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ALCGPSC 161/18

SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM:

APPROPRIATION LAPSE GUIDANCE

A. COMDT COGARD WASHINGTON DC 211711Z DEC 18, ALCOAST 428/18

B. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (SERIES)

1. For travel requirements meeting the criteria of reference (a), effective immediately the restrictions on GTCC cardholders from using the Centrally Billed Account (CBA) for common carrier transportation expenses (i.e. airfare, train tickets, etc.) contained in reference (b) are temporarily suspended. During this lapse of our appropriation GTCC cardholders may use the CBA for these expenses to reduce the impact on their GTCC credit limits and monthly statements. To use the CBA, travelers and Approving Officials (AOs) need to include the following statement in the remarks section of the travel orders: 'Use of the Centrally Billed Account (CBA) is authorized.' Once a new continuing resolution or budget is approved the requirements of reference (b) will resume.

2. Travelers are encouraged to review the GTCC and ADTRAV Government Shutdown Frequently Asked Questions (FAQ) sheet posted on our website - <http://www.dcms.uscg.mil/GOVTrvl/FAQs/> .

3. Pending approval of an appropriation, travel claims will not be processed. Account Delinquency should be handled on a case by case basis by commands. Travelers who have submitted a timely travel voucher within 3 days of returning from travel but due to the lapse in appropriations and furlough of personnel have not received reimbursement should not be subject to adverse action by the chain of command for account delinquency. In addition, cardholders should be advised that while the December statement due date is 9 January 19, no action will be taken on the account by the bank (JP Morgan Chase) until 12 February 19 at which time the account would be suspended. If the lapse of appropriation still exists on 29 January 19, additional policy guidance and direction for management of delinquent accounts will be provided.

4. Travelers who require credit limit adjustments as a result of not being reimbursed during the shutdown should contact their local Travel Manager per the directions below.

The local Travel Manager may increase the credit limit on the account up to \$9,999. For limit increases above this level, the cardholder should submit an e-mail request to Arl-PF-CGPSC-JPMC-GTCC@uscg.mil via their supervisor providing a brief justification, the requested credit limit, along with a copy of the approved travel orders.

5. All other questions should be directed as follows:

a. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at <http://www.dcms.uscg.mil/GOVTrvl/> .

b. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil.

6. Released: CAPT G. T. Prestidge, Commander, Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

7. Internet release is authorized.