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| Commanding Officer  United States Coast Guard  Unit Name | Unit Street address  City, State ZipCode  Phone: (xxx) xxx-xxxx  Fax: (xxx) xxx-xxxx  4600  03 Apr 2014 |

**MEMORANDUM**

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| From: | Command |  |  |
| To: | UNIT/Command | | |
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| Subj: | DESIGNATION CITY PAIR FARE GOVERNMENT TRAVEL CHARGE CARD USE FOR INACTIVE DUTY TRAINING (IDT) TRAVEL | | |

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| Ref: | 1. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series) 2. Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA Airline City Pair Program) for Attendance at Inactive Duty Training (IDT) Assemblies, DoDI 4515.16 |

1. In accordance with chapter 1.B.4 of reference (a) and reference (b), CG reserve members have the option to use their GTCC for the purpose of procuring transportation tickets through the TMC (ADTRAV) know as the City Pair Fare Program from home to monthly meeting sites. The member must live more than 100 miles away and be on the commanding officer’s authorized list. Members cannot use the card for any other expense (car, hotel, lodging, meals, incidentals, or even travel that is not a City Pair Fare contracted through the TMC, e.g. ADTRAV contract). Doing so would constitute misuse of the travel card and result in administrative or disciplinary action along with account closure.

2. The following members are considered outside reasonable commuting distance (RCD) from UnitXXX and are authorized to use of GSA Airline City Pair Program fares and their GTCC to purchase common carrier transportation (ex airfare) only. The GTCC shall not be used by drilling inactive duty reservists for any other transportation or other expenses that may be incurred.

List of Reservists outside RCD

3. Members are authorized use of the City Pair Fare Program from/to their state of residence in order to travel to IDT dates as published in the UNITXXX Plan of the Day, entered in Direct Access, or as approved by written IDT orders.

4. Members authorized to use the City Pair Program shall not be reimbursed for GSA Airline City Pair Fare Program expenses incurred as a result of travel to attend IDT, and are responsible to pay all fees associated with the travel purchase, per current Coast Guard Policy. Payment of the charges on the card shall be made in full on or before the statement due date per reference (a) Coast Guard Policy.

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