



GTCC NEWSLETTER

Volume VIII Issue II

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References

- COMDTINST M4600.18
- JTR, 010204
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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GROUP LODGING/CONFERENCE PLANNING

Group Lodging/Conference Planning. After working for most almost an entire year with CG-9, travel policy, GSA travel policy, DHS Travel Card Program and legal on the question of who can serve as a conference planner, the below text defines when a Coast Guard planner can reserve blocks of rooms. This text will also be posted on the Government Travel Charge Card website for future reference.

In accordance with 41 CFR Section 301-50.7 (Federal Travel Regulations) and Section 010201 of the Joint Travel Regulations, a Coast Guard employee or military member (conference planner) who is planning a large group event (such as a training course, exercise, or conference where 10 or more rooms are required) is authorized to negotiate with one or more lodging facilities to set aside a specific number of rooms for attendees, and require attendees to book lodging directly with the lodging facility. However, the conference planner should not enter into a contract with any lodging facility that guarantees the Coast Guard will pay for a specific number of rooms, unless the conference planner is a contracting officer who is authorized to do so. The recommended best practice for negotiating with a lodging facility is as follows: (1) The conference planner should negotiate an agreement with the lodging facility to hold a specified number of rooms at a specified rate at or below the local lodging per diem rate until a designated date; (2) After the designated date, the lodging facility will be free to release any rooms that have not been reserved by individual attendees; (3) Individual attendees should be directed to reserve their individual room with the lodging facility under the group reservation before the designated date. Any reservations made at another lodging facility or after the designated date shall be made through the Travel Management Center which currently is ADTRAV.

ADTRAV Fee Changes

Just FYI that effective 2/2/18 the rates for the ADTRAV service went up slightly. See: <http://www.dcms.uscg.mil/portals/10/CG-1/PSC/bops/GovTrvl/ADTRAV-KT-Rates.pdf> In this table, you will see fees for various services as well as future rate increases with effective dates. Please continue to educate your travelers that all travel reservations are required to be made through ADTRAV (with few exceptions).

GTCC

Travel Charge Card

Web Page

JPMC Travel Manager

Help Line

866-725-1184

Verification ID must be provided.



ADTRAV/Immediate Ticketing

Note that only the GSA City Pair Program (CPP) fares allow for ticketing 5 days prior to the actual departure date. Any other fares typically will require immediate purchase to secure the fare/price. The fare rules for non-GSA CPP fares vary from airline to airline. Some fares absolutely require the immediate purchase while others require it to lock the price (meaning if it is not purchased the price can increase as inventory is reduced). If this is the case, the ADTRAV agent is required to notify the traveler of the requirement for immediate ticketing.

Refer to CIM4600.18, chapter 2.B. when the CBA can be used for immediate ticketing.

If you ever think you or a traveler are being incorrectly, immediately charged a fare, please let us know and we can have it reviewed. ADTRAV can even pull the call to review whether the traveler was correctly counseled about the fare rules.

WINDOWS Version Transition

If you are unable to open the word document for the GTCC application process or any other document from the GTCC website regardless of your local Windows version, please submit a CGFIXIT help ticket.

Also, if you are not able to access PaymentNet due to these updates, submit a CGFIXIT help ticket.

This CGFIXIT ticket should be submitted through the lighthouse icon on your desktop. Do not submit a ticket for the travel card site issues or the GTCC program through PPC.

Good To Know

Applications: Average turnaround time for online applications once approved by the program will have a card in the traveler's hand within 7-10 days. A rushed application can take 3 days to receive IF submitted correctly the first time. Also, remember that for rush applications someone must be at the address to sign for the card when it is delivered or the card will be returned to the bank as undeliverable.

SPII Release: Submitting applications to JPMC via email without password protecting the documents will result in a release of SPII. Fax to the JPMC secured line is the primary method to submit a rushed application form. Any release of SPII must be reported to your command.



Check out the [travel manager tool](#) on the Travel Manager page of the GTCC website. This tool will help you identify personnel within units throughout your hierarchy.

TDY Travel with a Non-Official Traveler

Scenario - I want to bring my wife with me on a TDY trip. I am on orders, she is not. I pay for her transportation using a personal form of payment. The hotel charges more for an additional room occupant and will not separate the extra charge from the main bill.

This scenario is similar to the restaurant bill that can't be separated and is covered by the Travel Card Manual under exemptions from mandatory card use. However, if this becomes a common occurrence, DHS may end up putting extra controls in place to ensure maximum use of the travel card. A control such as a letter from hotel management stating their policy of not separating extra guest fees from the bill to be included with voucher.

Potential Traveler Questions:

1. Can I use the GTCC for the entire charge even though the additional amount will not be an authorized/reimbursable expense? ANSWER: No, you cannot use your GTCC for expenses for others.
2. If I cannot use the GTCC card, then can I use my personal card for the entire room charge and not use the GTCC? ANSWER: Yes, since use of the GTCC is not permitted.
3. If I am not required to use the GTCC for the entire hotel charge, do I need to use the Travel Management Center (TMC) ADTRAV for the lodging reservation? If so, what card should be used (personal or GTCC)? Note: if the reservation is made with the GTCC, there will likely be cases where the hotel charges that same card for the entire room stay and not the personal card since the GTCC is the card that the hotel has on file. ANSWER: Yes, you are required to use the TMC for lodging. The GTCC must be used for the reservation fee with the TMC even if the personal card is used for the entire hotel room charge. The cardholder would be responsible for ensuring the room is not charged to the GTCC. The cardholder is also responsible for showing that the room charge included an additional fee for the other guest and therefore provided the exception to the required use of the GTCC.

GTCC GMT

There have been no changes to the GTCC GMT with the transition to Windows 10. If someone experiences difficulty logging into the GMT, please refer them to the NOTES on the course launch page and also to the [training access guide](#) posted on the GTCC site. This training access guide should get the user through most of the issues experienced with this course. When all else fails, the user should submit a CGFIXIT ticket.

This GTCC GMT must be taken via the Learning Management System. Group presentations for training will not qualify as GTCC GMT. This DHS online training requires successful completion of the exam after viewing all the course pages. This course completion will flow into CGBI for reporting purposes. You can track your unit's GTCC GMT by reviewing this report in CGBI. Search CGBI for Government Travel Card Training report.

More details how to access CGBI for GTCC GMT is found on the Travel Manager page of the GTCC website at

http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/Travel_Card/Travel_Manager/

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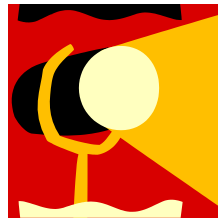
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REMEMBER * ALWAYS PROTECT PII

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In the Spotlight

Way to go
Travel Managers!

Ms. Deanna Morris: validated using the Account Cycle with High Balance report to justify lowering GTCC limits

YN1 Nicholas Krupa: inquired about generating GTCC reports in DA and PaymentNet for suspicious activity

YN1 Ricky Zuniga and YN2 Robert Drapela: looked for information using the travel manager tool

YN2 Kerri Wallick: verified the filing process for applications for civilian employees

Great questions! Thanks for asking.

Keep up the great work!

Cardholder Address Updates

One of the primary issues with the upcoming transition of the GTCC bank from JPMC is to ensure the account mailing address is current. For the next 9 months DHS, JPMC and the new bank (not yet known) will aggressively promote validating account information.

As the local travel manager, you are instrumental in collecting and making the necessary updates to your cardholder accounts. Don't forget about your reservists or detached personnel who hold a travel card.

We receive notification from JPMC regarding returned statements and credit cards, approximately 100 accounts per month. With this notification, we send emails to cardholders to request they contact you or the bank to have their account profile updated. Unlike other personal credit card banks, the GTCC account address cannot be updated by the cardholder online. The cardholder needs your assistance to get the account profile corrected.

Each time you discuss an account with a member, validate all the profile contact information. Include phone numbers and business and personal email accounts as well.

Your help in verifying and updating account profile information will go a long way in preventing issues with new card delivery later on this year.