



I MEF Government Travel Charge Card (GTCC)

Credit/Cash Limit Increase and Mission Critical (MC) Status Request Form

Note: The unit GTCC Agency Program Coordinator (APC) must ensure the cardholder's signed Statement of Understanding (SOU) and completed "Travel Card 101" training certificate are on file before deployment/TDY. Additionally, the cardholder must be made aware of his/her roles and responsibilities.

Section 1: Cardholder Information

Last Name, First Name MI:

Email Address:

Command:

GTCC # (Last 6):

Rank:

Phone Number:

Unit:

Account Type: Standard Restricted

Section 2: Credit/Cash Limit

Start Date:

Current Credit Limit: \$4,000 \$7,500

Current Cash Limit: \$250

End Date:

Requested Credit Limit:

Other Requested Cash Limit:

Section 3: Mission Critical Status

Place Account in Mission Critical Status?: YES NO

Start Date:

End Date:

Section 4: Justification (Unclassified Only)

Please ensure to justify credit/cash limit increase and/or placement of account in "Mission Critical" status below. In addition, the unit APC may need to provide Key Supporting Documents (KSDs) for validation and Compliance Review Program purposes.

Section 5: Required Signatures

Cardholder Signature:

CO/Supervisor (OIC/SNCOIC) Signature:

Unit APC Signature:

HL5 APC Signature:

NOTE: Unit APC may now increase the credit limit up to \$15k and place the account on MC status (if required) before

I MEF submission.

Version 2: Apr 2022

Subject to Privacy Act of 1974