

# PPC Travel eNewsletter – April 2017

## WEB TPAX Upgrade and 2017 Transfer Season and PCS Guidance

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## What's New in WebTPAX Upgrade Version 6.21.6

A version upgrade is scheduled for Web-TPAX. The system will be upgraded to version 6.21.6. The upgrade is planned for the dates of 21-24 April 2017. The system will not be available for use from 1400 CDT on Friday, 21 April, 2017 until 0600 CDT on Monday, 24 April, 2017. Please ensure all travel documents are approved by the AO prior to 1330 CDT on Friday, 21 April, 2017 to prevent open documents from becoming corrupted.

This upgrade includes:

- A correction to TLE entry
- Email notification of returned TPAX claims to member & AO
- Voucher remarks on system generated emails
- Returned claim priority
- Prompt for scanned documents

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>			All required documents have been uploaded at a low definition, in a single file, and are not colored copies.	
<input type="checkbox"/>	10/1/2016	12/31/2016	Lodging at Orlando, FL FLORIDA	At least \$ 12,740.00

- Dependent address block on remit tab

DOG, BAD B  
TONO: 1217G87PAH007000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 12/1/2016 to: 1/9/2017  
 Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

\* Address 1: 444 SE QUINCY STREET  
 Address 2:  
 \* City: TOPEKA  
 \* Country/State: KS KANSAS  
 \* Zip: 66605

Input Dependent Address at time of orders are issued:  
 3210 SE PISCES AVE  
 Dependent City/State/Zip:  
 TOPEKA KS 66605

- Reimbursable Items List & Voucher Return Comment updates
  - Examples of items changing include: Airfare/Bus/Train fare is now broken out into three separate items - Transportation Air Fare, Transportation Bus Fare and Transportation Train Fare. Some items have been combined into one listing such as Military Working Dog (MWD) Auth Exp (Mil only). To find what items qualify under this listing, please refer to the JTR. Once the determination is made that the expense fits the category, you may use that item, but it is beneficial to include remarks as to what specifically is being claimed.

- Please make yourself familiar with the new listing and use it correctly. If there is an item you think you are entitled to that is not on the listing (either individually or 'combined') please submit a trouble ticket and we will either verify or add to the listing, ask you to submit your claim manually or explain why the expenditure is not reimbursable.

- History shows returned voucher comments

BUBBLEHEAD, BINKYLEE		Travel Order Detail (Returned)		TONO: 1216G86TEST26000	
Amounts	Dates/Remarks	Description	Entitlements Paid(Mil)	Who Had It	
Date Entered:	3/15/2016	Date Logged:	3/15/2016	Travel Start:	3/1/2016
Date Authorized:	3/15/2016	Date Settled:	3/15/2016	Travel End:	3/11/2016
Date Returned:	2/6/2017	Date Paid:			
Remarks:	TVL VOUCHER NOT SIGNED;PLEASE PROVIDE ORIG [REDACTED] SIGNATURE AND RETURN DEPN MUST BE LISTED ON TVL VOUCHER IN BLOCK 12 FOR DEPN ENTITLEMENTS BLOCK 6 MUST LIST CURRENT RESIDENTIAL ADDRESS ITV OF NEW POS TLE NOT AUTH ON TVL DAYS RECEIVING PER DIEM BLOCK 5 DLAVDEPNMBR/EMPLOYEE MUST BE CHECKED ACCORDINGLY FOR REIMBURSEMENT				
Prev Detail	Next Detail	View Request	Print	Done	Help

## Most Common Reasons Why a PCS Travel Claim is Returned to the Traveler

During the FY16 transfer year (5/1/16 - 10/31/16) PPC returned 2400 claims to travelers for correction(s). Claims were returned for single or multiple discrepancies. Listed below are the top 10 most common errors found requiring correction in order for claims to be processed:

1. Orders must be certified as a true copy and signed w/original ink signature
2. Block 13 must list dependent address upon rcpt of orders/ blocks 13 and 16 cannot be the same
3. Travel voucher not signed/please provide original signature and return
4. Submit claim after effective date of separation /discharge /retirement
5. Claim cannot be processed. Member report date is not in DA and/or orders not in finished status

Itinerary					
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty
1	Depart	Approved	01/30/2015	01/30/2015	Duty
			01/31/2015		Leave INCONUS
			02/05/2015		Travel Time
	Report	Approved	02/06/2015	02/06/2015	Duty

  

Order Begin Date:	01/30/2015	Order Type:	Permanent Change of Station
Order End Date:	02/06/2015	Order Status:	Finished

6. Missing original orders/statement of lost orders not attached with AO original signature
7. Submit PPM/POV shipment/storage claims to FINCEN.
8. Block 15 must be completed accurately to reflect actual travel dates/travel modes
9. Zero voucher-traveler - has already received full reimbursement of all entitlements
10. Travel order/amendment does not have an original AO handwritten ink signature

When PCS claims are returned to the member, there is a high probability that FINCEN will start the debt collection process on unliquidated advances before the member is able to make the corrections. Resubmit claim to PPC as quickly as possible for processing so the claim can be released to FINCEN for payment.

With a little attention to detail and a checks and balances process put into place, these errors are preventable. It is **the responsibility of both the member and the AO** to ensure the documentation is complete and accurate prior to submitting the travel claim to PPC for processing.

## WEB TPAX PCS Advances

All military PCS travel advances must be submitted through Web TPAX by the Advance Signature Proxy (ASP). The ASP permission is authorized via form CG-7421A for Yeomen assigned to the SPO and who have the CGHRS or CGHRSUP Direct Access permission. The tutorial for submitting PCS travel advances through Web TPAX by the ASP is located on the PPC Travel website: [https://cg.portal.uscg.mil/units/ppc/Web TPAX User Guides/D. For the Proxy and SPO/Requesting a PCS Travel Advance.pdf](https://cg.portal.uscg.mil/units/ppc/Web%20TPAX%20User%20Guides/D.%20For%20the%20Proxy%20and%20SPO/Requesting%20a%20PCS%20Travel%20Advance.pdf)

\*Note: PCS Advances submitted by fax or attached to a PPC Customer Care ticket are not accepted and will not be processed for payment. Travelers needing TDY advances can submit their request through Web TPAX or by faxing the SF-1038 with a copy of their signed orders to (785) 339 3775.

Refer to Chapter 2.A.8 of the Personnel and Pay Procedures Manual for guidance on processing PCS orders with an advance. A completed original PCS travel order signed by the Approving Official must be scanned and uploaded to Web TPAX. The image must be in the Portable Document Format (PDF). In the Image Description field, do not name it the same as the file name as this will cause an error in the application. Before you begin the PCS advance, ensure the PCS travel advance is correctly listed on the order. Each entitlement must be listed separately and the total advance listed at the bottom. PCS travel and transportation advances are limited to 80 percent of the estimated travel and transportation costs to include MALT, per diem to include when on AMHS IAW JTR, par. 5034, DLA, and TLE. Each entitlement is limited to the 80 percent advancement cap.

### Example:

MEMBER PER DIEM \_\_\_\_\_ @ 80% \_\_\_\_\_  
MEMBER MALT \_\_\_\_\_ @ 80% \_\_\_\_\_  
DEPENDENT(S) PER DIEM \_\_\_\_\_ @ 80% \_\_\_\_\_  
DEPENDENT(S) MALT \_\_\_\_\_ @ 80% \_\_\_\_\_  
DLA \_\_\_\_\_ @ 80% \_\_\_\_\_  
TLE \_\_\_\_\_ @ 80% \_\_\_\_\_  
TOTAL \_\_\_\_\_ @ 80% \_\_\_\_\_  
PCS TRAVEL ADVANCE AUTHORIZED FOR \$ \_\_\_\_\_

### **Do not submit the PCS advance to PPC more than 35 days before the member detaches.**

The additional five days accounts for processing time and making payment to the member. Per the Coast Guard Supplement to the Joint Travel Regulations COMDTINST M4600.17(series), SJTR, par. 5020, payment of advances must not be made more than 30 days before the member detaches, except under extenuating circumstances. If you need to submit a PCS advance to PPC greater than 35 days due to extenuating circumstances, the SPO Approving Official must submit a PPC Customer Care Ticket with details.

## PCS Travel Advance - Do it Right the First Time

PLEASE read and follow the directions of the guides online to prevent errors and returns of advance requests. Advances should not be transmitted for payment prior to 35 calendar days of the depart date on the orders. The date that should be placed in the 'advance date due' should be the departure date not the date that you are inputting the advance. Please leave the generic line of accounting alone, do not change it for the advances or the advance will not get paid correctly.

PLEASE communicate with the member, check, and double check all PCS entitlements. Consider TLE at old and new PDS, dependents traveling separately, number of POVs, etc., before submitting a travel advance request. A traveler should almost always request advanced MALT, Per Diem, and DLA (if authorized). A GTCC holder can use their IBA for TLE costs when PCS travel is 15 days or less. As a Yeoman, you are the expert, do the right thing and take the time to properly counsel your members.

The PCS season is PPC Travel's busiest. Our small team of Examiners and Auditors will process over 65,000 advances and claims over the upcoming transfer season. As PCS travel claims flood into PPC, we will not be able to accommodate requests for secondary travel advances because we will be focused solely on processing travel claims. Unfortunately it will be the member that suffers. DO NOT be the Yeoman that causes your shipmate unnecessary financial pain during a PCS transfer.

FINCEN sends out collection letters on all outstanding advances that have not been liquidated with a PCS claim and are 30+ days greater than the end/report date on the advance. As such, procedures have been changed. There is an updated ASP tutorial on the PPC website: [https://cg.portal.uscg.mil/units/ppc/Web TPAX User Guides/D. For the Proxy and SPO/Requesting a PCS Travel Advance.pdf](https://cg.portal.uscg.mil/units/ppc/Web%20TPAX%20User%20Guides/D.%20For%20the%20Proxy%20and%20SPO/Requesting%20a%20PCS%20Travel%20Advance.pdf) . The biggest change is **the begin and end dates** of the advance **NOW** must **match the depart and report dates on the orders**. This means that **advances must be complete and accurate the first time they are processed.**

Even though PPC put this information out last transfer season, a large number of secondary advances were still being requested. Secondary advances must be requested by submitting a [PPC customer care ticket](#) with attached orders, [form SF-1038, Advance of Funds Application and Account](#) , and justification for the second advance. PPC Travel will consider secondary advances on a case by case basis but ONLY authorize them due to extreme, extenuating, unforeseen circumstances.

## **Permanent Change of Station (PCS)**

### **PCS claims in WebTPAX**

During FY 16 PPC launched the ability to process PCS claims through the WebTPAX system. There were more than 5,800 PCS claims processed through WebTPAX totaling more than \$8.6M. PPC recognizes this new initiative was a learning curve for travelers, AOs and PPC examiners alike. We do believe it was a huge success however we were able to identify ways to improve the functionality and process. These improvements have been made internally and within the WEBTPAX software and we are looking forward to a much smoother PCS transfer season with highly efficient and timely claim processing. Additionally, PPC has updated the WebTPAX PCS Tutorial which can be found at:

<https://cg.portal.uscg.mil/units/ppc/WebTPAX/MilitaryPCSClaims.aspx> Please ensure you familiarize yourself with this guide and refer back to it when processing PCS claims in WebTPAX.

### **Separating/Retiring PCS claims**

Travel claims for separation or retirement must be filed after the effective date of orders (this is the member's last day of active duty). On separation/retirement claims, the AO signature is not required on the DD-1351-2, but the original handwritten signature of the AO is required on the travel order. To process the claim without the AO's signature, the following statement must be entered in block 21a or block 21b of the travel claim "Final PCS, AO not available". When separating from the Coast Guard, members/employees who possess a Government Travel Credit Card (IBA) must pay any remaining balance due, notify their Travel Manager, and destroy the card.

## Standard Paper Claims

When reviewing the travel claim for PCS, blocks 5 and 12 of the DD 1351-2 must be completed. If dependents traveled accompanied with the member, check the blocks for dependent and member/employee and mark accompanied in block 12. If dependents traveled unaccompanied then check the blocks for dependent and member/employee and mark unaccompanied in block 12 OR file a separate dependent travel claim. Accompanied travel occurs when more than one POC is used and a dependent travelling in a POC travels along the same general route, on the same days as the member. Unaccompanied travel occurs when the dependent travels separately from a member on different routes and/or at different times (JTR, par. 5094).

5. TYPE OF PAYMENT <i>(X as applicable)</i>			
<input type="checkbox"/>	TDY	<input type="checkbox"/>	Member/Employee
<input type="checkbox"/>	PCS	<input type="checkbox"/>	Other
<input type="checkbox"/>	Dependent(s)	<input type="checkbox"/>	DLA

All portions of Block 6 must be filled out for claiming DLA, single or married. Enter the member's current physical residential address.

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
e. E-MAIL ADDRESS			

If the member has not secured a permanent residence in the vicinity of the new PDS, the duty address can be used, but it must be annotated in block 29 (**Remarks block on the reverse of the form**) that member is establishing a residence in the vicinity of the PDS and whether or not dependents accompanied the member to the new PDS.

Block 15a indicates the year in the first block; all blocks below list month and day. Members who are married to another military member must indicate this information on the claim (Member to Member); this will ensure the examiner pays the correct entitlements.

The itinerary in block 15 must be properly filled out using the two letter code on page two of the travel claim. The date indicated as the Mission Complete (MC) date should **ALWAYS** match a member's official report date in Direct Access. PPC often sees members list the MC date as the day they arrived in the local area vice their official reporting date.

**ITEM 15 - ITINERARY - SYMBOLS**

**15c. MEANS/MODE OF TRAVEL (Use two letters)**

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

**15d. REASON FOR STOP**

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

Itinerary						
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	
1	Depart	Approved	01/30/2015	01/30/2015	Duty	
			01/31/2015		Leave INCONUS	
			02/05/2015		Travel Time	
	Report	Approved	02/06/2015	02/06/2015	Duty	

  

<b>Order Begin Date:</b> 01/30/2015	<b>Order Type:</b> Permanent Change of Station
<b>Order End Date:</b> 02/06/2015	<b>Order Status:</b> Finished

If the member received advances either through the SPO submitting a SF-1038 or through the debit card program, they must list the amount in block 9. As an AO, you may verify their advances at <http://cgweb.fincen.uscg.mil/travelPmt/>.

<p><b>9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES</b></p>   <p><b>10. MEMBERS' ADDRESS ON RECEIPT OF</b></p>
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## **Reimbursement for the Use of More than Two POCs**

The payment of MALT (Monetary Allowance in Lieu of Transportation) can be authorized or approved as advantageous to the Government by COMDT (CG-1332) for the use of more than two POCs within the same household for PCS travel by the member and dependents authorized to travel if:

- A. More than eight family members travel together by POC, including the member.
- B. Because of age or physical condition, a dependent needs special accommodation in one vehicle and the second and third vehicles are required for other family members.
- C. A member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (school term completion, property sale, settlement of personal business, HHG transportation, or non-availability of adequate housing at the new PDS) and five or more dependents travel by POC later.
- D. Five or more dependents travel unaccompanied by POC between authorized points other than those for the member's travel (e.g. travel to a designated place or to the new PDS when member has TDY en route).
- E. Five or more dependents travel unaccompanied by the member to the new duty station in advance of the member's reporting for acceptable reasons (i.e. to enroll children in local school).

## Constructed PCS Travel Dates and TLE

In accordance with the JTR, par. 5434-B1d, a member is authorized TLE for the elapsed time between PDSs when per diem is not payable. The **standard per diem rate is reimbursed based on constructed travel time, not necessarily the actual days of travel**. AO's should explain to their members when reviewing and signing off on the DD 1351/2 that authorized travel time is based upon the new PDS report date not mere arrival to the area of the new PDS. For the Coast Guard (per COMDTINST M1000.8 and CGS-JTR) **constructed travel time is the number of days between the report date and the effective date of orders determined as the reporting date minus travel days for the authorized mode of transportation plus one day** (See example 1). When the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is reimbursed (See example 2).

Example 1: Member departs OLD PDS on 7/1 with 7 authorized travel days and 4 proceed days. Member reports to NEW PDS on 7/12. The 'official travel days' would be 7/6-7/12 and TLE would not be authorized for these dates. If the member arrived at the new PDS area on 7/4, TLE can be paid on 7/4 and 7/5 and any date (up to max number of TLE days) after the report date of 7/12.

Example 2: Member departs OLD PDS on 7/1 with 7 authorized travel days and 4 proceed days. Member reports early to NEW PDS on 7/7. Member will only be reimbursed for 6 days of official travel. Member can then claim TLE after the official report date (up to maximum number of TLE days).

If claiming TLE while staying with friends/family the member must provide the following information: name, address and phone of friends/family and dates member stayed with friends/family. All other TLE rules/regulations still apply.

## Shipping a Second Privately Owned (Motor) Vehicle (POV) within the Contiguous United States (CONUS)

The following information is to ensure that all yeoman understand when a member is entitled to reimbursement for shipping a second POV in CONUS, and when they are not.

In accordance with [Joint Travel Regulations \(JTR\), par. U5417](#) and [Coast Guard Supplement to the Joint Federal Travel Regulations \(CGS-JFTR\), COMDTINST M4600.17 \(series\), par. 5417-A](#), for a member to be entitled to reimbursement for shipping a second POV in CONUS, the member must have a dependent(s), the member or their dependent(s) must possess more than one POV to be relocated to the new PDS, and the member and their dependent(s) must travel together, at one time, in a Privately Owned Conveyance (POC) to the new Permanent Duty Station (PDS). If a member meets this criteria they may be entitled to reimbursement for shipping a second POV in CONUS. However, if a member chooses to utilize commercial transportation for themselves or their dependent(s) to the new PDS the member does not meet the criteria of JTR par. 5417 and CGS-JTR, par. 5417-A3, and they are not entitled to reimbursement for shipping a second POV in CONUS.

When a member is entitled to reimbursement for shipping a second POV in CONUS, the member must make all arrangements for shipment of the second POV. **Travel time is not authorized to drop off, or pick up a second POV**, and the member may not be reimbursed for mileage to drop off, or pick up a second POV transported IAW U5417 and CGS-JFTR, par. 5417-A3.

When a member is entitled to reimbursement for shipping a second POV in CONUS the calculations and maximum reimbursable amount must be reflected on the member's PCS orders. See JTR par. 5417-D for guidance on how to calculate a members reimbursable amount to ship a second POV in CONUS.

Yeoman should counsel members if they do not meet the above criteria, and do not travel together with their dependents at one time in a POC, then the member is not entitled reimbursement for shipping a second POV in CONUS. Yeoman should also counsel members that falsifying a DD-1351/2 to reflect the member and their dependent traveled together at one time in a POC is fraud.

## Consecutive Overseas Tour (COT) Travel Clarification

COMDT (CG-1332)

References: Joint Travel Regulations, paragraph 7060, CG Supplement to JFTR, paragraph 7010, Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series), chapter 1.A.4.

The intent of Consecutive Overseas Tour (COT) leave travel is to allow members, and their eligible dependents, to return to their home of record, either CONUS or OCONUS, prior to beginning a second OCONUS tour of duty.

An eligible member is one stationed OCONUS who is ordered to consecutive tours of duty at either the same OCONUS PDS, know as a in place Consecutive Overseas Tour (IPCOT), or ordered PCS between different OCONUS locations to serve the prescribed tour at the new PDS.

To be eligible for COT travel, either one tour may be unaccompanied, or both tours may be accompanied and the total time served, or to be served, at the PDSs equals the sum of the unaccompanied tour lengths for the PDSs. Yeoman should verify members meet this requirement before approving COT leave travel.

COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any. Unless deferred due to duty in a **contingency operation** (this must be approved by CG-1332), COT leave travel **must** be completed prior to the new tour completion, otherwise the COT leave travel expires. For example, if a member's old PDS is Puerto Rico, and their new PDS is Hawaii and their HOR is Texas. Member flies to Yorktown for TDY en-route to new PDS in Hawaii. COT leave should be utilized while CONUS (before or after TDY at Yorktown), prior to reporting to new PDS.

An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR. Yeoman/Approving Officials should carefully review cost comparisons of travel between a member's HOR, and a requested alternate place.

If a member travels to a more expensive alternate place that has not been approved by the Secretarial Process, city pair airfares are not authorized for transportation to/from that alternate place.

***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.***

POC use during COT leave travel. When COMDT (CG-1332) approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, **reimbursement is limited to the policy constructed airfare** (see App A definition). All POC travel for COT must be approved by COMDT (CG-1332).

## Government Travel Charge Card (GTCC) Policies and PCS

The Travel and Transportation Reform Act of 1998, P. L. 105-264, stipulates that the GTCC shall be used by all U.S. Government personnel (military and civilian) to pay for all official travel expenses.

Chapter 1, A.2. states “The IBA GTCC shall be used by all non-exempt personnel for all non-exempt Temporary Duty (TDY) travel. In addition, the GTCC may be used by military personnel for Permanent Change of Station (PCS) travel expenses. Unless the IBA GTCC use is specifically exempted by this Manual, GTCC holders shall use their card for transportation tickets, lodging, rental cars, and meals (unless use of the card is impractical, e.g., group meals or the travel card is not accepted), Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) expenses that are authorized and reimbursable under the travel orders.”

### GTCC Usage Exemptions

1. **TDY travel duration that exceeds 21 days.** GTCC use is not mandatory if the travel duration will exceed 21 days. If the cardholder chooses to use the GTCC for trips exceeding 21 days, interim travel claims must be submitted using a 13 document type TONO. The cardholder should always be mindful of when the payment will be due and the usual claim processing time to determine when a claim may need to be submitted. The first interim claim must be submitted no later than 21 days after commencement of travel and every 21 days thereafter. Arrangements must be made by the cardholder to receive the necessary billing information and to pay the monthly GTCC bill on time. When the GTCC is used, split disbursement is encouraged to be utilized. See paragraph K of this enclosure for split disbursement procedures.

2. **PCS travel duration that exceeds 15 days.** If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed time, and TDY in conjunction with the PCS, the card shall not be used. This does not apply to TLA. The GTCC may be used to cover hotel and meal expenses in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the monthly GTCC bill. In the case of TLE, the card may be used subject to the 15-day rule addressed above.

3. For both TDY and PCS, card use is optional for meals (when use of the card is impractical, e.g., group meals or the government-contractor-issued travel card is not accepted) and incidental expenses (M&IE) and other authorized miscellaneous reimbursable travel expenses. Examples of TDY reimbursable expenses may include: parking, TDY area transportation system fares, taxi fares, tips, and official telephone calls as indicated on official orders. Charges to the GTCC not authorized on orders may be considered misuse.

4. Chapter 2 addresses the policy for use of the GTCC CBA for the purchase of common carrier transportation tickets (air, rail, bus, or ship). Lodging and other authorized travel expenses are not permitted for CBA usage.

5. When GTCC use for a particular trip would severely inconvenience the traveler, put the traveler in danger, compromise national security or create an unreasonable expense for the

Government, the traveler's commanding officer or supervisor may grant an exemption to GTCC usage. The command exemption must be stated on the official travel orders.

**GTCC Newsletter – GTCC & PCS Travels – originally published Feb 2017**

[https://www.uscg.mil/psc/bops/govtrvl/Travel\\_Card/Travel\\_Manager/Newsletters/February\\_2017\\_GTCC\\_Newsletter.pdf](https://www.uscg.mil/psc/bops/govtrvl/Travel_Card/Travel_Manager/Newsletters/February_2017_GTCC_Newsletter.pdf)

GTCC shall not be used except for TLA when the PCS travel duration exceeds 15 days, including leave, compensatory absence, proceed time and TDY in conjunction with the PCS.

GTCC shall not be used to purchase transportation tickets, lodging or meals for anyone other than the cardholder. This means you cannot use the card for dependent expenses.

GTCC (or CBA) shall not be used at any time when leisure travel is included with other official travel. Check out the FAQ on LICWO travel on the GTCC website, Traveler Information page.

GTCC shall not be used to purchase moving supplies, vans/trucks or for shipment of vehicles.

GTCC may be used to cover hotel and meal expenses in conjunction with TLA entitlements, even when PCS travel exceeds the 15 day limit.

And while we are on the topic of PCS, let's discuss vehicle movement on a ferry. An unescorted vehicle on a ferry is not a proper means of transport and is not a reimbursable travel expense. Movement of a trailer (boat, camper, U-Haul) is not a reimbursable GTCC travel expense and therefore is not authorized to be charged to the CBA or the IBA. This would be considered part of a Do It Yourself (DITY) move and reimbursable under a separate process.

In addition, CG-1332 has made the determination that an RV/motor home would not be an authorized vehicle for ferry travel. An RV is a motorized wheeled vehicle used for camping or other recreational activities, and is not used primarily for personal transportation. Therefore use of the IBA or CBA to pay for an RV would not be allowed either.

As for rental cars during PCS, normally this is not authorized. Sometimes a traveler may want or need to rent a vehicle if their own car has not arrived to their overseas destination. A rental during PCS time may only be authorized if previously approved on the travel order. If the PCS duration is 15 days or less AND the member's orders authorize a rental vehicle, then they can use the GTCC. If these conditions are not met, then use of the GTCC for a rental car during a PCS would be misuse. TLA does not include rental vehicles.

Rental car agencies may offer a traveler a pre-pay toll option or a toll tag when renting a vehicle. It is recommended the traveler select this option to avoid any fees and fines incurred after the rental is re-turned. While tolls are a reimbursable expense, fines are not. Recently a traveler was charged with \$80 in toll fines for less than \$10 of tolls. The solution is to get the toll tag up front.

## AO Reference Links

The below links are resources all AO's should be using in their daily world of work. Key tools such as the AO checklist, PPPM, Travel Website, JTR/FTR, and the DHS Travel Handbook provide you with valuable information that can assist with answering the question, "Is this a legal, proper and correct entitlement?" Additionally they provide you with valuable practices and policies such as "original handwritten ink signature, a certified to be true copy with an original handwritten ink signature, and no color reproductions are authorized".

Resources:

- ✦ [PPC Home Web Page](#)
- ✦ [PPC Travel Web Page](#)
- ✦ [PPC Directives – 3PM & WebTPAX Knowledge Base](#)
- ✦ [FINCEN Query by Document \(CGWEB Link\)](#)
- ✦ [JTR](#)
- ✦ [FTR](#)
- ✦ [CG Supplement to JTR](#)
- ✦ [CG-7421A, TPAX/WINIATS User Role Designation](#)
- ✦ [FINCEN accounting line query](#) to determine if FINCEN has loaded a specific line of accounting. If not found using this site, contact FINCEN for assistance
- ✦ [FINCEN Paid Schedule Inquiry Report \(PSF\)](#) – to research payments made to member
- ✦ [Federal Per Diem rates](#) by location
- ✦ [Federal Mileage Rates 2017](#)
- ✦ [Government Travel Charge Card Program](#)
- ✦ [Airline City Pairs Fare Finder](#)

**Please keep this newsletter handy for use throughout the transfer season. If you are still unsure or unable to find what you are looking for through the use of the travel references and resources, please contact PPC Customer Care – we are here to help!!**

*Here's to a smooth and successful 2017 transfer season!!!*

**CWO2 Jennifer Cockram  
TRAVEL BRANCH CHIEF  
COAST GUARD PAY & PERSONNEL CENTER**