

## Government Travel Charge Card Overview

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**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).

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**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.

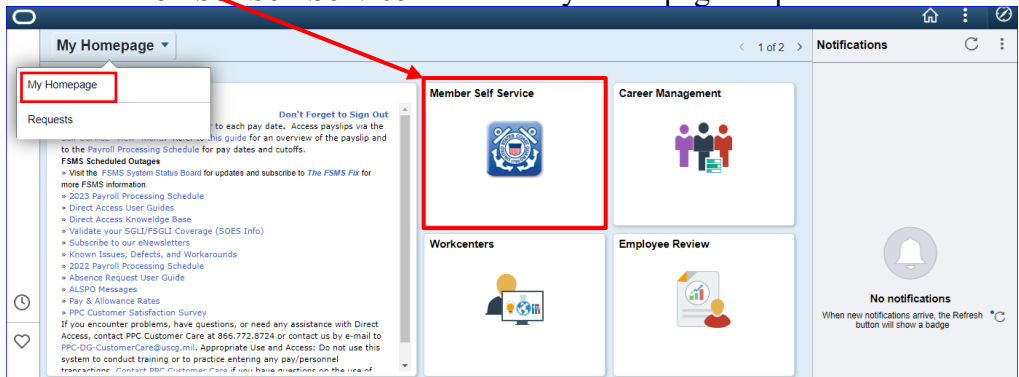
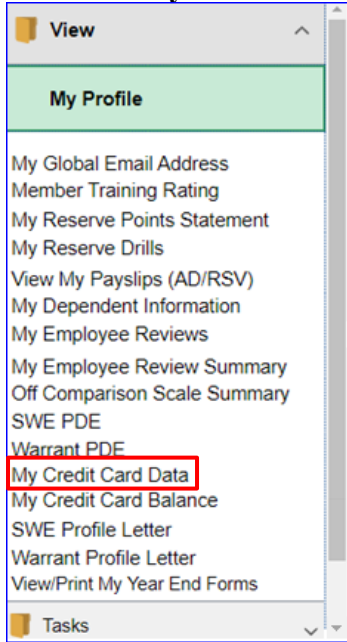
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# My Credit Card Data and Balance

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

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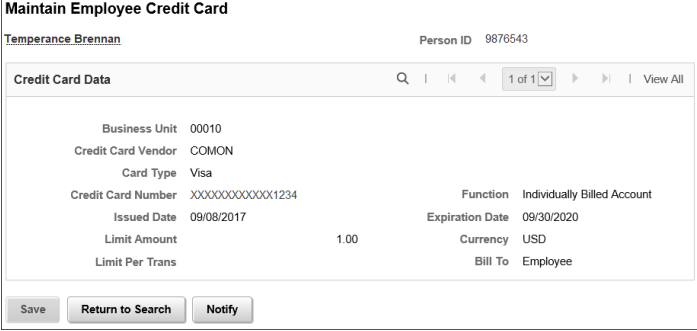
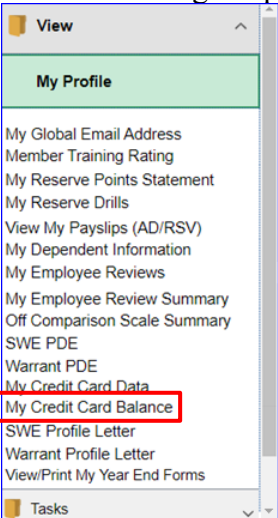
**Procedures** See below.

Step	Action
1	<p>Click on <b>Member Self Service</b> from the My Homepage drop-down.</p> 
2	<p>Select the <b>My Credit Card Data</b> option.</p> 

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# My Credit Card Data and Balance, Continued

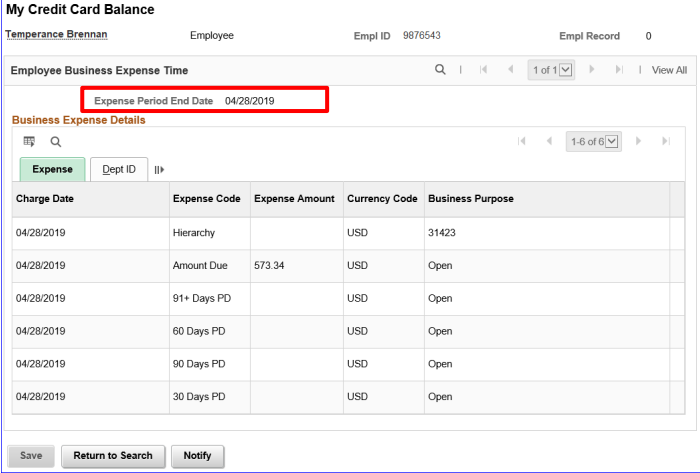
Procedures,  
continued

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<p><b>3</b></p>	<p>The Credit Card data will display.</p>  <p>Refer to the table below for descriptions of the data fields.</p> <table border="1" data-bbox="341 880 1366 1408"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td><b>00010</b> 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> </tbody> </table>	Field	Description	Business Unit	<b>00010</b> 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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<p><b>4</b></p>	<p>Without leaving the page select the <b>My Credit Card Balance</b> option.</p> 																								

*Continued on next page*

# My Credit Card Data and Balance, Continued

Procedures,  
continued

Step	Action																						
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