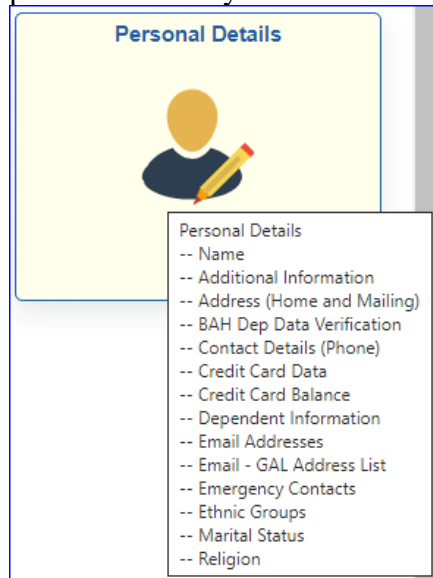


Government Travel Charge Card Overview

Introduction This guide provides the procedures for you to view your Government Travel Charge Card data (GTCC) and your Government Travel Charge Card balance in Direct Access (DA).

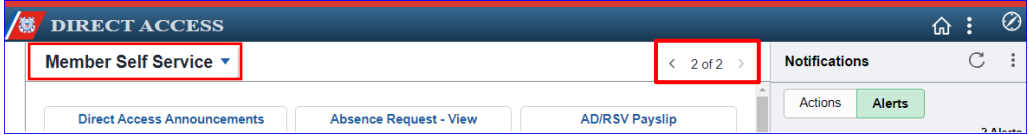

Important Information Updating a home or mailing address in DA does **NOT** update the mailing address of the GTCC. The credit card company **MUST** be notified directly of any address changes.

Changes to Direct Access Homepage You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



Member: Credit Card Data and Balance

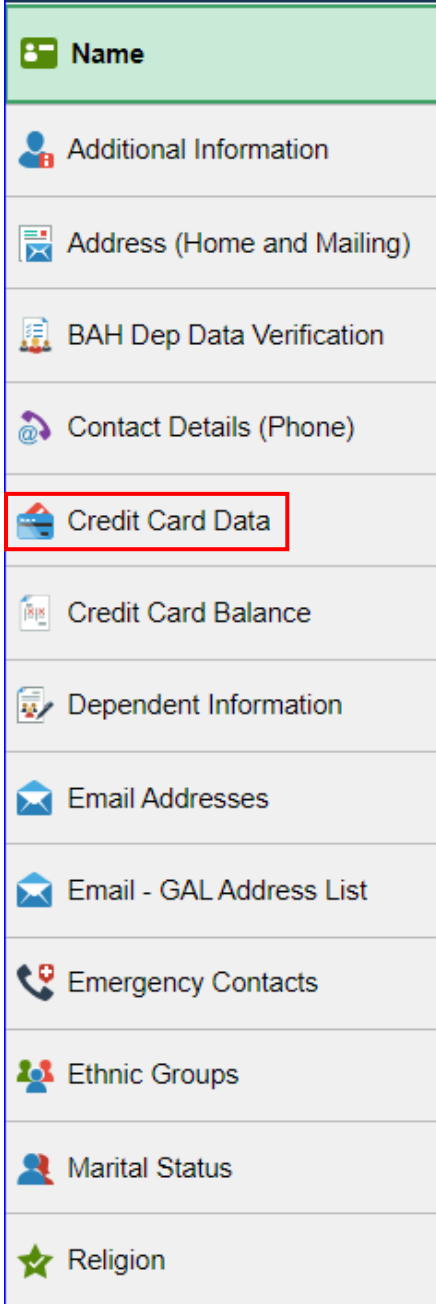
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Personal Details tile.</p> 

Continued on next page

Member: Credit Card Data and Balance, Continued

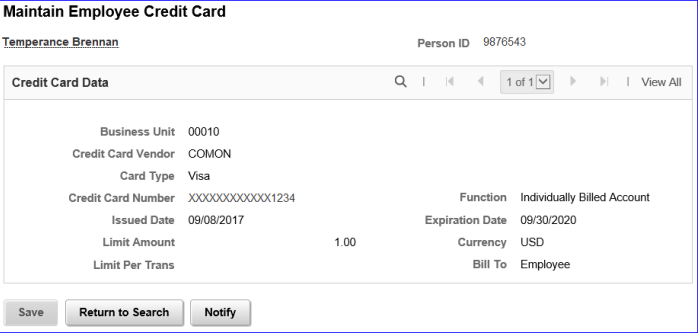
Procedures,
continued

Step	Action
3	<p>Select the Credit Card Data option.</p>  <p>The screenshot shows a vertical list of menu items, each with an icon and text. The 'Credit Card Data' item, which features a credit card icon, is highlighted with a red rectangular border. The other items are: 'Name' (green header), 'Additional Information' (person icon), 'Address (Home and Mailing)' (envelope icon), 'BAH Dep Data Verification' (document icon), 'Contact Details (Phone)' (phone icon), 'Credit Card Balance' (credit card icon), 'Dependent Information' (document icon), 'Email Addresses' (envelope icon), 'Email - GAL Address List' (envelope icon), 'Emergency Contacts' (phone icon with a red cross), 'Ethnic Groups' (group of people icon), 'Marital Status' (person icon), and 'Religion' (star icon).</p>

Continued on next page

Member: Credit Card Data and Balance, Continued

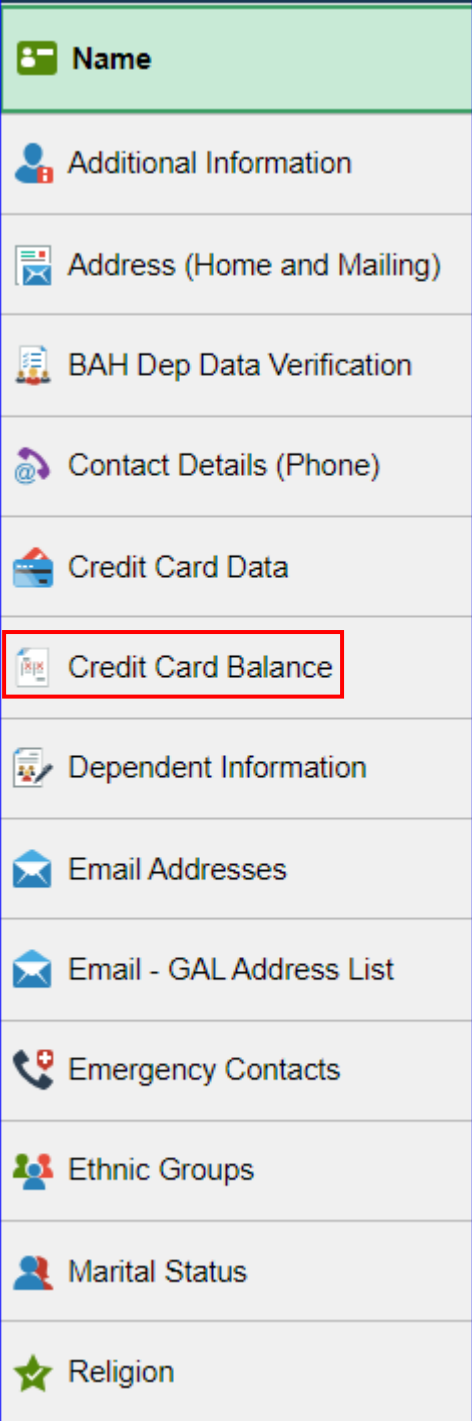
Procedures,
continued

Step	Action																								
4	<p>The Credit Card data will display.</p>  <p>Refer to the table below for descriptions of the data fields.</p> <table> <tr> <th>Field</th><th>Description</th></tr> <tr> <td>Business Unit</td><td>00010 for Active Coast Guard Units</td></tr> <tr> <td>Credit Card Vendor</td><td>Name of the credit card company</td></tr> <tr> <td>Card Type</td><td>Type of credit card, i.e. Visa, MasterCard, Amex, etc.</td></tr> <tr> <td>Credit Card Number</td><td>Last four digits of member's credit card number are displayed</td></tr> <tr> <td>Issued Date</td><td>Date the credit card was issued to member</td></tr> <tr> <td>Limit Amount</td><td>Current credit card limit</td></tr> <tr> <td>Limit Per Trans</td><td>N/A</td></tr> <tr> <td>Function</td><td>Indicates how the account is billed</td></tr> <tr> <td>Expiration Date</td><td>Date the current credit card expires</td></tr> <tr> <td>Currency</td><td>Currency type (USD = U.S. dollar)</td></tr> <tr> <td>Bill To</td><td>Who the account is billed to</td></tr> </table>	Field	Description	Business Unit	00010 for Active Coast Guard Units	Credit Card Vendor	Name of the credit card company	Card Type	Type of credit card, i.e. Visa, MasterCard, Amex, etc.	Credit Card Number	Last four digits of member's credit card number are displayed	Issued Date	Date the credit card was issued to member	Limit Amount	Current credit card limit	Limit Per Trans	N/A	Function	Indicates how the account is billed	Expiration Date	Date the current credit card expires	Currency	Currency type (USD = U.S. dollar)	Bill To	Who the account is billed to
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Member: Credit Card Data and Balance, Continued

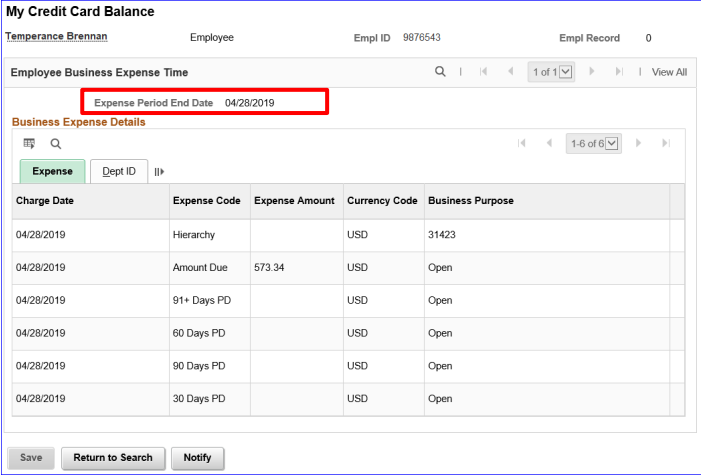
Procedures,
continued

Step	Action
5	<p data-bbox="341 461 1182 495">Without leaving the page select the Credit Card Balance option.</p> <div data-bbox="341 495 815 1912">  <p>The screenshot shows a vertical list of menu items. The first item, 'Name', is highlighted with a green header. The remaining items are in grey boxes: 'Additional Information', 'Address (Home and Mailing)', 'BAH Dep Data Verification', 'Contact Details (Phone)', 'Credit Card Data', 'Credit Card Balance' (highlighted with a red border), 'Dependent Information', 'Email Addresses', 'Email - GAL Address List', 'Emergency Contacts', 'Ethnic Groups', 'Marital Status', and 'Religion'.</p> <ul style="list-style-type: none"> Name Additional Information Address (Home and Mailing) BAH Dep Data Verification Contact Details (Phone) Credit Card Data Credit Card Balance Dependent Information Email Addresses Email - GAL Address List Emergency Contacts Ethnic Groups Marital Status Religion </div>

Continued on next page

Member: Credit Card Data and Balance, Continued

Procedures, continued

Step	Action																				
6	<p>The Credit Card balance(s) will display. The Expense Period End Date indicates the date of the report. See below for an explanation of each data field.</p>  <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Charge Date</td><td>Will default to the date of the report (updated monthly)</td></tr> <tr> <td rowspan="6">Expense Code</td><td>Hierarchy = blank (no expense is associated with this)</td></tr> <tr> <td>Amount Due = the current amount due (not past due)</td></tr> <tr> <td>91+ Days PD = 91 or more days past due</td></tr> <tr> <td>60 Days PD = between 31 and 60 days past due</td></tr> <tr> <td>90 Days PD = between 61 and 90 days past due</td></tr> <tr> <td>30 Days PD = up to 30 days past due</td></tr> <tr> <td>Expense Amount</td><td>Current amount due at this stage (i.e. \$573.34 is the current amount due)</td></tr> <tr> <td>Currency Code</td><td>USD indicates U.S. dollars</td></tr> <tr> <td rowspan="4">Business Purpose</td><td>Open = account is in a favorable standing</td></tr> <tr> <td>Suspended = account is more than 60 days past due</td></tr> <tr> <td>Closed = account is closed and the bank or card vendor cannot accept any more charges for this account</td></tr> <tr> <td>5-digit number is the credit card vendor's reporting Hierarchy code</td></tr> </tbody> </table>	Field	Description	Charge Date	Will default to the date of the report (updated monthly)	Expense Code	Hierarchy = blank (no expense is associated with this)	Amount Due = the current amount due (not past due)	91+ Days PD = 91 or more days past due	60 Days PD = between 31 and 60 days past due	90 Days PD = between 61 and 90 days past due	30 Days PD = up to 30 days past due	Expense Amount	Current amount due at this stage (i.e. \$573.34 is the current amount due)	Currency Code	USD indicates U.S. dollars	Business Purpose	Open = account is in a favorable standing	Suspended = account is more than 60 days past due	Closed = account is closed and the bank or card vendor cannot accept any more charges for this account	5-digit number is the credit card vendor's reporting Hierarchy code
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