Government Travel Card

The Government Travel Charge Card Program (GTCC) provides travelers with a safe, effective, convenient, and commercially available method to pay for expenses associated with official travel. The GTCC includes Individually Billed Accounts (IBAs) and Centrally Billed Accounts (CBAs).

The DoD policy is that the Government-sponsored, contractor-issued travel card should be used to pay for ALL official travel expenses while on TDY/TAD. Personal use of the travel card or using the travel card to pay for someone else’s travel expenses is prohibited. The use of the travel card for non-official expenses may result in disciplinary actions.

In order to obtain a GTCC, the traveler must:

- Email APC

Cardholders are encouraged to contact the Agency Program Coordinator (APC) for information related to their accounts and for assistance with travel card issues.

The GTCC may require activation for official travel. Contact the APC for assistance.

DO's

- **DO** use your Government Travel Charge Card only for official Travel Expenses.
- **DO** use your Travel Card, instead of cash, of official travel expenses, whenever possible.
- **DO** track your expenses while on travel, so you have accurate information for filing your travel claim.

DON'Ts

- **DON'T** forget that the card is issued in your name and liability for payment is your responsibility.
- **DON'T** use your Government Travel Charge Card for personal use. Personal use of a Travel Card is prohibited and may contribute to a loss of card privileges.
- **DON'T** obtain travel advances unless you are on travel, or will be on travel within 3 days.
DO file your voucher within 5 *business* days after completing your trip. If travel is greater than 45 days, travelers must enter scheduled partial payments in the travel authorization. For assistance with entering scheduled partial payments, contact the Travel Office.

DO contact Citi's customer service number (1-800-200-7056) with questions about your monthly statement.

DO dispute questionable charges through Citi, no later than 60 days from the date of the transaction.

DO submit payment in full by the due date on your monthly statement. This payment is not dependent on your voucher’s being paid but on the due date of the statement.

DO utilize the "Split Disbursement Option" on your travel claim form for direct payment of all GTCC charges to Citi.

DO report a lost or stolen card to Citi (1-800-200-7056), immediately, and to your APC, to protect yourself from liability.

DO understand that misuse of the Government Travel Charge Card could result in disciplinary Actions by the Department of the Navy.

DON'T obtain travel advances that exceed your anticipated expenditures for a trip.

DON'T use cash for any official travel purchase that can be charged to your Travel Card.

DON'T wait for receipt of your monthly statement to file your travel claim.

DON'T make late payments, because this could result in suspension or cancellation of Your Travel Card.

DON'T let anyone else use your card.

DON'T give out your account number and expiration date to anyone who solicits that Information.