Government Travel Charge Card

Overview

Introduction

This guide provides the procedures for a member to view their Government Travel Charge Card data (GTCC) and their Government Travel Charge Card balance in Direct Access (DA).

Important Information

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

Contents

My Credit Card Data

Introduction

This section provides the procedures for a member to view their Government Travel Charge Card (GTCC) data in Direct Access (DA).

Address Changes

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

Procedures

See below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select 7 More … under View in the Employee pagelet.

</td></tr>
<tr><td>2</td><td>Select My Credit Card Data.

</td></tr>
</table>

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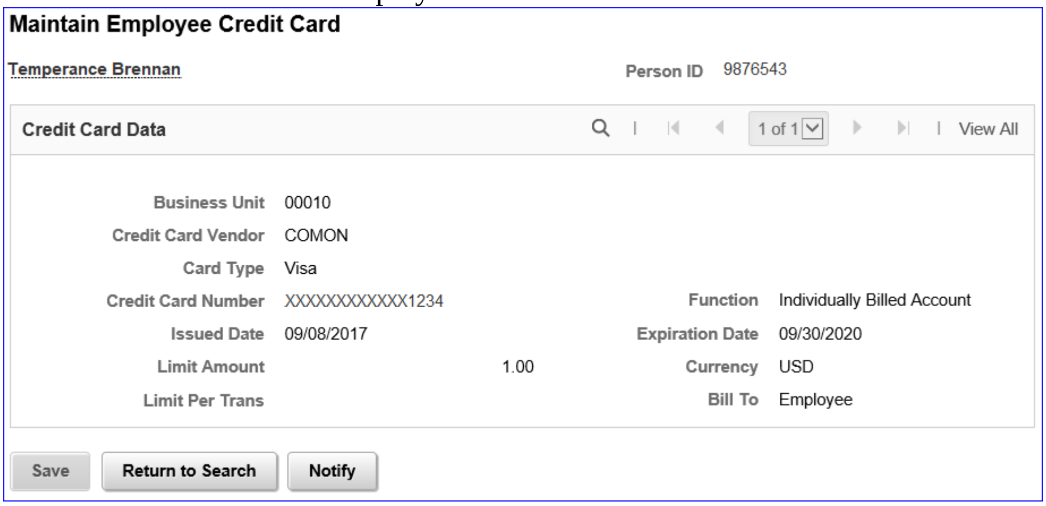
My Credit Card Data, Continued

Procedures, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>The Credit Card data will display.



Refer to the table below for descriptions of the data fields.
<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>
</td></tr>
<tr><td>4</td><td>To exit and return to the Self Service page, click the House icon in the upper right corner of Direct Access.


</td></tr>
</table>

My Credit Card Balance

Introduction	This guide provides the procedures for a member to view their Government Travel Charge Card (GTCC) balance in Direct Access (DA).
Address Changes	Updating a home or mailing address in Direct Access does **NOT** update the mailing address of the GTCC. The credit card company **MUST** be notified directly of any address changes.
Procedures	See below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select the 7 More… under View in the Employee pagelet.

</td></tr>
<tr><td>2</td><td>Select My Credit Card Balance.

</td></tr>
</table>

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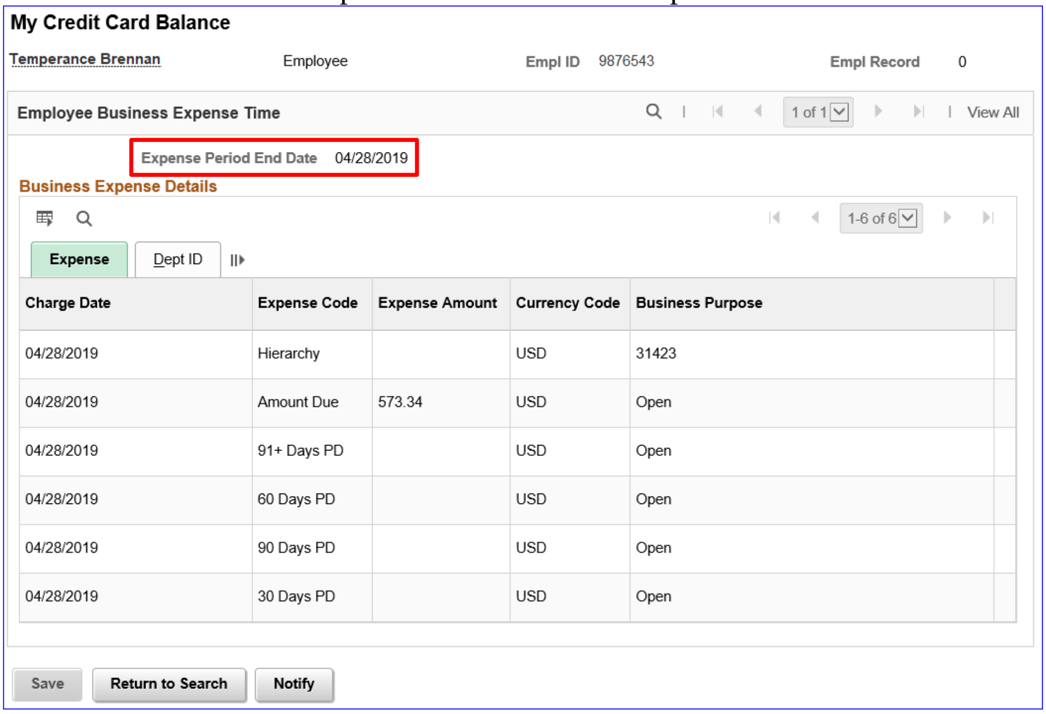
My Credit Card Balance, Continued

Procedures,
continued

Step	Action
3	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.



My Credit Card Balance

Temperance Brennan Employee Empl ID 9876543 Empl Record 0

Employee Business Expense Time 1 of 1 View All

Expense Period End Date 04/28/2019

Business Expense Details 1-6 of 6

Expense | Dept ID

Charge Date	Expense Code	Expense Amount	Currency Code	Business Purpose
04/28/2019	Hierarchy		USD	31423
04/28/2019	Amount Due	573.34	USD	Open
04/28/2019	91+ Days PD		USD	Open
04/28/2019	60 Days PD		USD	Open
04/28/2019	90 Days PD		USD	Open
04/28/2019	30 Days PD		USD	Open

Save Return to Search Notify

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 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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My Credit Card Balance, Continued

Procedures, continued

Step	Action
4	To exit and return to the Self Service page, click the **House** icon in the upper right corner of Direct Access.