

ELIMINATION OF TRAVEL ADVANCES FOR TEMPORARY DUTY TRAVEL

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UNCLASSIFIED/

MARADMIN 691/13

MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC DMCS(UC)/F002//

SUBJ/ELIMINATION OF TRAVEL ADVANCES FOR TEMPORARY DUTY TRAVEL//

REF/A/DOC/DODFMR VOLUME 9 CHAPTER 3//

REF/B/DOC/CMC WASHINGTON DC RFF//04SEP2013//

NARR/REF A IS THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT

REGULATION, VOLUME 9. REF B IS MCO 4600.40B, GOVERNMENT TRAVEL CHARGE

CARD PROGRAM (GTCCP)//

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GENTEXT/REMARKS/1. THE PURPOSE OF THIS MARADMIN IS TO ANNOUNCE NEW POLICY TO ELIMINATE THE ISSUANCE OF TEMPORARY DUTY (TDY) TRAVEL ADVANCES EXCEPT IN SPECIFIC CASES IDENTIFIED BELOW. THE END STATE WILL RESULT IN ALL MARINES AND GOVERNMENT CIVILIANS USING AN INDIVIDUALLY BILLED ACCOUNT (IBA) GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR ALL OFFICIAL TRAVEL RELATED EXPENSES.

2. PER REFS A AND B, USE OF THE GTCC IS MANDATORY FOR TDY TRAVEL. THE GTCC PROVIDES A MEANS OF FUNDING TDY TRAVEL WHILE MINIMIZING/ELIMINATING THE NECESSITY FOR TRAVEL ADVANCES OR USE OF PERSONAL FUNDS FOR TRAVEL. THE EXEMPTION FOR USE OF A GTCC FOR NON-FREQUENT TRAVELERS, AS IDENTIFIED IN REFS A AND B, NO LONGER APPLIES STARTING THE EFFECTIVE DATE OF THIS MESSAGE.

3. DURING FISCAL YEAR 2012, THE MARINE CORPS PROCESSED OVER 10,000 TDY TRAVEL ADVANCES VALUED AT OVER 12 MILLION DOLLARS. THIS LABOR INTENSIVE PRACTICE OFTEN LEADS TO AN OVER-ADVANCE OF FUNDS RESULTING IN A CUMBERSOME DEBT COLLECTION PROCESS THAT PLACES ADDITIONAL STRAINS ON THE COMMANDERS' MANPOWER AND BUDGETARY RESOURCES. CURRENTLY, THERE ARE UNSETTLED TDY ADVANCES IN EXCESS OF 3 MILLION DOLLARS THAT NEGATIVELY IMPACT AND POTENTIALLY CONSUME COMMANDERS' LIMITED TRAVEL RESOURCES THAT COULD BE USED TO TRAIN MARINES. THE TIME REQUIRED TO RECONCILE CENTRALLY BILLED ACCOUNTS (CBA) WHEN AN IBA IS NOT USED TO PROCURE AIRLINE TICKETS TAKES UP TO SEVERAL WEEKS TO COMPLETE, RESULTS IN PROMPT PAYMENT INTEREST PENALTIES, AND NEGATIVELY IMPACTS AUDIT READINESS.

4. EFFECTIVE FEBRUARY 1, 2014, ALL MARINES, CIVILIAN MARINES, AND MEMBERS OF OTHER U.S. ARMED SERVICES ASSIGNED TO MARINE CORPS COMMANDS WHO ARE NOT CURRENTLY GTCC CARD HOLDERS WILL APPLY FOR A GTCC IMMEDIATELY UPON NOTIFICATION OF THE NEXT TRAVEL REQUIREMENT OR SOONER AT THE COMMANDER'S DIRECTION. IN CASES OF SHORT NOTICE TRAVEL WITHIN THE CONTINENTAL UNITED STATES, THE GTCC APPLICATION AND DELIVERY CAN BE EXPEDITED AND A GTCC CAN BE DELIVERED WITHIN SIX (6) BUSINESS DAYS OF SUBMITTING THE APPLICATION TO CITI. FOR OVERSEAS LOCATIONS, THIS PROCESS CAN TAKE LONGER AND MAY NOT BE MORE ADVANTAGEOUS COMPARED TO THE STANDARD DELIVERY PROCESS. THE CARD CONTRACTOR CHARGES A 20 DOLLARS EXPEDITED DELIVERY FEE THAT MUST BE CLAIMED FOR REIMBURSEMENT ON THE TRAVEL VOUCHER. COMMANDERS AT SUCH LOCATIONS ARE ADVISED TO TAKE A

PROACTIVE APPROACH TO ISSUING A GTCC TO MEMBERS THAT HAVE POTENTIAL TO TRAVEL.

5. THE REQUIREMENTS OF THIS MESSAGE DO NOT APPLY TO INDIVIDUALS PROHIBITED FROM USING THE GTCC AS OUTLINED IN PARAGRAPHS 030403, AND 030406-030407 OF REF A OR ANY INDIVIDUAL TRAVELING ON INVITATIONAL ORDERS. THIS MESSAGE APPLIES TO INDIVIDUAL READY RESERVE (IRR) AND SELECTED MARINE CORPS RESERVE (SMCR) PERSONNEL ONLY WHEN ORDERED TO A PERIOD OF ACTIVE DUTY IN WHICH A TDY REQUIREMENT EXISTS.

6. IN CASES WHERE THE COMMANDER DETERMINES THE GTCC IS NOT ACCEPTED AT THE TDY LOCATION OR THERE ARE SECURITY CONCERNS WHICH DICTATE THE GTCC NOT BE USED, THE ATM CASH ADVANCE LIMIT CAN BE TEMPORARILY INCREASED TO ACCOMMODATE MISSION REQUIREMENTS. REQUESTS FOR BOTH CREDIT AND CASH LIMIT INCREASES EXCEEDING LOCAL LIMITS MUST BE SUBMITTED VIA THE GTCC HIERARCHY CHAIN TO THE HIERARCHY LEVEL 3 AGENCY PROGRAM COORDINATOR (APC) FOR APPROVAL OR SUBMISSION TO THE COMPONENT PROGRAM MANAGER (CPM), IF NECESSARY. ATM WITHDRAWALS WILL ONLY BE AUTHORIZED WHEN THE PHYSICAL CARD CANNOT BE USED FOR PURCHASES AND IT MUST BE LIMITED TO COVER ONLY THOSE EXPENSES.

7. IN CASES WHERE THE APPLICANT SUBMITS FOR A CREDIT RECORD CHECK AND IS INITIALLY DENIED, THE APC CAN RESUBMIT THE APPLICATION VIA FAX AND REQUIRE A CARD BE ISSUED REGARDLESS OF CREDIT HISTORY.

8. IF A TRAVELER WAS PREVIOUSLY DENIED A GTCC OR HAD A GTCC CANCELLED BY A PAST GTCC CONTRACTOR (I.E., BANK OF AMERICA), THAT TRAVELER RETAINS ELIGIBILITY TO APPLY FOR A NEW GTCC THROUGH CITI. THEREFORE, THOSE INDIVIDUALS ARE NOT EXEMPT FROM THIS REQUIREMENT.

9. A TRAVELER WHOSE GTCC ACCOUNT HAS BEEN CANCELLED DUE TO DELINQUENCY OR TWO (2) NON-SUFFICIENT FUNDS (NSF) CHARGES WITHIN A 12-MONTH PERIOD MAY APPLY FOR A ONE-TIME REINSTATEMENT. SINCE SPECIFIC CRITERIA ARE REQUIRED IN EACH SCENARIO, THE TRAVELER MUST SEE THE APC FOR FURTHER INSTRUCTIONS. IF AN ACCOUNT HAS BEEN CANCELLED FOR ANY OF THE FOLLOWING REASONS, A NEW ACCOUNT CANNOT BE REESTABLISHED: CANCELLED AFTER ALREADY BEING REINSTATED ONCE; ACCOUNT WAS CHARGED-OFF AS BAD DEBT; OR ACCOUNT HAS HAD THREE (3) OR MORE NSF CHARGES DURING THE LIFE OF THE ACCOUNT. IF A NEW ACCOUNT CANNOT BE ESTABLISHED DUE TO THE ABOVE REASONS, THE TRAVELER WILL BE ALLOWED TO RECEIVE AN ADVANCE AND THE REQUIREMENTS OF THE FOLLOWING PARAGRAPH MUST BE MET.

10. IF ANY OTHER CIRCUMSTANCE(S) ARISE THAT WILL NOT ALLOW THE GTCC TO BE USED, THE COMMANDER WILL CLEARLY DOCUMENT THE CIRCUMSTANCE(S). THAT DOCUMENTATION MUST BE INCLUDED AS A SUBSTANTIATING DOCUMENT WITHIN THE DEFENSE TRAVEL SYSTEM (DTS) PRIOR TO TRAVEL ADVANCE SUBMISSION. NON-DTS TRAVEL ORDERS WILL INCLUDE THE EXCEPTION AS AN ENDORSEMENT TO THE ORDERS WHEN THE ADVANCE TRAVEL REQUEST IS SUBMITTED TO THE DISBURSING OR FINANCE OFFICE FOR ADVANCE PAYMENT. THE APPLICABLE INSPECTOR GENERAL FUNCTIONAL AREA CHECKLISTS AND THE MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM CHECKLISTS WILL BE UPDATED IN ACCORDANCE WITH THIS GUIDANCE.

11. COMMANDERS WILL ENSURE WIDEST DISSEMINATION OF THESE NEW POLICIES.

12. RELEASE AUTHORIZED BY MAJGEN M. R. REGNER, STAFF DIRECTOR, HEADQUARTERS MARINE CORPS.//