

Government Travel Charge Card Program



MSgt/1stSgt Seminar 2010

**Headquarters, U.S. Marine Corps
Programs & Resources Department
Fiscal Division
Finance Branch**



Component Program Managers

- ◆ Mr. David G. Fuqua
- ◆ MSgt Gregory S. Duplechain
- ◆ MSgt Timothy M. Lynch



References

- ✧ **OMB Circular A-123 App. B Revised**
- ✧ **DoDFMR Vol. 9 Ch. 3 March 2005**
- ✧ **SECNAVINST 4650.21**
- ✧ **MCO 4600.40A**
- ✧ **JFTR/JTR**
- ✧ **Marine Corps Enterprise IA Dir 011**



Agenda

- ◆ GTCCP Overview
- ◆ RFF's role within the GTCCP
- ◆ Program Management
- ◆ Summary



GTCC Overview

- ◆ **Public Law 105-264**
 - ✧ The Travel and Transportation Reform Act of 1998
- ◆ **Provides a Cost Savings to the Marine Corps**
 - ✧ Frees up Warfighters!
 - ✧ Reduces the per transaction fee assessed by DFAS
- ◆ **Is Safe, Effective, Convenient and Commercially Available**
 - ✧ No travel advance necessary
 - ✧ No need to carry large amounts of cash
 - ✧ Accepted worldwide
 - ✧ 24 hr customer support from Citi
- ◆ **Commander's Program**
 - ✧ Agency Program Coordinator (APC)
 - ✧ Increases command readiness
 - ✧ Reduces administrative workload



GTCC Overview

Standard Line

Total Charge \$7,500

Total Monthly ATM \$650

Retail \$250 Monthly

Restricted Line

Total Charge \$4,000

Total Monthly ATM \$350

Retail \$100 Monthly

*Retail is all charges other than lodging, airfare, car rental and meals



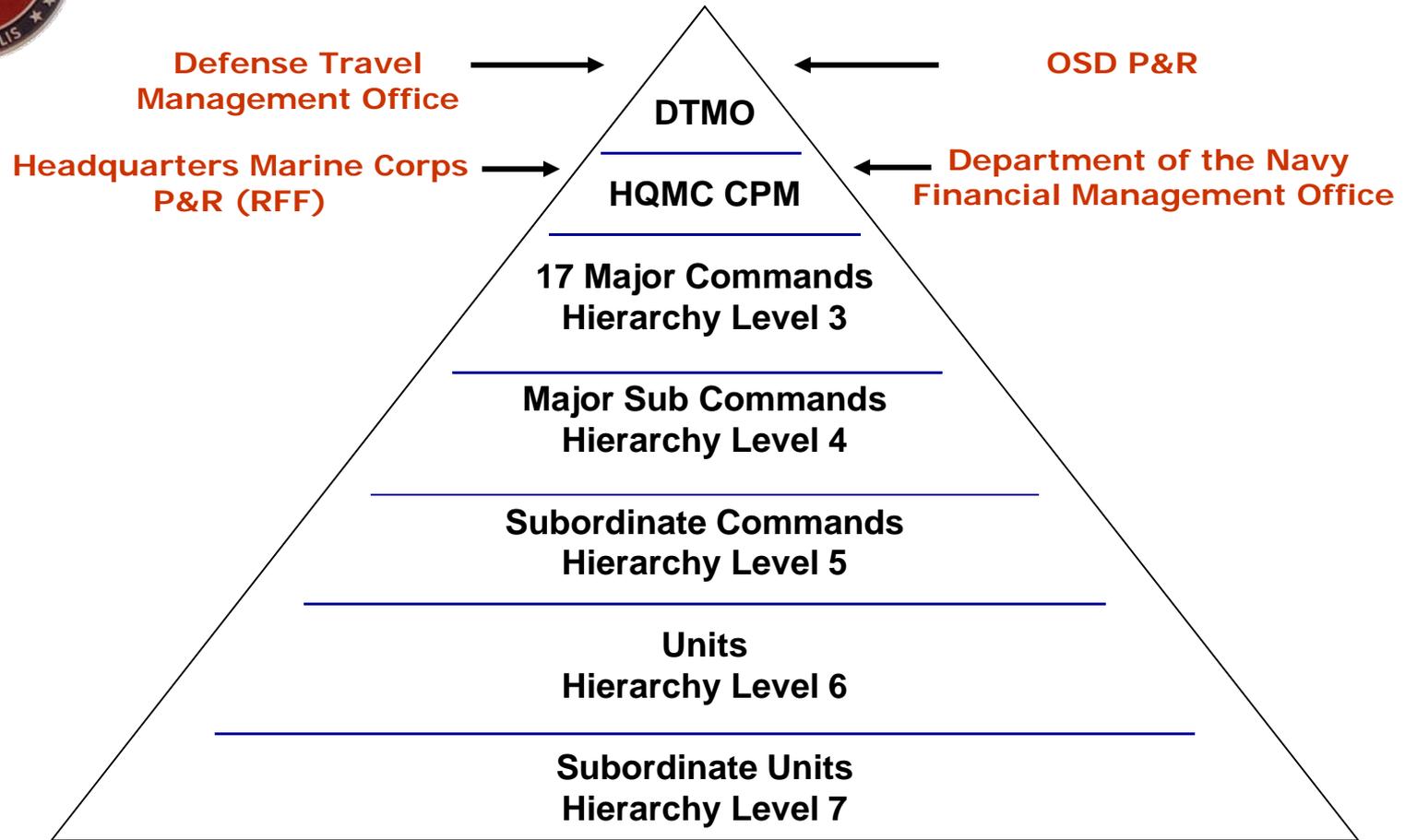
GTCC Overview

Proper Usage

- ◆ **Official government travel**
 - Lodging
 - Transportation (airfare, train, etc.)
 - Rental Vehicle
- ◆ **For cardholder travel expenses only**
- ◆ **Not for personal use**



Hierarchy Structure



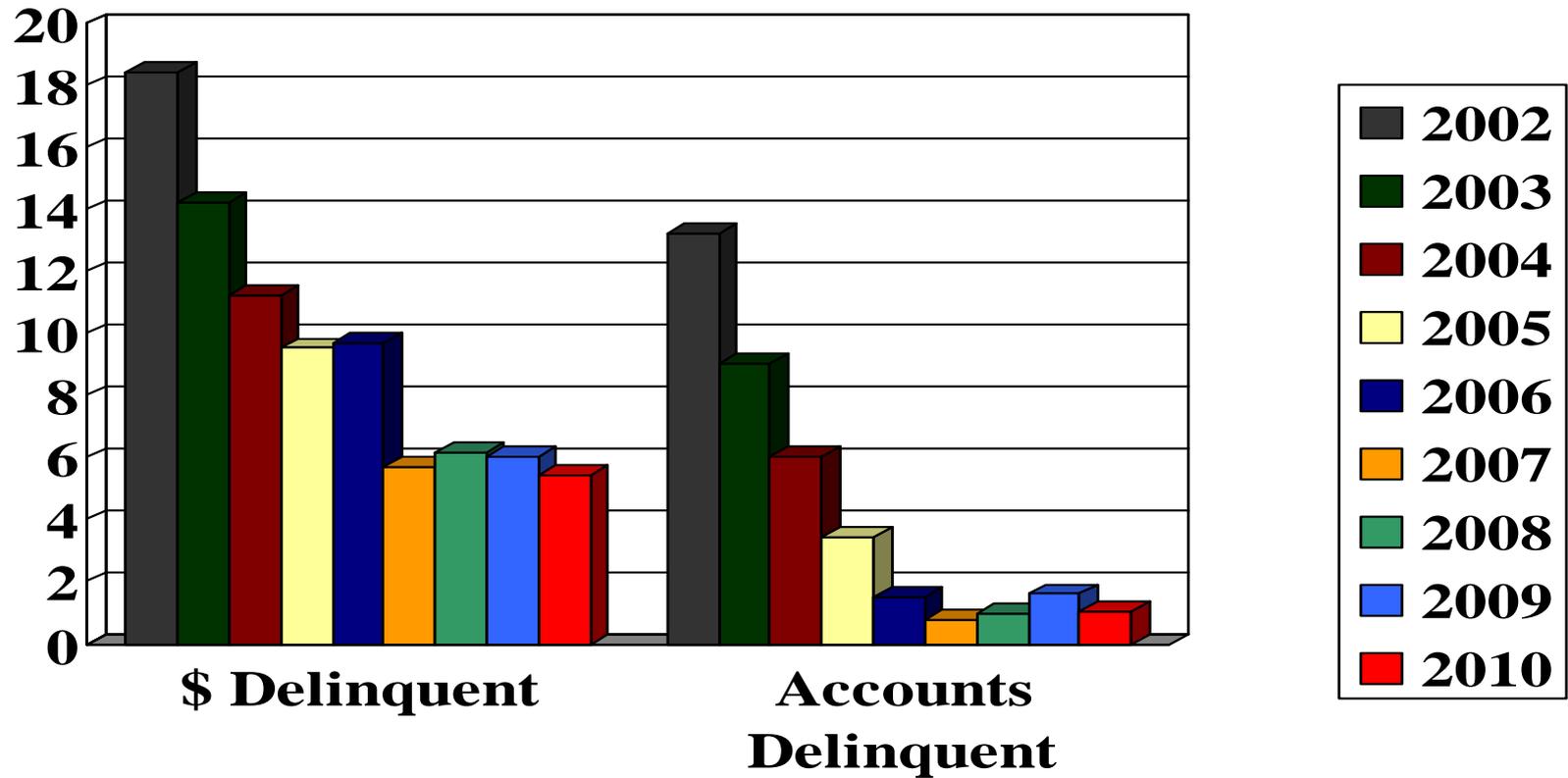


P&R (RFF) Role

- ◆ **Overall management of the GTCCP**
 - ◇ Provide training
 - ◇ Monitor for misuse/abuse
 - ◇ Assist the Inspector General
 - ◇ Metric reporting
- ◆ **Provide program updates to DC P&R**
 - ◇ LtGen. Duane D. Thiessen
 - ◇ SES Charles E. Cook III
 - ◇ SES Caral Spangler
- ◆ **Provide Policy and Guidance to Marine Corps**
 - ◇ MCO
 - ◇ MARADMIN
- ◆ **Serve as direct liaison with major commands and providers**
 - ◇ Citi
 - ◇ Visa



GTCCP Marine Corps Historical Data





Program Management





GTCCP Key Personnel

◆ **Commander**

- ◆ Ensure compliance to MCO 4600.40A
- ◆ Take appropriate action in cases of misuse/abuse
- ◆ Ensure APC is proactive in duties

◆ **Agency Program Coordinator**

- ◆ Execute duties IAW Commanders Intent
- ◆ Part of Check In/Out routing chain

◆ **Cardholder**

- ◆ Submit travel claims in required timeframe
- ◆ Utilize Split Disbursement



Assigning Agency Program Coordinator

- ◆ **Identify the right person for the right job**
 - ◇ Rank and maturity
 - ◇ Independent performance / self-management
- ◆ **Designate in writing**
- ◆ **Ensure APC is trained and certified**
- ◆ **Provide commanders guidance to APC**



APC Duties

- ◆ **Monitor the unit's GTCC Program**
 - ✧ Provide monthly reports to commander
 - ✧ Notify commander of misuse/abuse
- ◆ **Assist travelers**
 - ✧ Increase credit limits
 - ✧ Activate/Deactivate cards
- ◆ **Ensure cardholder confidentiality**
 - ✧ PPI/PII



Disciplinary Action

- ◆ Publish and Issue regulations for appropriate disciplinary action when warranted for fraud, abuse, and misuse
- ◆ Directed per OUSD Memo
 - ◆ MilPers - Jun 10, 2003
 - ◆ CivPers – Apr 21, 2003



Internal Controls

- ◆ **Ensure your program is in compliance with the IG and MCAAT Checklists**
 - ✧ IG: AIRS 992
 - ✧ MCAAT Checklist
- ◆ **HQMC-RFF is available for training**
 - ✧ Citi APC training via DTMO Trax Portal
- ◆ **Inspect key positions**
 - ✧ Commander
 - ✧ APC



Metric Reporting

◆ Delinquent Accounts

◆ **0.0 – 1.0 Green**

◆ **1.1 – 1.5 Yellow**

◆ **1.6 – Over Red**

◆ Delinquent Dollars

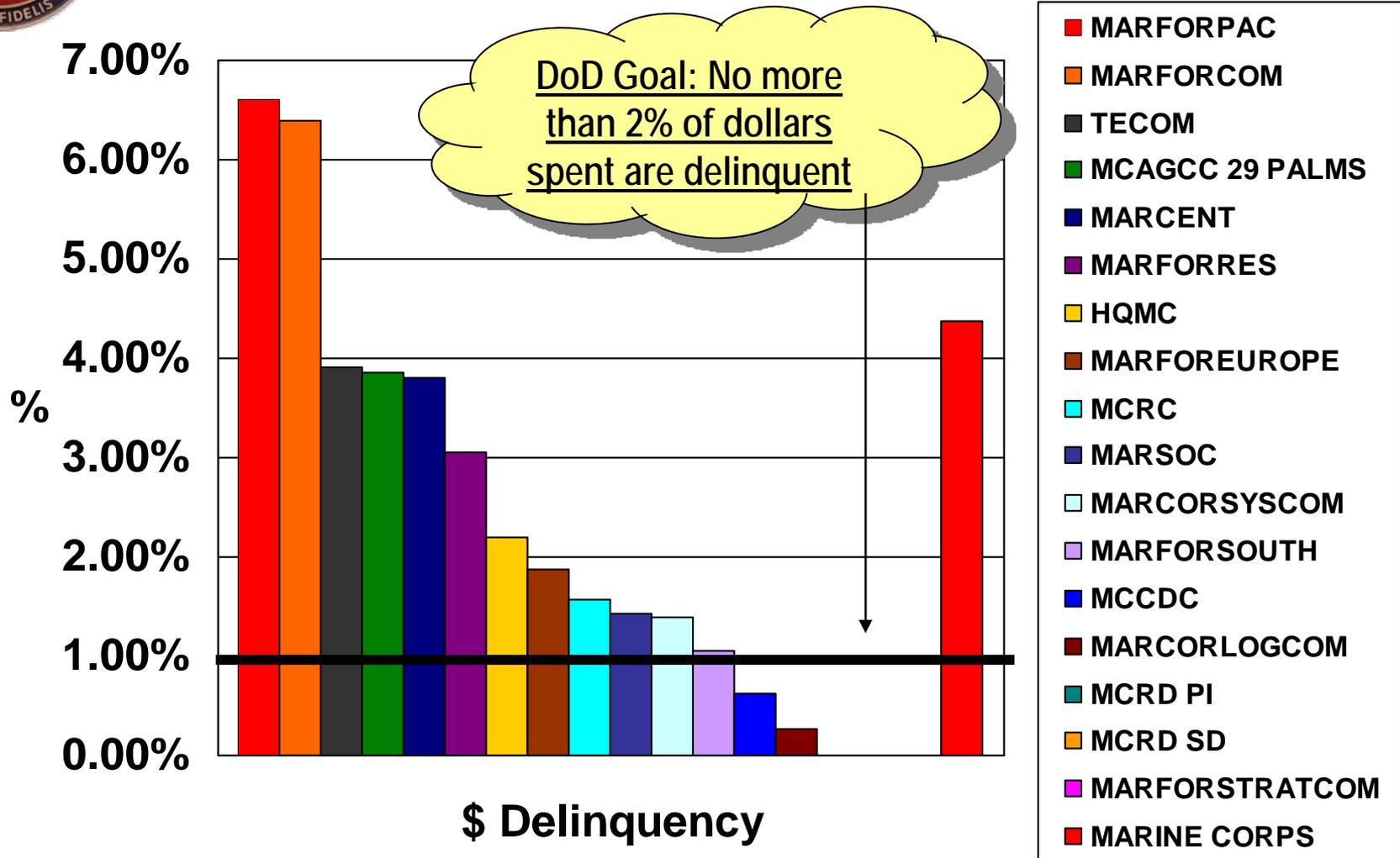
◆ **0.0 – 2.0 Green**

◆ **2.1 – 5.0 Yellow**

◆ **5.1 – Over Red**

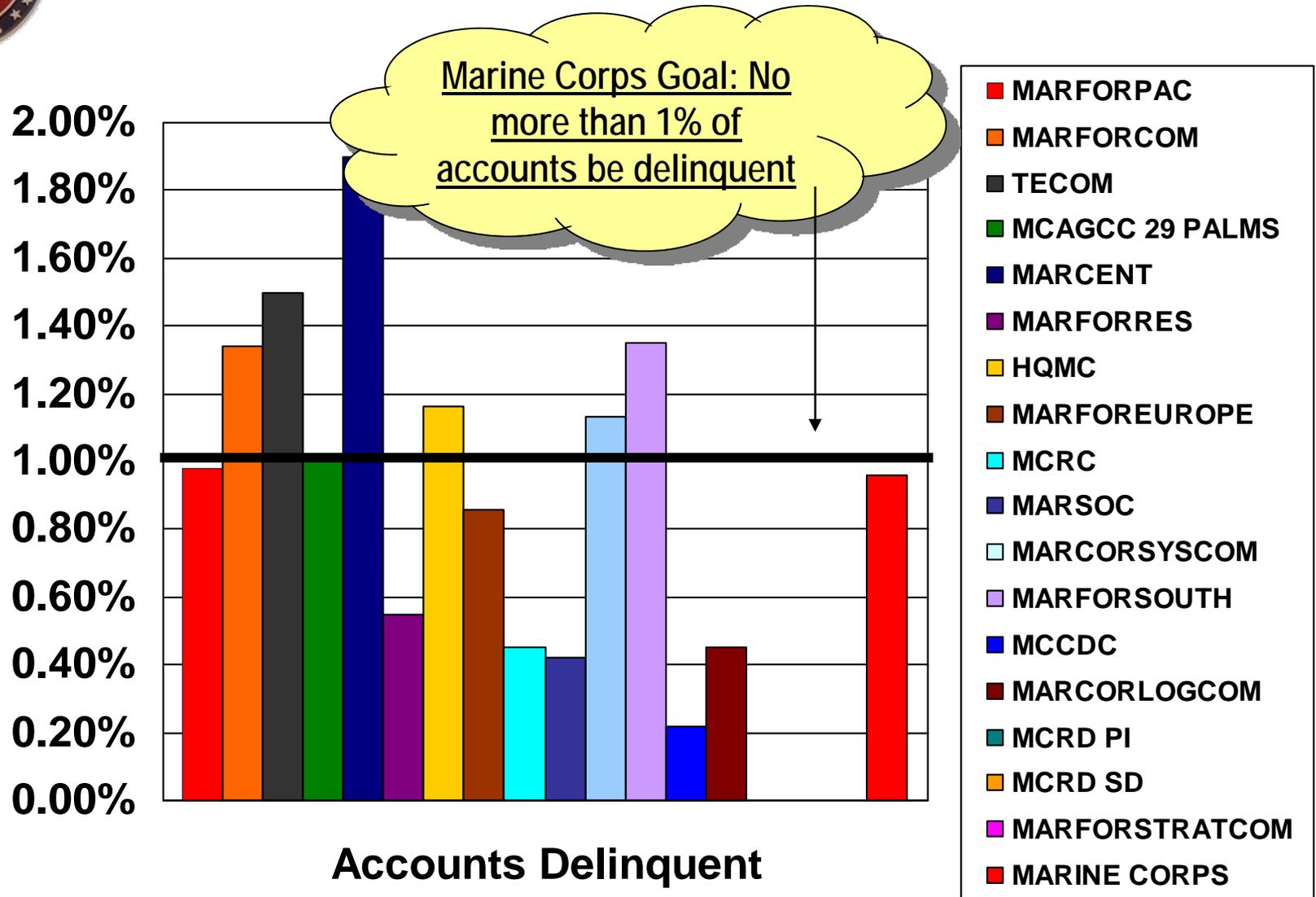


Dollars Delinquent by Command –Aug 10





Accounts Delinquent by Command – Aug 10





Delinquency Management



Delinquency Progression

Current

0 to 60 days

Receive Bill

File Claim

Past Due Status

Mission Critical

Suspended

61 to 119 days

No New
Charges

1st late fee @
75 days

Delinq Rate

Cancelled

120 to 209 days

Salary Offset

Cannot transfer

Member has to
use travel
advance

Charge Off

210 days

Charged Off!

Delinq removed

Affects Credit
Rating



Reporting Delinquency

- ◆ **Assistant Commandant of the Marine Corps**
 - ✧ via DC P&R
 - General Officers via P4
- ◆ **SgtMaj of the Marine Corps**
 - ✧ I MEF, II MEF, III MEF, and MARFORRES
- ◆ **Policies that are being considered are:**
 - ✧ Commands that fail to meet the DoD/Marine Corps Goals will be required to report to HQMC-RFF on their delinquency
 - ✧ Commands that fail to meet the DoD/Marine Corps Goals for three consecutive months, may receive a training visit from HQMC-RFF



Causes of Delinquency

- ◆ Overspending
 - ✧ Withdraw more cash than allowed
- ◆ Not properly utilizing Split Disbursement
 - ✧ Need to adjust DTS Payment Total
- ◆ Misuse/Abuse
 - ✧ Utilizing card for personal use
- ◆ Late submission of travel claim



Misuse and Abuse

Large ATM

Transaction Type	MCC	Transaction Date	Post Date	Billing Amount	Merchant Name
ATM	6010	04/05/10	04/07/10	5,000.00	BANK OF AMERICA FL9140
ATM	6010	04/05/10	04/07/10	4,490.00	BANK OF AMERICA DC8011
ATM	6010	04/07/10	04/09/10	4,000.00	CASH WELLS FARGO C/A #903
ATM	6010	04/07/10	04/10/10	3,200.00	NFCU BETHESDA MSC
ATM	6010	04/07/10	04/10/10	3,000.00	BANK OF AMERICA AZ2275
ATM	6010	04/10/10	04/13/10	2,511.00	BANK OF AMERICA FL9140
ATM	6010	04/13/10	04/16/10	2,031.07	TACOMA MALL
ATM	6010	04/15/10	04/17/10	2,004.58	NFCU JACKSONVILLE MSC



Misuse and Abuse



CitiDirect[®] Card Management System

20001-Timothy Lynch

Inbox ▾ **Card Management** ▾ **Hierarchy** ▾ **Reporting** ▾ **Inquiry** ▾ **Assistance** ▾

Inquiry - Transaction - Look up Transaction

* An asterisk indicates a required field.

+ A plus sign indicates at least one of these fields should have valid search criteria entered.

+ Account Number:	<input type="text"/>	+ Last Name:	<input type="text"/>
* (MM/DD/YYYY) Date:	<input type="text" value="04/01/2009"/>	* (MM/DD/YYYY) Date To:	<input type="text" value="07/13/2009"/>
+ Merchant:	<input type="text" value="*hustler*"/>	+SSN:	<input type="text"/>
+ CUID:	<input type="text"/>	Amount To:	<input type="text"/>
Amount:	<input type="text"/>	Disputed:	<input type="checkbox"/>
Transaction Code:	<input type="text"/>		
	<input type="button" value="search"/>		

RESULTS

account number	date	name ▲	merchant	amount	tran code	CUID
	06/12/2009		LARRY FLYNT'S HUSTLER	\$ 33.00	1001	1105116137
	06/25/2009		LARRY FLYNT'S HUSTLER	\$ 450.00	1001	1106789925
	05/17/2009		LARRY FLYNT'S HUSTLER	\$ 1,041.00	1001	1101435462
	05/17/2009		LARRY FLYNT'S HUSTLER	\$ 70.00	1001	1101435464
	05/16/2009		LARRY FLYNT'S HUSTLER	\$ 760.00	1001	1101435463

(1 - 5 of 5)



Misuse and Abuse

Inquiry - Transaction - Look up Transaction

* An asterisk indicates a required field.

+ A plus sign indicates at least one of these fields should have valid search criteria entered.

+ Account Number:	<input type="text"/>	+ Last Name:	<input type="text"/>
* (MM/DD/YYYY) Date:	<input type="text" value="03/08/2010"/>	* (MM/DD/YYYY) Date To:	<input type="text" value="04/05/2010"/>
+ Merchant:	<input type="text" value="club illusion"/>	+ SSN:	<input type="text"/>
+ CUID:	<input type="text"/>	Amount To:	<input type="text"/>
Amount:	<input type="text"/>	Disputed:	<input type="checkbox"/>
Transaction Code:	<input type="text"/>		
<input type="button" value="search"/>			

RESULTS

account number	date	name	merchant	amount	tran code	CUID
xxxxxx	03/07/2010		CLUB ILLUSION (MAKATI)	\$ 64.13	1001	1138621864
xxxxxx	03/15/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 114.99	1001	1139517728
xxxxxx	03/27/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 132.18	1001	1141382467
xxxxxx	03/07/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 210.33	1001	1138622383
xxxxxx	03/09/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 216.35	1001	1138770705
xxxxxx	03/24/2010		CLUB ILLUSION (MAKATI)	\$ 217.70	1001	1140818938
xxxxxx	03/11/2010		CLUB ILLUSION (MAKATI)	\$ 267.99	1001	1139071118
xxxxxx	04/01/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 344.24	1001	1142268657
xxxxxx	03/13/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 362.72	1001	1139385705
xxxxxx	03/30/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 381.29	1001	1141579495
xxxxxx	03/16/2010		CLUB ILLUSION (MAKATI)	\$ 407.89	1001	1139645945
xxxxxx	03/21/2010		CLUB ILLUSION ARNAIZ MKTI	\$ 815.34	1001	1140478255

(1 - 12 of 12)

> Citi Manager



Misuse and Abuse

RESULTS

account number	date	name	merchant	amount	tran code	CUID
xxxxxx	06/28/2009		HAIR CLIPUS	\$ 41.28	1001	1106944256
xxxxxx	06/03/2009		STEFANOS HAIR SPECIALIST	\$ 35.48	1001	1103842531
xxxxxx	06/03/2009		STEFANOS HAIR SPECIALIST	\$ 35.48	1001	1103842532
xxxxxx	06/28/2009		HAIR CLIPUS	\$ 30.96	1001	1106944255
xxxxxx	06/03/2009		KRISTINAS HAIR STYLING SA	\$ 30.00	1001	1103658513
xxxxxx	07/18/2009		REGIS HAIRSTYLISTS	\$ 26.89	1001	1109673552
xxxxxx	07/05/2009		GLORIAS HAIR CUT D	\$ 20.00	1001	1107886212
xxxxxx	06/24/2009		HAIR CUTTERY	\$ 20.00	1001	1106813990
xxxxxx	05/31/2009		HAIR CUTTERY	\$ 20.00	1001	1103356937
xxxxxx	05/02/2009		HAIR CUTTERY	\$ 20.00	1001	1099474294
xxxxxx	04/06/2009		TOO HOTTIES HAIRCUTS	\$ 18.95	1001	1096100043
xxxxxx	04/14/2009		ANN'S BARBER & HAIR STY	\$ 18.50	1001	1097528992
xxxxxx	07/12/2009		HAIR CUTTERY	\$ 18.00	1001	1108883421
xxxxxx	07/06/2009		HAIR CUTTERY	\$ 18.00	1001	1108092229
xxxxxx	06/19/2009		HAIR WORKS FAMILY SALON (\$ 18.95	1001	1106154572
xxxxxx	04/06/2009		FAMOUS HAIR	\$ 18.00	1001	1096104896
xxxxxx	06/21/2009		HAIR CUTTERY	\$ 14.00	1001	1106346193
xxxxxx	06/10/2009		SAVANNAH HAIR CARE	\$ 14.00	1001	1104645136
xxxxxx	05/07/2009		HAIR OF THE DOG	\$ 12.50	1001	1100430458
xxxxxx	04/03/2009		THE HAIR LOOM & BOUTIQUE	\$ 11.40	1001	1095774972
xxxxxx	07/01/2009		HAIR OF THE DOG	\$ 7.50	1001	1107664061
xxxxxx	07/17/2009		HAIR WORX	\$ 5.00	1001	1109676466
xxxxxx	07/06/2009		HAIR WORX	\$ 5.00	1001	1108093202



Misuse and Abuse

https://www.cards.citidirect.com - Transaction Detail - Microsoft Internet Explorer provided by ...

Transaction Detail

CARDHOLDER	[REDACTED]	ACCOUNT	[REDACTED]	read notes	
REFERENCE NUMBER	24164079255091011489363	BILL ACCOUNT	xxxxxx0000000608		
Post Date	09/14/2009	Merchant	TARGET	Tran Total	\$ 717.72
Tran Date	09/12/2009	Conv Rate	0	Original Amt	\$ 717.72
Tran Code	1001	Conv Date	N/A	Settlement Amt	\$ 717.72
Tax Amt	\$ 57.75	Supplied By	Merchant		
TDI	000000000000000000	TDD			

Line Items

line item	discount	total tax	total vat	total
PS3 BATMAN ARKHAM	\$ 0.00	N/A	\$ 0.00	\$ 59.99
ACER 10 INCH NETBOOK COMPU	\$ 0.00	N/A	\$ 0.00	\$ 299.99
PS3 120G PS3 HARD	\$ 0.00	N/A	\$ 0.00	\$ 299.99

Transaction Allocations

allocation description	total	allocation
allocation detail description		
	\$ 717.72	



Misuse and Abuse

Transaction Detail					
CARDHOLDER		ACCOUNT	xxxxxx	read notes	
REFERENCE NUMBER	24399000094295141072902	BILL ACCOUNT	xxxxxxx0000000808		
Post Date	04/05/2010	Merchant	BEST BUY MHT	Tran Total	\$ 1,039.43
Tran Date	04/03/2010	Conv Rate	0	Original Amt	\$ 1,039.43
Tran Code	1001	Conv Date	N/A	Settlement Amt	\$ 1,039.43
Tax Amt	\$ 94.50	Supplied By	Merchant		
TDI		TDD			
Line Items					
line item	discount	total tax	total vat	total	
KASPERSKY AV 6 MONTH	N/A	N/A	N/A	N/A	
KASPERSKY AV BOX	N/A	N/A	N/A	N/A	
REWARD ZONE CARD	N/A	N/A	N/A	N/A	
ASK AN AGENT PRODUCT	\$ 0.00	N/A	\$ 0.00	\$ 0.99	
ASK A AGENT 6 MONTH	\$ 0.00	N/A	\$ 0.00	\$ 19.00	
X360-NFL HEAD COACH	\$ 0.00	N/A	\$ 0.00	\$ 19.99	
BD-TOY STORY 2: SPEC	\$ 0.00	N/A	\$ 0.00	\$ 22.49	
BD-TOY STORY: SPEC E	\$ 0.00	N/A	\$ 0.00	\$ 22.49	
UNIVERSAL 3.5MM FM T	\$ 0.00	N/A	\$ 0.00	\$ 49.99	
M505- BLACK	\$ 0.00	N/A	\$ 0.00	\$ 49.99	
DV7-3165DX TURION M8	\$ 0.00	N/A	\$ 0.00	\$ 759.99	
Transaction Allocations					
allocation description	total	allocation			
allocation detail description					
\$ 1,039.43					
close					



SPLIT DISBURSEMENT

- ◆ **MANDATORY** for all military personnel and civilian employees! Under Secretary of Defense Office and Assistant Secretary of the Navy Financial Management & Comptroller memo (ASN-FM&C)
 - MILPERS as of April 23, 2003
 - CIVPERS as of August 10, 2004

- ◆ **Purpose:**
 - Prevent card suspension
 - Keep members mission ready
 - Prevent bad checks
 - Help meet 2% and 1% delinquency goals
 - Split Disbursement Goal: 90%



SPLIT DISBURSEMENT

DoD Financial Management Regulation

Volume 9, Chapter 3

★ March 2005

★ 030608. Split Disbursement. To assist the traveler in fulfilling his or her payment responsibility, Block 1 of the DD Form 1351-2 (“Travel Voucher or Subvoucher”) has been modified to permit reimbursement for travel card charges to the travel charge card contractor with the remainder of any entitlement to be sent to the traveler. This process is referred to as split disbursement. All military personnel and any civilian personnel not represented by a local bargaining unit or where bargaining has been completed with the local bargaining unit are required to split disburse the total outstanding charges against the travel charge card. For civilian personnel in organizations or activities where bargaining has not been completed on mandatory split disbursement, if no selection is made in Block 1 on the DD Form 1351-2 (method of payment), the total of the transportation and lodging charges claimed on the travel voucher will be split disbursed by default.

NOTE: Travelers are responsible for ensuring the total of their outstanding charges is annotated in Block 1 of the DD Form 1351-2 for split disbursement. Approving officials are responsible for ensuring that split disbursement is properly designated for the outstanding charges and shall return any vouchers that do not comply to the traveler for correction. Commanders and supervisors should match their delinquent accounts against prior travel vouchers claimed and take appropriate action to address split disbursement utilization or misuse.



SPLIT DISBURSEMENT

Defense Travel System - Welcome to DTS - Windows Internet Explorer

https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD01_ws_d/nu-start-ej-fs.w

Logged In As: [JILL M GLANDO](#) Document Name: JGPHILADELPHI081907_V04 Screen ID: 1063.1 [Close Window](#)
Traveler Name: [JILL M GLANDO](#) Document Type: Voucher [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile **Payment Totals** Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary	
Total Expenses:	\$1,160.00
Non-Reimbursable Expenses:	\$118.00
Reimbursable Expenses:	\$1,042.00

Disbursement Summary	
Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary	
Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$1,042.00
Balance Due US:	\$0.00

Click here to verify payment totals once all expenses have been entered

Trip Summary

Overall Starting Point	
Leave From:	STAFFORD, VA View
Leave:	19-Aug-07

Location 1: PHILADELPHIA, PA	
Leave From:	STAFFORD, VA View
TDY/TAD Loc:	PHILADELPHIA, PA
Arrive:	19-Aug-07
Leave:	24-Aug-07
Other:	Comm Rail (Central Bill) View
Type:	CR-C - Comm Rail (Central Bill)
Depart:	19-Aug-07

Overall Ending Point	
Leave From:	PHILADELPHIA, PA View
Return Loc:	STAFFORD, VA
Arrive:	24-Aug-07

Done

start Defense Travel System... Defense Travel System... Traveler Training You... Traveler Training Aut... Internet 100% 8:35 PM



SPLIT DISBURSEMENT

Defense Travel System - Welcome to DTS - Windows Internet Explorer

https://dtsprodweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD01_ws_d/nu-start-ej-fs.w

Google G Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Y! Search Web Upgrade your Toolbar Now! Mail My Yahoo! HotJobs Games

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$1,042.00
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$352.00	\$690.00	\$1,042.00
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
-----	-----	-----	-----
Net to Traveler:	\$352.00	\$690.00	\$1,042.00
Add GOVCC ATM:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Addl GOVCC Amt:	<input type="text" value="\$-124.63"/>	<input type="text" value="124.63"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$227.37	\$814.63	\$1,042.00

> Calculate

Proceed to the following page: Preview Continue

Done Internet 100% 7:26 PM

start Presentation2 Traveler Training Vou... Defense Travel System... Defense Travel System...

Enter amount withdrawn from ATM here, then click Calculate

Enter amount to split disburse total outstanding balance of GTCC, then click calculate



SPLIT DISBURSEMENT

Defense Travel System - Welcome to DTS - Windows Internet Explorer

https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd_cgi.sh/WService=dts_PROD01_ws_d/nu-start-ej-fs.w

Google G Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Y! Search Web Upgrade your Toolbar Now! Mail My Yahoo! HotJobs Games

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$1,042.00
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$352.00	\$690.00	\$1,042.00
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$352.00	\$690.00	\$1,042.00
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add'l GOVCC Amt:	\$-124.63	<input type="text" value="124.63"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$227.37	\$814.63	\$1,042.00

Proceed to the following page:

Done Internet 100% 8:36 PM

start Defense Travel System... Defense Travel System... Traveler Training Vou... Traveler Training Aut...

This will show net due to pay to traveler (or if traveler is overpaid and currently in a Due US status)

Net distribution of personal & GTCC amounts



Payment Methods

◆ **Mandatory Split Disbursement!**

◆ MOST EFFECTIVE

◆ **CitiDirect Online**

◆ **Pay By Phone 1-800-200-7056**

◆ Free! No pay by phone fee.

◆ **Personal Check**

◆ **Citi Banking Center**

◆ **Western Union**



PCS Travel

◆ **MCO 4600.40A**

- Cards will **NOT** be used for **PCS** travel due to the length of time to file your claim
- Account is delinquent by the time travel claim is settled!
- Travel advances should be used



Controlled Spend Account



Purpose

CSA : A new travel card concept to facilitate a low maintenance but responsive vehicle for use by travelers. Goals are to design a product that:

- ◆ Meets mission requirements
- ◆ Decreases workload on all functional areas



CSA Concept

- ◆ Potentially, all cardholders could transition to a Controlled Spend Account (CSA) and no credit check will be necessary
- ◆ Spending Limits on the CSA will be based on approved travel authorizations and amount will be just enough to perform the mission
- ◆ CSA will be used for all TDY and potentially sometime in the future all permanent change of station expenses as well
- ◆ If needed, Cardholders could contact Citi directly to request temporary spending limit increases versus relying on the APC, APC would be notified by Citi



CSA Benefits

- ◆ Severely reduces the risk of Delinquencies and Misuse
- ◆ CSA only has value if individual has an approved travel order
- ◆ Substantially reduces workload of APCs



What's Different?

	Controlled Spend Account	Government Travel Card
Target Audience	Supports 100% of the travelers	Supports only 75% of the travelers
Credit Checks Required?	NO	YES
Credit Limit Activation/De-Activation of GTCC	Spending limit adjusts up or down based on approved travel orders and Activates automatically	Set Credit Limits (\$7500 – Standard or \$4000 – Restricted Account) Requires APC to Activate/De-Activate GTCC
Delinquency Management Required?	YES, but s/b minimal	YES
Voucher Payments	100% to Control Spend Account	Split-Disbursement Semi-Automated
Use of Card for credit balance refunds	Residual balance: Payment by check or Electronic Funds Transfer (EFT) from Citi	Payment by check or Electronic Funds Transfer (EFT) from Citi



CSA Details

- ◆ Temporary Spend Limits (TSLs) can be requested by calling Citi
 - ✧ TSL requests can be made by both cardholders and APCs
 - ✧ TSLs are good for 5 days, amendments maybe required
 - ✧ Confirmatory email - sent to the Cardholder, APC, Commander or Supervisor, and Order Issuing POC
- ◆ CSA Card is used for all authorized travel expenses



Total Trip Reimbursement

- ◆ 100% of Voucher Settlement Disbursed to Citi
- ◆ Residual Balance: occurs when the amount reimbursed (entitlement/voucher amount) is greater than the amount charged to the card
- ◆ Residual Balance:
 - ✧ Payment by EFT to Personal Bank Account
 - ✧ Payment by Check from Citi



Command Involvement is Key to a Successful Program!

- ◆ **Keep command leadership informed and request assistance when needed**
- ◆ **APC starts working reports at the beginning of each cycle**
- ◆ **Have the commander review GTCCP metrics with the APC (at least monthly)**
- ◆ **Ensure the APC is on all Check-In/Out Sheets used by the command**
- ◆ **Encourage cardholders to pay off any balance prior to checking out**
- ◆ **Insist on use of the Defense Travel System (DTS) where applicable**
- ◆ **Ensure the traveler Split Disburses the total amount due on GTCC**
- ◆ **Remind Approving Officials of their responsibility to ensure Split Disbursement is being properly used by cardholders**



QUESTIONS?

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