



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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NSTCINST 5100.1B
N8
16 Jan 2024

NSTC INSTRUCTION 5100.1B

Subj: POLICIES AND PROCEDURES FOR THE ADMINISTRATION AND USE OF THE GOVERNMENT TRAVEL CHARGE CARD

Ref: (a) Government Travel Charge Card Regulation
(b) Department of Defense Instruction (DoDI) 5154.31
(c) Joint Travel Regulations (JTR)
(d) Travel and Transportation Reform Act (TTRA) of 1998
(e) CNO WASHINGTON DC 021900Z Jun 22 (NAVADMIN 129/22)
(f) Travel Card Agency Program Coordinator (APC) Desk Guide
(g) Department of Defense (DoD) 7000.14-R Financial Management Regulation (FMR)
(h) NSTCINST 7200.1D

Encl: (1) General GTCC Management
(2) General GTCC Use

1. Purpose. To promulgate policies and procedures for the administration and use of the Government Travel Charge Card (GTCC) and maintain compliance with references (a) through (h) while executing our training mission at the right cost.

2. Cancellation. NSTCINST 5100.1A

3. Scope. This instruction applies to Naval Service Training Command (NSTC) and subordinate commands and personnel using the GTCC.

4. Background. The GTCC program is intended to provide travelers with a safe, effective, convenient, and commercially available method to pay for authorized expenses and incidentals for official travel. The Department of Defense (DOD) and the Department of Navy (DON) made the travel card program available because the use of the card gains cost efficiencies simplifies financial processes, improves Government cash management practices, provides convenience to Government employees, and provides a method of payment that has widespread domestic and international acceptance.

5. Responsibilities. This instruction applies to all subordinate commands within the NSTC domain. Recruit Training Command and Officer Training Command may issue, at their discretion, implementing instructions based on this instruction, however, if there is a discrepancy between this instruction and theirs, this instruction takes precedence.

6. Definitions:

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- a. Agency Program Coordinator (APC). The individual designated by the Commanding Officer (CO) to execute the travel card program on behalf of the command. APCs are responsible for executing the travel card program and are under the DON and Component Program Manager (CPM) oversight.
- b. Cardholder (CH). The individual who has applied for and has received a travel card.
- c. Centrally Billed Account (CBA). CBAs are Card accounts billed to a unit or organization rather than an individual. CBAs are issued to transportation offices to procure transportation (airline, bus, and rail) services. The government is liable for all charges on CBAs.
- d. Individually Billed Account (IBA). The travel card is issued to an individual traveler. The cardholder is responsible for paying the account balance by the due date on their billing statement.
- e. Mission Critical Travel. Travel performed by Government personnel under competent orders who experience mission-related circumstances that preclude the filing of interim vouchers and perform duties that, through no fault of their own, may prohibit the prompt payment of their outstanding travel card balances.

7. Action. The travel card program was established when it was determined that a government-sponsored, contractor-issued travel card would reduce the administrative overhead associated with official government travel. All NSTC personnel must use the travel card for all expenses arising from official government travel unless otherwise exempted. Although a traveler may be required to use the travel card, failure to use the travel card shall not be a basis for refusing to reimburse the traveler for otherwise appropriate charges.

8. Record Management. Records created due to this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after the effective date unless reissued or canceled before the ten-year anniversary date or an extension has been granted.


C. T. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>

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General GTCC Management

1. The Commander/Director will:

a. Ensure all personnel are appropriately trained in travel card use and policy, per reference (a) and (b).

b. Ensure all personnel understand their roles and responsibilities related to usage of the GTCC.

c. Appoint, in writing, APCs HL4 for NSTC HQ; provide a copy of each appointment letter and training requirements to the GTCC Program Manager. The N8 Travel Team provides APC support to NSTC HQ and NROTC cardholders.

(1) The appointed individual must possess the knowledge, skills, and abilities to carry out the responsibilities effectively.

(2) The APC must have access to and the ability to relay sensitive information to the chain of command to determine appropriate action.

(3) NROTC Commanding Officers/Supervisors must give the APC the time required to carry out APC responsibilities.

2. The OTC and RTC Commanding Officer will:

a. Ensure all personnel are appropriately trained in travel card use and policy, per references (a) and (b).

b. Ensure all personnel understand their roles and responsibilities related to usage of the GTCC.

c. Appoint, in writing, APCs HL5 and provide a copy of each appointment letter and training requirements to the NSTC GTCC Program Manager.

(1) The appointed individual must possess the knowledge, skills, and abilities to carry out the responsibilities effectively.

(2) The APC must have access to and the ability to relay sensitive information to the chain of command to determine appropriate action.

(3) Commanding Officers/Supervisors must give the APC the necessary time to carry out APC responsibilities.

3. The NJROTC Deputy will:

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- a. Ensure all personnel are appropriately trained in travel card use and policy, per references (a) and (b).
- b. Ensure all personnel understand their roles and responsibilities related to usage of the GTCC.
- c. Appoint, in writing, APCs HL5 and provide a copy of each appointment letter and training requirements to the NSTC GTCC Program Manager.

(1) The appointed individual must possess the knowledge, skills, and abilities to carry out the responsibilities effectively.

(2) The APC must have access to and the ability to relay sensitive information to the chain of command to determine appropriate action.

(3) The NJROTC Deputy must give the APC the necessary amount of time required to carry out APC responsibilities.

4. AGENCY PROGRAM COORDINATOR:

a. The APC will maintain a copy of the memorandum of appointment until superseded. Training on the APC's roles and responsibilities, including proper management, control, and oversight tools and techniques, must be completed before the appointment. APCs will:

(1) Perform the day-to-day administrative functions of the GTCC Program.

(2) Act as the focal POC for travel charge actions within their organization.

(3) Keep their Commander/Director/Commanding Officer/Deputy informed on the status of the program and significant problems and issues every month.

(4) Review required monthly reports for fraudulent, misuse, and abuse charges.

(5) Review CBA statements for charges and payments.

(6) Train cardholders in the proper use of the GTCC.

(7) Ensure all cardholders receive a copy of the card vendor's cardholder agreement/DoD Statement of Understanding (SOU) upon checking in to the Command and maintain these on file. In contrast, the cardholder is attached to their hierarchy structure.

(8) Process electronic online applications for all new cardholders as applicable.

5. Command Supervisors/Managers will:

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- a. Ensure GTCCs are issued to all eligible government employees.
- b. Ensure all personnel are appropriately trained in travel card policy and usage.
- c. Ensure all DoD and NSTC guidelines are followed when administering appropriate disciplinary actions.

6. Cardholder:

a. A cardholder is a government employee (civilian or military) who has been/is issued a GTCC for use while performing official government travel. Cardholders will:

(1) Adhere to the procedures and applicable DoD regulations, policies, and instructions, including the GTCC contractor's cardholder agreement and terms and conditions of use.

(2) Submit travel vouchers within 5 business days upon completion of travel.

(3) Use split disbursement, as required for all NSTC personnel (civilian and military), to pay the outstanding balance of all undisputed expenses charged to the travel card as a part of the travel settlement process.

(4) Be responsible for the full payment of all undisputed amounts due on the monthly billing statement from the GTCC contractor by the due date, regardless of the status of their travel reimbursement. Cardholders whose accounts become delinquent may be subject to disciplinary or administrative action.

(5) Complete GTCC initial training and refresher training every 3 years.

(6) Provide a signed DoD GTCC SOU and certificate of training to their APC.

(7) Comply with the terms and conditions of the cardholder account agreement.

(8) Keep their account information updated (i.e., home address, work email address, and home and work phone numbers).

(9) Use their GTCC only for purchases that comply with DoD GTCC Regulations and NSTC policy.

(10) Lost or Stolen GTCCs. The cardholder must immediately notify the card vendor, APC, and supervisor if the GTCC is lost, stolen, or compromised. A replacement card with a new account number will be issued.

General GTCC Use

1. IBA GTCC:

a. Before travel:

(1) Contact the APC to ensure the card is active and open.

(2) Ensure the card is used to pay for all official travel expenses.

(3) Ensure the card is active and open.

(4) If the cardholder finds their card account blocked or the card declined for any reason, they should contact their APC and/or the travel card vendor for resolution.

(5) Cardholders may be exempt from certain state taxes for lodging in selected states. Travelers are directed to obtain tax information from the GSA Smart Pay website and present the tax-exempt form to the merchant to apply for the exemption.

b. After travel:

(1) Cardholders must submit travel vouchers within five working days of travel completion and use split disbursement to pay their travel card bill.

(2) It is the travel cardholder's responsibility to pay any balance or undisputed charges no later than the due date, regardless of the status of their travel reimbursement.

(3) Accounts are considered past due at 31 days past billing and delinquent if unpaid 61 days after the billing date.

(4) Cardholders are responsible for reconciling their travel card account against claimed travel expenses, taking action to avoid erroneous or improper payments, and minimizing credit balances on their account.

c. Expenses Incidental to Official Travel:

(1) **Acceptable but Not Reimbursable Expenses.** While in travel status, the cardholder may use the travel card to charge personal non-reimbursable expenses incidental to official travel, such as in-room movie rentals, personal telephone calls, exercise fees, and beverages, when these charges are part of the room billing.

(2) **Registration Fees.** In cases where the cardholder must pay for registration fees before travel, the primary payment method should remain the purchase card. Use of the IBA is an acceptable alternate form of payment per NSTC policy and references (a) through (g).

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(3) Mission Related Expenses. Mission-related expenses (as described in reference (c)) are miscellaneous expenses not permitted to be charged and reimbursed on a travel voucher or purchased with the GTCC. While mission-related expenses might be valid and reimbursable, they are not reimbursable using travel funds.

2. Permanent Change of Station (PCS) Program. Per MILPERSMAN 1300-090, Permanent Change of Station (PCS) and reference (e). Cardholders must:

- a. Send a copy of PCS orders to the N8 Travel Team.
- b. Request a date for the GTCC to be placed in Mission Critical status before leaving for PCS to the organization's APC upon approval of their supervisor or manager.
- c. Create an online account to access their account information daily and see all charges as soon as they post to their account. Instructions on registering for online account access are found on the card vendor site and the monthly statements.
- d. Use the GTCC for allowable expenses per reference (c).
- e. File PCS travel voucher (DD Form 1351-2, "Travel Voucher or Sub-voucher") per reference (c).
- f. Promptly check in with gaining APC upon arrival at the new duty station and have their account transferred to the new agency/command hierarchy.
- e. Ensure the GTCC balance is entirely paid by the account reconciliation date (PCS end date +30 Days).

3. CBA:

- a. Centrally Billed Accounts are established for Midshipmen to pay official Government travel transportation expenses (e.g., airplane, train, bus).
- b. The Federal Government accepts liability only for proper charges made by the authorized centrally billed account holder in charge of the account. Still, it is not liable for any unauthorized use.
- c. Unauthorized use means using the CBA and/or exchanging the ticket for personal travel. An account holder and traveler does not have actual, implied, or apparent authority for such use.
- d. When an authorized account holder or traveler makes an unauthorized purchase using the CBA, the Government is liable for the charge. NSTC is responsible for taking appropriate action against the account holder and/or the traveler.

Enclosure (2)

4. CBA Unit Card (Lodging Charge Card):

a. NSTC uses unit travel charge cards for midshipmen travel lodging requirements only when it is cost-effective, in the mission's best interest, and authorized by the Component Program Manager (CPM).

b. Unit cards may not be used to circumvent required procurement/contracting activities and cannot be used for mission-related expenses.

c. Unit cards cannot be used with travel authorizations or travel lodging arrangements made through the Defense Travel System.

d. Reconciliation of the CBA Unit Card charges is completed outside the Defense Travel System (DTS). Upon receipt of each invoice, the designated cardholder is responsible for reconciling the travel card charges and promptly providing the reconciled copy of the statement to the CPM.

e. The CPM reconciles the charges on the corporate/billing account's monthly statement.

f. The designated cardholder is also responsible for filing disputes with the travel card vendor. Once the billing statement is reconciled, the designated cardholder will obtain fund certification, forwarding certified billing statements, with any required supporting documentation, to the designated entitlement office and transmittal to the designated disbursement office.

g. The designated cardholder will track the entire process until the vendor receives payment and the card is paid.