



**DEPARTMENT OF THE NAVY**  
**NAVAL SERVICE TRAINING COMMAND**  
**2601A PAUL JONES STREET**  
**GREAT LAKES, ILLINOIS 60088-2845**

NSTCINST 5100.1A  
Ser N00  
12 Dec 2022

NSTC INSTRUCTION 5100.1A

From: Commander, Naval Service Training Command

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 241737Z Jun 20 (NAVADMIN 176/20)  
(f) Travel Card Agency Program Coordinator (APC) Desk Guide  
(g) Department of Defense (DoD) 7000.14-R Financial Management Regulation (FMR)  
(h) NSTCINST 7200.1C

Encl: (1) General Government Travel Charge Card Management  
(2) General Government Travel Charge Card Us

1. Purpose. To establish and implement policies and procedures for the Naval Service Training Command (NSTC) domain. The intent of this instruction is to maintain compliance with references (a) through (h) while executing our training mission at the right cost.
2. Cancellation. NSTCINST 5100.1.
3. Scope. This instruction applies to all Naval Service Training Command (NSTC) activities and personnel using the Government Travel Charge Card (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 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 sets policy and procedures for the management of the travel card program and the mandatory use of the travel card for official government travel under references (a) through (h). It also establishes procedures for travel card issuance and use for all travelers in the NSTC Domain. Recruit Training Command and Officer Training Command may

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issue their own implementing instructions, which shall be based on, but cannot deviate from, this instruction.

6. Definitions:

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 to the CO for the execution of the travel card program and are under the oversight of the DON and Component Program Manager (CPM).

b. Cardholder (CH). Individual that has applied for and 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. A variant, called “unit card”, is issued to the transportation offices for cases where use of the individual card is not practical, and is issued in a selected individuals’ names with unique account numbers to aid in reconciliation. The government is liable for all charges on CBAs.

d. Individually Billed Account (IBA). The travel card 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.

f. Unit Card. A card issued to commands that have groups of personnel traveling together. Unit cards will be used only when it is cost effective and deemed in the best interest of the mission. DOD policy is to minimize the issuance of unit cards and maximize use of individual cards. (ref a)

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 are required to 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 as a result of 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 the anniversary of its effective date to ensure applicability, currency and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40

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Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



JENNIFER S. COUTURE

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/>

**General GTCC Management**

1. The Commander/Director will:

- a. Ensure all personnel are properly trained on travel card use and policy, per ref (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 individual appointed must possess the knowledge, skills and abilities required 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 for determination of appropriate action.

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

2. The OTC and RTC Commanding Officer will:

- a. Ensure all personnel are properly trained on travel card use and policy, per ref (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 individual appointed must possess the knowledge, skills and abilities required 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 for determination of appropriate action.

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

3. The NJROTC Deputy will:

- a. Ensure all personnel are properly trained on travel card use and policy, per ref (a) and (b).

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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 individual appointed must possess the knowledge, skills and abilities required 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 for determination of appropriate action.

(3) 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 roles and responsibilities of the APC is required to be completed, prior to appointment, including proper management, control and oversight tools and techniques. APCs will:

b. Perform the day-to-day administrative functions of the GTCC Program.

c. Act as the focal POC for travel charge actions within their organization.

d. Keep their Commander/Director/Commanding Officer/Deputy informed on the status of the program, significant problems and issues on a monthly basis.

e. Review required monthly reports for fraudulent, misuse and abuse charges.

f. Review CBA statements for charges and payments.

g. Train cardholders on the proper use of the GTCC.

h. 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, while the cardholder is attached to their hierarchy structure.

i. Process electronic online applications for all new cardholders as applicable.

5. Command Supervisors/Managers will:

a. Ensure GTCCs are issued to all eligible government employees.

b. Ensure all personnel are properly trained on travel card policy and usage.

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c. Ensure all DoD and NSTC guidelines are followed in administering disciplinary actions when appropriate.

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:

b. Adhere to the procedures and applicable DoD regulations, policy and instructions, to include the GTCC contractor's cardholder agreement and terms and conditions of use.

c. Submit travel vouchers within 5 business days upon completion of travel.

d. 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.

e. 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 account become delinquent may be subject to disciplinary or administrative action.

f. Complete GTCC initial training and refresher training every 3 years.

g. Provide a signed DoD GTCC SOU and certificate of training to their APC.

h. Comply with the terms and conditions of the cardholder account agreement.

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

j. Use their GTCC only for purchases that comply with DoD GTCC Regulations and NSTC policy.

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

**General GTCC Use**

1. **Individual Billed Account (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 is blocked or the card declines 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 SmartPay website and present the tax-exempt form to the merchant for the exemption to be applied.

b. After Travel.

- (1) Cardholders are required to 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. The cardholder, while in a travel status, 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 is required to pay for registration fees in advance of travel, the primary method of payment should remain the purchase card. Use of the IBA is an acceptable alternate form of payment in accordance with NSTC policy and ref a through g.

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

2. Permanent Change of Station (PCS) Program:

a. In accordance with MILPERSMAN 1300-090, Permanent Change of Station (PCS) and ref e. Cardholders must:

b. Send a copy of PCS orders to N8 Travel Team.

c. Request a date for the GTCC be placed in Mission Critical status, before leaving for PCS, to the organization's APC upon approval of their supervisor or manager.

d. Create an online account, to have access to their account information on a daily basis and to see all charges as soon as they post to their account. Instructions on how to register for online account access, is found on the card vendor site and on the monthly statements.

e. Use the GTCC for allowable expenses in accordance with ref c.

f. File PCS travel voucher (DD Form 1351-2, "Travel Voucher or Sub-voucher") in accordance with ref c.

g. Promptly check-in with gaining APC upon arrival at new duty station and have their account transferred to the new agency/command hierarchy.

h. Ensure GTCC balance is paid in full by account reconciliation date (PCS end date +30 Days).

3. Centrally Billed Accounts (CBA):

a. Centrally Billed Accounts are established for Midshipmen, in order to pay for 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, but is not liable for any unauthorized use.

c. Unauthorized use means, to use the CBA and/or exchange 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 and NSTC is responsible for taking appropriate action against the account holder and/or the traveler.



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 best interest of the mission, 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 in conjunction with travel authorizations or travel lodging arrangements made through the Defense Travel System.

d. Reconciliation of the CBA Unit Card charges is completed outside of 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 is responsible for reconciling the charges appearing on the corporate/billing account's monthly statement.

f. The designated cardholder is also responsible for filing any 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.