The DOD Government Travel Charge Card (GTCC) Program provides travelers an effective, convenient, and commercially available method to pay for expenses related to official travel.

The travel card is intended for official travel-related use only and should not be used for personal purchases.

Upon implementation of the Marine On-Line (MOL) PCS interview at the Marine’s old Permanent Duty Station (PDS), the GTCC will be used for PCS in lieu of a traditional travel advance. Travel advances will only be allowed in certain circumstances. The GTCC will not be used for Accession, Separation, or Retirement Travel. The use of the GTCC does not effect the payment of Advance Pay or Advance Basic Allowance for Housing (BAH).

The GTCC will NOT be used for Personally Procured Moves (PPM), formerly known as Do-It-Yourself (DITY) Moves.

The estimate of travel entitlements is not a guaranteed amount. The amount reimbursed will be determined upon receipt of the final voucher settlement.

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**Authorized**
- Temporary Lodging Expense (TLE) - Not (TLA)
- Fuel for Privately Owned Vehicles (POV) if it is the authorized mode of transportation. (This is not a directly reimbursed item, it is paid in the form of Monetary Allowance in Lieu of Transportation (MALT))
- Lodging and meals en-route (This is not a directly reimbursed item, it is paid in the form of a flat rate Per Diem)
- Airfare for the Marine and Dependents
- Dislocation Allowance (DLA)

**Not Authorized**
- Purchase of tickets to an amusement park
- Payment of debt owed to creditors
- Purchase of new television or vehicle
- Using GTCC during periods that are not official travel (Leave, excessive travel days)

It is important to know your entitlements If in doubt please contact your APC!
**CARDHOLDER RESPONSIBILITIES**

**Before Travel:**

Upon notification of the issuance of PCS orders, if not a current cardholder apply for a GTCC ASAP by contacting your APC.

Perform outbound interview and obtain estimate of PCS travel entitlements from Admin/IPAC.

GTCC will automatically be activated 10 days prior to detaching. Verify activation with APC prior to departure.

Check out with current APC prior to departure.

**During Travel:**

Use your GTCC for all authorized PCS expenses. Contact your APC or Citibank for questions/problems en-route.

Keep receipts for all expenses incurred.

If you have Temporary Duty (TDY) en-route, Check-In with the APC at the TDY location.

**After Travel:**

Check-In with the new APC. GTCC will deactivate 15 days after your approved report date.

Complete and submit travel voucher. Request Split-disbursement to pay 100% of balance.

Follow up with local disbursing to ensure your travel claim is completely settled.

Verify amount paid by split disbursement and

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**DO**

Obtain an estimate of your travel entitlements from your IPAC. Use your GTCC while on official travel.

Use your GTCC for transportation expenses for you and your dependents (airfare or fuel for POV if travelling together).

Use your GTCC for lodging and meals en-route.

Use your GTCC for DLA expenses (carpet cleaning, utility deposits).

Keep Receipts.

Check your statements online at https://home.cards.citidirect.com/CommercialCard/Cards.html

Check in with your APC at the TDY location when TDY en-route.

Check in with your APC at the new PDS.

Complete your voucher within 5 days after check-in at your new duty station.

Split disburse amount owed on card and pay any remaining balance not covered by voucher settlement.

See GTCC PCS Video at https://youtu.be/V7WMkMVX8GQ

**DON’T**

Use your GTCC for TLA!!

Use your GTCC while on leave (airfare to/from the leave location, hotel).

Give your GTCC to your dependents.

Use your GTCC for Personally Procured (PPM) also known as Do-It-Yourself (DITY) Move.

Use your GTCC for Permanent Change of Assignment (PCA).

Use your GTCC for auto repairs.

Use your GTCC for uniform items.

Use the GTCC for childcare expenses.

Use your GTCC to purchase groceries and necessities (diapers and milk) for your family at the new PDS after the end of your TLE.

Use your GTCC for leisure or entertainment expenses.

Spend more than you estimated expenses.