dtion 120+ days 20 days past 50 days past 50 days past 50 days past 51 due unt due (not	past due due due past due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy mrch Previous in List Will default to t 120+ Days PD = 90 Days PD = 60 Days PD = 30 Days PD = amount Due = Hierarchy =	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amount nk (there is no e	USD USD USD ify Dtion 120+ days 20 days past 50 days past 50 days past 50 days past 51 due unt due (not expense asso	past due due due past due due past due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code	30 Days PD Amount Due Hierarchy Irch Previous in List Will default to t 120+ Days PD = 90 Days PD = b 60 Days PD = b 30 Days PD = u Amount Due = t Hierarchy = blat The current amount	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amount nk (there is no en- punt due at this s	USD USD USD USD Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp Disp Disp Disp Disp Disp Disp Disp	past due due due due due due due due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code Expense Amount Currency Code	30 Days PD Amount Due Hierarchy Previous in List Will default to t 120+ Days PD = 90 Days PD = 60 Days PD = 30 Days PD = Hierarchy = Hierarchy = USD indicates U	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amount nk (there is no end ount due at this so J.S. dollars	USD USD USD ify otion 120+ days 20 days past 50 days past 51 due unt due (not expense asso stage	past due due due past due due past due past due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code Expense Amount Currency Code Business Purpose	30 Days PD Amount Due Hierarchy rrch Previous in List Will default to t 120+ Days PD = 90 Days PD = 60 Days PD = 30 Days PD = 30 Days PD = Hierarchy = Hierarchy = Hierarchy = USD indicates U Open =	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amounk (there is no end punt due at this so J.S. dollars is in favorable so	USD USD USD USD ify Dion 120+ days past 20 days past 50 days past 50 days past 50 days past 50 days past 50 days past 50 days past 51 due unt due (not expense asso stage	past due due due past due due past due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code Expense Code Expense Amount Currency Code Business Purpose	30 Days PD Amount Due Hierarchy Irch Previous in List Will default to t 120+ Days PD = 90 Days PD = 60 Days PD = 30 Days PD = Amount Due = Hierarchy = Itherarchy = Days PD = 0 Days PD = USD indicates U Open = Suspended =	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amounk (there is no e pount due at this so J.S. dollars is in favorable so count is more th	USD USD USD USD Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp Disp ify Disp Disp Disp Disp Disp Disp Disp Disp	past due due due due past due) past due) past due
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code Expense Code Expense Amount Currency Code Business Purpose	30 Days PD Amount Due Hierarchy Previous in List Will default to t 120+ Days PD = 90 Days PD = 60 Days PD = 30 Days PD = 4 Mount Due = Hierarchy = 120+ Days PD = 90 Days PD = 10 Days PD = <tr< td=""><td>Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amount nk (there is no end bunt due at this so J.S. dollars is in favorable so count is more that</td><td>USD USD USD USD ify Dition 120+ days 20 days past 50 days past 51 due 51 du</td><td>past due c due due due past due past due past due past due card vendor</td></tr<>	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amount nk (there is no end bunt due at this so J.S. dollars is in favorable so count is more that	USD USD USD USD ify Dition 120+ days 20 days past 50 days past 51 due 51 du	past due c due due due past due past due past due past due card vendor
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code Expense Amount Currency Code Business Purpose	30 Days PD Amount Due Hierarchy rrch Previous in List Will default to t 120+ Days PD = 90 Days PD = b 60 Days PD = b 30 Days PD = u Amount Due = t Hierarchy = blast The current amount USD indicates U Open = account Suspended = account Closed = account cannot accept and	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amound nk (there is no end build build bu	USD USD USD USD ify otion 120+ days 20 days past 50 days 50	past due due due due due past due past due past due past due card vendor count
04/28/2019 04/28/2019 04/28/2019 Save Return to Sea Field Charge Date Expense Code Expense Amount Currency Code Business Purpose	30 Days PD Amount Due Hierarchy Irch Previous in List Will default to t 120+ Days PD = 90 Days PD = 90 Days PD = 60 Days PD = 30 Days PD = Hierarchy = Hierarchy = USD indicates U Open = Closed = account Suspended = S-digit number i	Next in List Not Descrip he current date = between 91 to etween 61 and 9 etween 31 and 6 p to 30 days pas the current amount nk (there is no end p to 30 days pass the current amount nk (there is no end p to 30 days pass the current amount is in favorable so count is more that nt is closed and ny more charges is the credit card	USD USD USD USD USD Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp ify Disp Disp Disp Disp Disp Disp Disp Disp	past due due due due due due due due due due

Travel Charge Card Reports

Introduction This section of the guide explains the types of travel charge card reports available in Direct Access (DA).

Travel Charge Card Reports Click on the Travel Charge Card Reports tile for the following reports.

Travel Charge Card Reports			
X 101	Hierarchy/DeptID Relationship		
	Members by DeptID		

Report	Description
Hierarchy/DeptID	This report generates a list of hierarchy codes
Relationship	and their associated departments for Travel
	Charge Card (TCC) Administrators. This
	program level report is produced from
	information stored in the Reporting Hierarchy
	Tree and may be used to validate data input
	into the tree. This report information may be
	uploaded to the USCG Government Travel
	Charge Card web site for access by TCC
	Coordinators and Commands for identifying
	which departments are located under what
	hierarchy code.
	The results of the report may be downloaded to allow for easier viewing/sorting/filtering.
	CG_TCC_HIERARCHY_TREE_LISTING- Hierarchy/DeptID Relationship
	Download results in : Excel SpreadSheet CSV Text File XML File (1052 kb) View All

Continued on next page

Travel Charge Card Reports, Continued

Card Reports,	Report	Description
continued	Members by DeptID	This report generates a list of members and employees with travel charge cards based on their Department ID. This report is used to identify :
		• Accounts that may be past due (it is recommended that this report be run monthly).
		• A travel charge card holder who may not be in the correct hierarchy code at the TCC bank. Departments are assigned to hierarchy codes by the TCC Coordinators and Commands to track TCC usage.
		Enter the Dept ID and click View Results .
		The results of the report may be downloaded
		to allow for easier viewing/sorting/filtering. CG_TCC_MEMBERS_BY_DEPTID - Members by DeptID
		Dept ID 000450 View Results
		Download results in : Excel SpreadSheet CSV Text File XML File (71 kb)