

Date: _____

From: _____

Via: Authorizing Official (Name: _____)

To: Comptroller, Naval Postgraduate School

Subj: **REQUEST EXCEPTION TO FORM OF PAYMENT FOR CONFERENCE FEE**

Ref: (a) Director, Resource Management Division (N10)/Comptroller, Bureau of Naval Personnel Memo 7000 Ser PERS 70/ 124 of 23 Mar 18

1. Per reference (a), Naval Postgraduate School (NPS) must utilize the government commercial purchase card (GCPC) when paying for conference registration fees. Navy Finance does not permit the use of the government travel charge card (GTCC) to pay for conference registration fees without an exception in writing. Mission related expenses are not permitted to be charged on the GTCC or to be reimbursed on a travel voucher.

2. Conference Name:

3. Use of the GCPC is not feasible to pay for the conference registration fee(s) to attend the above conference. Request charge to the GTCC be authorized for the following reason(s):

(signature of traveler)

(signature of Auth. Official)

For completion by the Comptroller, Naval Postgraduate School

Conference Fee is considered a: Travel Expense Mission Expense

Final Disposition: Approved Denied

Permitted method of reimbursement: DTS Voucher Purchase Card

Signature:

Comments: