



Defense Travel Management Office



DoD Government Travel Charge Card

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Agenda

- DoD Government Travel Charge Card (GTCC) Program Overview
- Roles and Responsibilities
- Key Reports
- Types of Cards
- Alternate Card Products



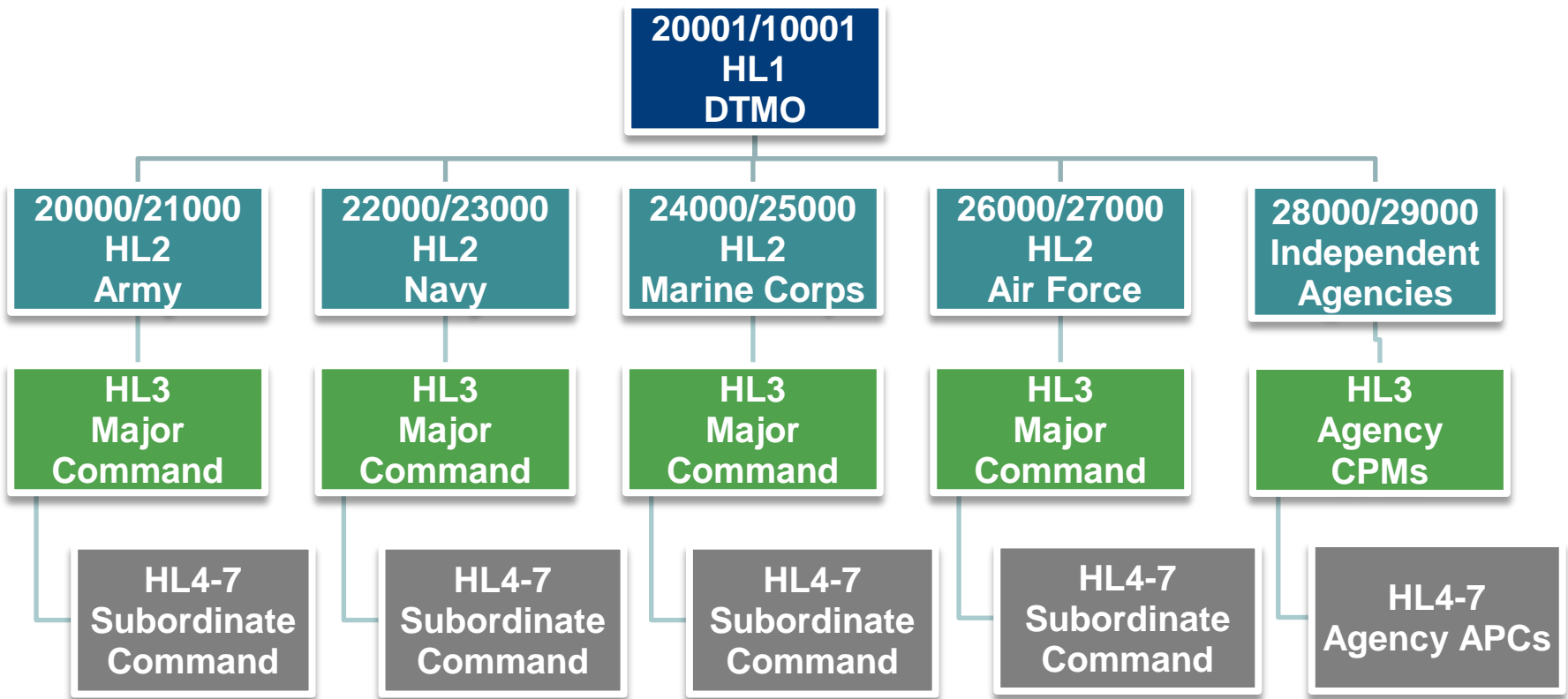
GTCC Program Overview

- Policy
 - The Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264) mandates the use of the travel card for all “Official Business Travel”
 - Card use is required IAW DoD Financial Management Regulation, Vol. 9, Chapter 3
- Benefits to government
 - Facilitates access to GSA City Pair Program fares
 - Saves travel processing costs for DoD
 - Improves DoD cash management
 - Reduces DoD and traveler administrative workloads
- DoD has approximately 1.3 million cardholders
 - Comprised 62% of total government-wide spending in FY08



Program Organization

- Hierarchy Levels (HLs) are used to identify cardholder organizations; responsibilities and authorities for program management are aligned with hierarchy levels





Roles and Responsibilities

- Defense Travel Management Office (DTMO)
 - Manage GTCC Program for 1.3 million DoD cardholders
 - Manage DoD's SmartPay® task order
 - Coordinate with GSA, DoD Components and industry
 - Develop travel card policy and procedures
 - Facilitate travel card training for DoD
 - Represent DoD at meetings/conferences
 - Respond to Congressional inquiries about GTCC
 - Comment on proposed legislation impacting the GTCC program



Roles and Responsibilities (continued)

- Component Program Managers (CPM)
 - Provide program oversight at the component/service level; initiate/conduct component reviews
 - Serve as a liaison to DTMO
 - Provide direction to Agency Program Coordinators located at other subordinate organizations
 - Ensure Individually Billed Accounts (IBAs), Centrally Billed Accounts (CBAs), and Unit Cards:
 - Are properly approved
 - Have reasonable credit limits established and maintained
 - Are reviewed to monitor credit limits and card utilization
 - Establish/maintain component's hierarchy structure



Roles and Responsibilities (continued)

- Agency Program Coordinators (APCs)
 - Manage IBAs, program execution, and overall day-to-day operations of the program for their organization
 - Ensure program compliance; initiate/conduct agency reviews
 - Monitor cardholder activity through EAS generated reports
 - Terminate GTCC upon cardholder's dismissal, retirement, or separation
 - Monitor delinquencies/misuse and take appropriate action
 - Educate cardholders on proper use of GTCC
 - Ensure mandatory training is completed
 - Maintain hierarchy structure



Roles and Responsibilities (continued)

- CBA Account Managers
 - Oversee day-to-day use and management of Centrally Billed Accounts
 - Ensure appropriate use of CBA
 - If traveler has IBA = no CBA use (with limited exceptions)
 - Ensure timely reconciliation and payment of CBA invoices
 - Must be familiar with Designated Payment Office (DPO) and their Designated Billing Office (DBO) points of contact



Roles and Responsibilities (continued)

- Cardholders **MUST**:
 - Use card for OFFICIAL travel expenses ONLY
 - Ensure card is activated, and appropriate credit limit established prior to travel
 - Track expenses while on travel in order to have accurate information for filing travel claims
 - File travel claim within 5 business days of return from TDY
 - Submit payment in full for each monthly bill
 - Contact their APC for questions about card use
 - Immediately report a lost or stolen card to their APC



Roles and Responsibilities (continued)

- Cardholders **MUST**:
 - Maintain/Update their profile (mailing address, etc.) with both Citi© and in DoD travel systems, i.e., DTS
 - Promptly notify the Commercial Travel Office (CTO) of tickets or partial tickets that were not used so a refund can be processed
 - If applicable, dispute erroneous charges to Citi© no later than 60 days from statement date on which they first appeared



Roles and Responsibilities (continued)

- Cardholders **MUST NOT**:
 - Use the Travel Charge Card for personal use
 - Obtain ATM travel advances unless in a travel status
 - Obtain ATM travel advances which exceed the expected out of pocket expenditures for a trip
 - Allow monthly bill to become overdue; this could result in suspension or cancellation of card
 - Wait for receipt of the monthly bill to file travel claims
 - Write personal identification number (PIN) on the card or carry in a wallet



Roles and Responsibilities (continued)

- Cardholders **MUST NOT**:
 - Use card to make reservations or payments for other travelers
 - Make reservations for hotel and rental car with GTCC and pay with a personal card
 - Charge transportation costs to a CBA and then claim reimbursement on an IBA

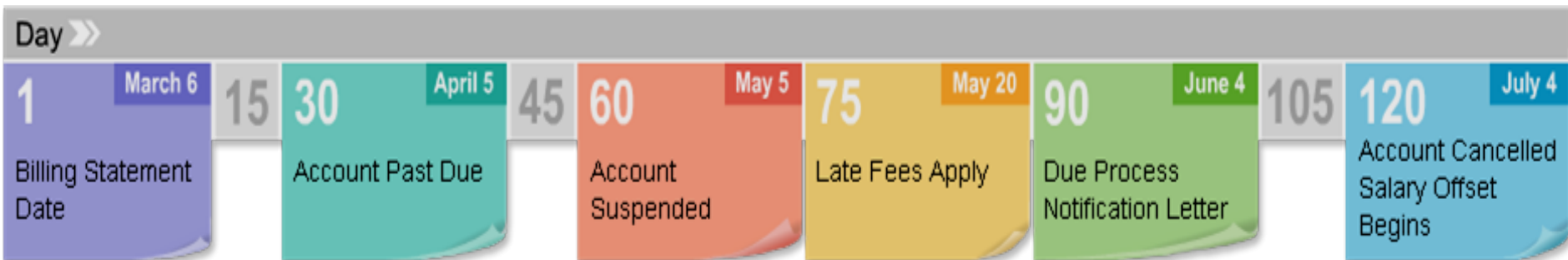


Key Reports to Program Management

- Pre-Suspension Report
- Delinquency / Aging Analysis Reports
- Account Listing Report
- Transaction Activity Report
- Non-Travel Activity Exceptions Report
- Weekend / Holiday Activity Report
- ATM Cash Report
- Authorizations/Declines Report
- Mission Critical Status Report



Delinquency Timelines - Based on Past Billing Dates





Card Types

Standard Travel Card

- Total credit limit: \$7,500 (Cash advance limit - \$665); based on FICO score of 660+
- Split disbursement mandatory
- Billing statement mailed to cardholder's address

Restricted Travel Card

- Total credit limit: \$4,000 (Cash advance limit - \$365); based on FICO score of 500-659
- Split disbursement mandatory
- APC "Activation/Deactivation" may be required
- Billing statement mailed to cardholder's address

Centrally Billed Accounts

(Transportation Accounts and Unit Cards)

- Limited use
- Credit limit consistent with mission
- Government liability
- Account Manager responsible for management, reconciliation



Alternate Card Products – Under SmartPay® 2

- Controlled Spending Account
 - Pilot by Air Force began in May 2010
 - 5 USAF sites; o/a 2500 cardholders
 - TDY travel only
 - Credit limits based on estimated travel cost (per approved authorization); only active during travel status
 - Benefits
 - Reduced administrative/management costs
 - Less travel advances
 - Labor savings for APCs
 - Increased card usage/spend
 - Increased rebates
 - Less delinquency; 100% reimbursement to GTCC vendor



Alternate Card Products – Under SmartPay® 2

- Pre-paid Cards
 - To replace paper checks used by recruits to pay for meals
 - Paper checks not universally accepted; payment process is slow
 - Pilot by US Military Entrance Processing Command (USMEPCOM) being planned
 - Cards can be pre-loaded or loaded via web application
 - Recruits entitled to varying amounts for each meal
 - Cards would be loaded based on entitlement
 - Benefits
 - Reduced administrative costs
 - Increased acceptance; less ‘stranded’ recruits
 - Increased oversight / reporting