

Government Travel Charge Card



The Government Travel Charge Card (GTCC) is mandated to be used by DoD personnel to pay for authorized expenses when on official travel (unless an exemption is granted). This includes temporary duty (TDY) and permanent change of station (PCS) travel.

Members must sign a Statement of Understanding (SoU) upon arrival at every new duty station, or every three years. Members will also show their GTCC transfer letter to their gaining Agency Program Coordinator (APC). This will pull their GTCC into the new unit hierarchy.



When a member goes on any authorized travel for more than 30 days they must utilize the Scheduled Partial Payments (SPP) function within DTS. This will send increment amounts to their GTCC while they are traveling, which will prevent the account from going past due. A “How-To Guide for Scheduled Partial Payments” can be found on page 19 or at <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>.

Mission critical status is used only when a member is prevented from submitting interim travel vouchers (i.e. SPP). This includes but is not limited to a location with no internet access. Mission critical status must be reflected on the cardholder’s approved travel orders.

Members are responsible for paying their GTCC bills promptly, regardless of whether or not they have been reimbursed. If a member neglects to pay or file a travel voucher, their account will go past due. The chart below explains each past due bracket. For more information regarding GTCC visit: <https://www.defensetravel.dod.mil/site/govtravelcard.cfm>.

ANNEX 2 DELINQUENCY TIMELINE

CURRENT 1 to 60 Days*	SUSPENDED 61 to 125 Days*	CANCELLED/CLOSED 126 to 210 Days*	CHARGE OFF 211 Days*
File travel voucher within 5 days after completion of travel	No new charges allowed on card	Submitted for enrollment in Salary Offset	May charge off
Receive statement	Late fee applied at day 75	Cardholder may request a travel advance if required to travel	Could affect cardholder’s credit rating
Day 1 = The day after charges post to the cardholder’s statement	Additional late fees applied at day 91 and each 30 day increment thereafter		
Past Due status at day 31			
Disputed/Fraudulent transactions must be reported within 60 days of when the charge first appears on a statement			

*Days = days past billing statement date

Always update your DTS profile to reflect the correct GTCC information!