



GTCC NEWSLETTER

Volume VII Issue X

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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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GTCC

Travel Charge Card

[Web Page](#)

JPMC Travel Manager

Help Line

866-725-1184

Verification ID must be provided.

GTCC for Conference

CG Supplement-JTR, specifically 2020-E on page 2-3 which states - Members attending a conference must have an approved Conference Attendance Form on file in accordance with the Conference Guide, available on CGPORTAL. Registration fees to attend a professional organization meeting/conference which is determined to be a training activity under 5 CFR 410.404 are reimbursable travel expenses. Conference fees can only be paid if the conference meets the training activity definition. However, tuition/course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses. Just because the vendor calls the fee a registration fee, don't assume it is a conference. Questions to ask are: is the provider a commercial activity/company, are the presenters paid by the company, is a test or certification included, is the event at a commercial facility versus a hotel/conference facility...these indicate the fee is tuition. If in doubt assume it is not a conference.

Non-conference training fees are paid for by other methods (e.g., Purchase Request, SF-182, etc.), not through the travel voucher process. The bottom line here is that use of the GTCC is not authorized when payment is for tuition or course fee for regularly scheduled instruction.

While the GTCC can be used for conference registration fees, the primary method of procuring a conference fee or training tuition is to use the unit purchase card per the DHS Purchase Card Manual. This helps avoid any potential misuse, forced transactions or overrides due to MCC declines. Tuition/training fees are not reimbursable travel expenses and therefore GTCC use is not authorized. This includes tuition for online courses. See JTR 0321 for additional guidance on training definition.

In addition, per the current version of the DHS Travel Card Manual the GTCC cannot be used for registration fees in advance of the event (i.e. only at the door of the conference/event). This change will be incorporated into the next update of CIM 4600.18.



Car Rental Agency Issues

Avis/Budget Car Rental had been charging some DHS component members on official business fees for roadside assistance and for refueling despite vehicles returned with full fuel tanks, and roadside assistance coverage included with the government rate. Avis/Budget was adding (by signature on the rental agreement) a gas service option and a refueling fee was based on the miles driven even when the receipt showed the tank was full when returned.

DTMO communicated with Avis/Budget and requested they cease the practice of automatically charging a refueling fee based on mileage for all government employees. Avis/Budget agreed and has adjusted charges from the submitted invoices.

Some Avis/Budget locations noted on the invoices included the following:

La Guardia, NYC	Newark, NJ
Lester Pearson, Toronto	Los Angeles
Indianapolis	Dulles, Washington DC
Orlando, FL	West Palm Beach, FL
Denver, CO	Midway and O'Hare, Chicago

AOs should review the traveler's vehicle rental receipts, and warn your travelers about this practice which could involve additional vendors. DHS is communicating with DTMO to find out what more can be done.

Per the FTR §301-10.450 : (d) Travelers are not to be reimbursed for purchasing prepaid refueling options for rental cars. Therefore, travelers should refuel prior to returning the rental vehicle to the drop-off location. However, if it is not possible to refuel completely prior to returning the vehicle because of safety issues or the location of closest fueling station, travelers will be reimbursed for vendor refueling charges.



Good To Know

Different emails: ARL-PF-CGPSC-GTCC-Applications is for online application processing. ARL-PF-CGPSC-JPMC-GTCC is for pretty much everything else such as travel manager packages, high credit limit increase requests, reinstatements and submitting supporting documentation for paper application files for civilians, chaplains and other component account holders.

Lower Credit Limits: Hurricane season is over, thank goodness. Now it's time to review those accounts that had limits increased for evacuations. You can use your routine cardholder profile report as a tool to help with this review. If you find you have 15 or more accounts that need to be lowered, send us a worksheet with EMPLIDS and we can accomplish this task within minutes.



Requesting High Credit Limit Increases

There have been a lot of GTCC holders who have been deployed for hurricane response for periods of over 21 days without the ability to complete interim travel claims. The lesson learned is that these members should have been authorized to use the CBA for airfare, issued travel advances, and advised not to use their GTCC for the TDY.

If you have members that are still deployed and bumping up against their credit limits, they need to know that when the account becomes 31 days past due, JPMC will suspend the account. While we have no control over JPMC suspending the cards, we do have the ability to request a onetime removal of the suspension. However, this action can only be done to get the member directly back to their duty station and not to continue the mission. Also, this option can only be done once for the life of the card per the contract with JPMC.

If a credit limit increase above \$9,999 is required, the cardholder or Travel Manager acting as their proxy needs to submit the request electronically via e-mail. The Travel Manager shall forward the command endorsed request along with fully endorsed travel orders to the GTCC Program Manager at arl-pf-cgpssc-jpmc-gtcc@uscg.mil. The request and endorsement shall include:

- (1) The GTCC holders first and last name and the last four numbers of the GTCC account.
- (2) The reason for the requested credit limit amount, and period of time the increased limit is required.
- (3) The justification for approval and the recommended credit limit.
- (4) The status of any interim travel claims that have been submitted and if none have been submitted an explanation of why not.
- (5) The results of an account review by the Travel Manager to document if the account is past due and that the transactions are associated with authorized/reimbursable travel.

Per the DHS Travel Card Manual, the GTCC Program needs to have the above documentation on file prior to authorization credit increases above \$9,999. Commands need to ensure they are doing everything they can to help facilitate the cardholders being able to submit interim travel claims (paper claims or proxy authorizations within TPAX).

GSA SmartPay App

The Center for Charge Card Management is pleased to announce the release of its GSA SmartPay Travel Card App.

The inaugural GSA SmartPay Travel Card App can take some worries out of official government travel. It can also store Agency/Organization Program Coordinator (AOPC) information, making it easier than ever for travelers to report any issues that occur with their cards while on the road. The Travel Card App also contains tax exemption information, so travelers will know when their business lodging and rental car costs are exempt from state sales tax and if there any forms that must be filled out.

The GSA SmartPay Travel Card App is available for iOS, Android and Blackberry devices through the Apple App Store, Google Play and Amazon App stores. This app does not replace CG GTCC policy. For more information about GSA SmartPay, visit the program's website at: <https://smartpay.gsa.gov>

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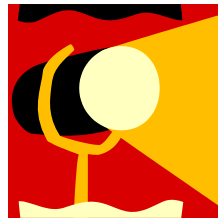
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*REMEMBER * ALWAYS PROTECT PII*

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In the Spotlight

Way to go Travel Managers!

CWO James Lunsford-discussed concerns regarding payment reversals

Ms. Evelyn Rawls-inquired about conference fees and MCC override process

Great questions! Thanks for asking.

Keep up the great work!



SP3 Transition Timeline

GSA Smartpay3 – During a recent DHS all component meeting, DHS provided the following schedule for the new contract for the Purchase, Fleet, and Travel Card programs to replace the Smartpay2 contract:

- Mar 2018 – DHS OPO issues award (will be either CITI Bank or US Bank). DHS CFO begins transition.
- Apr 2018 – DHS CFO w/ Components configure Electronic Access System (EAS).
- Aug 2018 – New Bank conducts Electronic Access System training.
- Oct 2018 — New Bank completes delivery of charge cards.

You can see that this time next year, we will have a new travel card bank and new travel cards. Your help in ensuring the cardholder information is kept current is essential in this process. Keeping account profile information up-to-date will help this transition go much more smoothly.

Stay tuned for more details as they come in.

