



GTCC BRIEF

MCAS BEAUFORT DTS DIVISION



FIGHTERTOWN'S MISSION

“To provide the highest quality aviation facilities, support and services to promote the ***combat readiness*** of our Marines and Sailors in defense of our nation.”





DTS DIVISION

- **BFRT_DTS_HELPDESK@USMC.MIL**

- Mrs Brendalyn Green

- Ms. Pat McCracken

- Ms. Wanda St. Ann

- Mr. Ludovic Lopez

- **MCAS BEAUFORT DTS WEB SITE**

<https://intranet.mcieast.usmc.mil/C11/C17/DTS/default.aspx>

- APC
- DMM
- Cash Collection Agent
- Training DTS/GTCC
- Civ PCS
- Review DTS docs

- Station
- MAG-31, MWSS-273, MACS-2, CLC-23



DTS
Defense Travel System
 A New Era of Government Travel

- Current Location
- Home
- MCAS Beaufort
- Command and Staff
- Comptroller
- DTS
- DTS Online Training
- News
- Image Content
- Added to My Links
- Contact Me
- Contact Page

Defense Travel System Division

Welcome to Marine Corps Air Station Beaufort Defense Travel System information page. The information contained in this site pertains to all tenant commands and activities aboard MCAS Beaufort.

DTS is a revolutionary new type of government program, pulling many different processes together with a unified and cost effective approach to managing travel for thousands of people. DTS was created with a spiral development process. So just like any major software application, DTS will always be evolving to meet the changing needs of all DoD travelers and travel officers.

This topic

About SharePoint Port

Need directions to our office?



Contacts

Name	Phone	E-mail
DTS OFFICE BLDG 799	(843) 228-6187/7992/6515/6394 FAX# 6604 DSN: 335	BFRT_DTS_Helpdesk@usmc.mil
CTO	(843) 322-0268	
AFTER HRS CTO	(800) 827-7777	
TMO	(843) 228-7117/7204	
CITI CARDHOLDERS ASSISTANCE	1-800-200-7056	

General DTS Information

- URL
- CURRENCY CONVERTER

Government Travel Charge Card

- URL
- CITI WEB SITE
- CARD HOLDER INFO
- DoD FMR Vol 9 Chapter 3 GTCC
- ID THEFT
- AIRS CHECKLIST
- GSA SMARTPAY CONFERENCE 2010
- CITI PAYMENT OPTION GUIDE
- USMC GOVERNMENT TRAVEL CHARGE CARD PROGRAM

GTCC Documents

- Type Name
- OSD_21_APR_03_DISCIPLINARY_GUIDE_FOR_CIVILIANS
 - OSD_10_JUN_03_DISCIPLINARY_GUIDELINES
 - MCO 4600.40A GTCC PROGRAM
 - SECNAV INST 4650.21 DoN GTCC PROGRAM
 - TRAVEL AND TRANSP REFORM ACT OF 1998
 - GTCC MERCHANT CATEGORY CODES (MCC) TABLE
 - GTCC PROGRAM PERFORMANCE GOALS
 - GTCC SOU
 - CITI GTCC CH AGREEMENT

GTCC MARADMIN's

- Type Name
- MARADMIN 292 08 TRANSITION TO NEW GTCC PROVIDER
 - MARADMIN 548 00 GTCC DELINQUENCIES
 - MARADMIN 302 99 GTCC UPDATE
 - MARADMIN 262 02 GTCC PROGRAM

- SYSTEM MANUAL (APSM)
- TRAVEL ADVISORY NOTICE (TAN) LIBRARY
- VIRTUALLY THERE (RETRIEVE E-TICKETS)

Downloads

- Type Name
- TRAVELER RESP
 - DTS Policy Ltr
 - ASO 4500 ch1
 - AIRPORT CODES
 - DIRECT DEPOSIT FORM
 - IN AND AROUND MILEAGE
 - XORG LOA REQ
 - Statement In-Lieu of Receipts

DTS Training Schedule

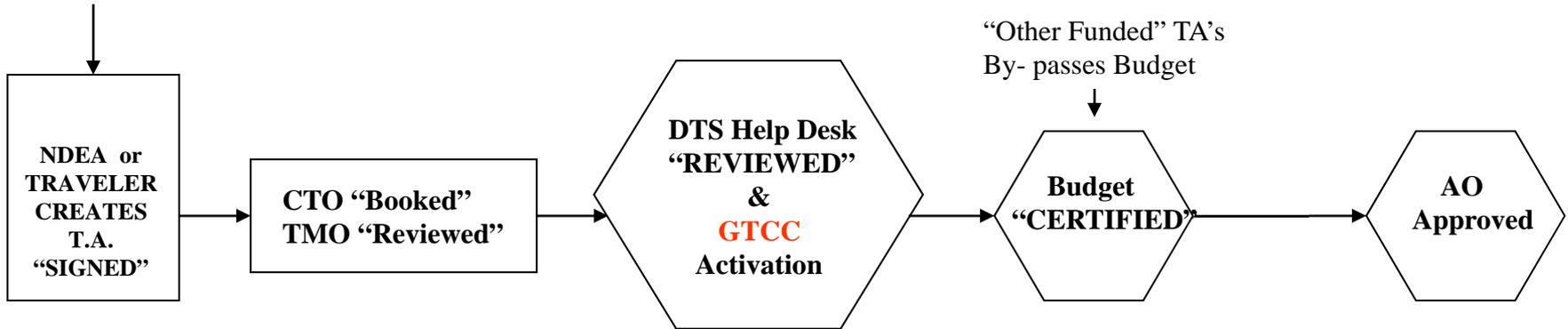
Title	Description	Date
GTCC TRAINING		8/24/2010
DTS TRAINING	BLDG 807 RM 33	8/31/2010



Routing Process

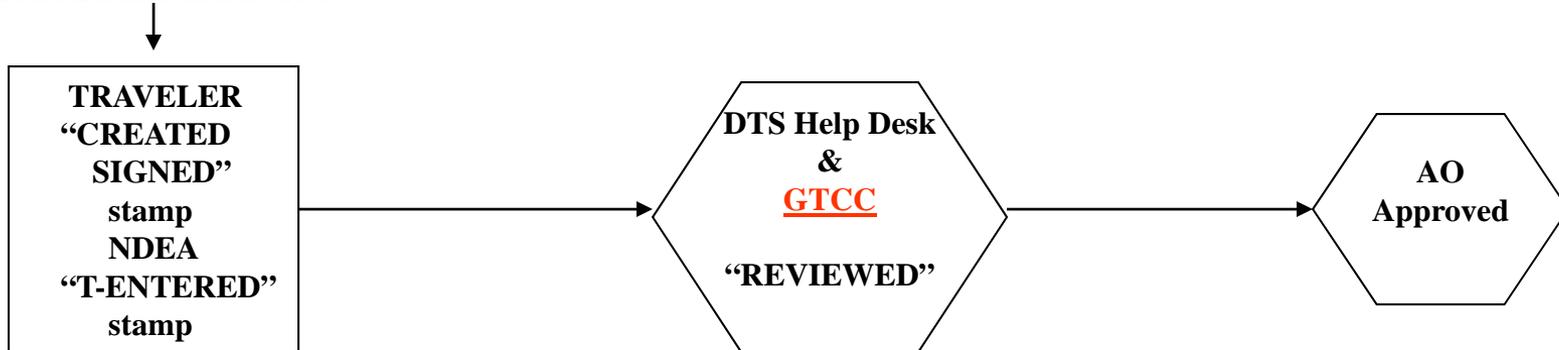
TRAVEL AUTHORIZATION

The need to travel is identified



VOUCHER FROM AUTHORIZATION

Traveler returns to PDS





GTCC DELINQUENCY TIMELINE

OCTOBER 2003 - PRESENT

“0 DELINQUENCIES”

HOW DO WE DO IT?





HOW DO WE REALLY DO IT?

- **COMMAND SUPPORT**
- **CARD HOLDER TRAINING ANNUALLY / OR AS NEEDED**
- **BILLING CYCLE CLOSES, WORK REPORTS / POTENTIAL PAST DUE ACCTS**
- **UNSUBMITTED VOUCHER REPORTS / NOTIFY TRAVELERS**
- **EMAIL NOTIFICATIONS TO TRAVELER / AO**
- **VALIDATE GTCC EXPENSES DTS / CITI**
- **VERIFY SPLIT DISBURSEMENT**
- **PRO-ACTIVE / TEAM WORK**



Government Travel Charge Card



GTCC Activation/Deactivation requirements

- Traveler emails DTS help desk requesting GTCC activation 7-10 days prior to travel.
- Travel Authorization must be resident in DTS.
- DTS HELP DESK responds via email with activation/deactivation dates to include do's and don'ts of the usage of the GTCC.
- DTS Help desk validates all GTCC charges against travelers voucher to include verification of split disbursement during the review process.



CENTRALIZED PROCESS

