

Government Travel Charge Card Program



Best Practices

**Marine Corps Combat Development Command (MCCDC)
Comptroller Division
Travel Support Branch**



MCCDC GTCC HL3s

- ◆ Mrs. Jill M. Glando
- ◆ Mr. Frederick A. Stoker, Jr.



Hierarchy Data

✧ 32 HL 4s

✧ 18 HL 5s

✧ 116 Agency Program Coordinators

✧ 3478 Open Accounts



Defense Travel System (DTS)

- ◆ Unsubmitted Voucher Report
 - ◇ Monthly (minimum)
- ◆ Account Information List
 - ◇ Validate against Account Listing Report
- ◆ Split Disbursement
 - ◇ Mandatory
- ◆ Education
 - ◇ Covered in every DTS class



Command Involvement

- ◆ MCCDC Chief of Staff Meeting
 - ✧ Briefed monthly
 - ✧ By-name delinquency list provided
- ◆ MCCDC Comptroller, Branch Head Meeting
 - ✧ Briefed regularly



Aging Analysis

- ◆ USMC Aging Analysis & Narrative
 - ◆ MCCDC Chief of Staff
 - ◆ MCCDC Comptroller
 - ◆ Agency Program Coordinators



Delinquency Report

◆ **Run 1st day of cycle**

- ✧ **Match each account against DTS status**
- ✧ **Reason for each past due/delinquent amount**
- ✧ **Amend voucher when necessary**
- ✧ **Check split on pending vouchers**



Mission Critical

- ◆ Verified weekly, minimum
- ◆ No cases where Mission Critical status is necessary



Returned Check Report

◆ Run weekly (minimum)



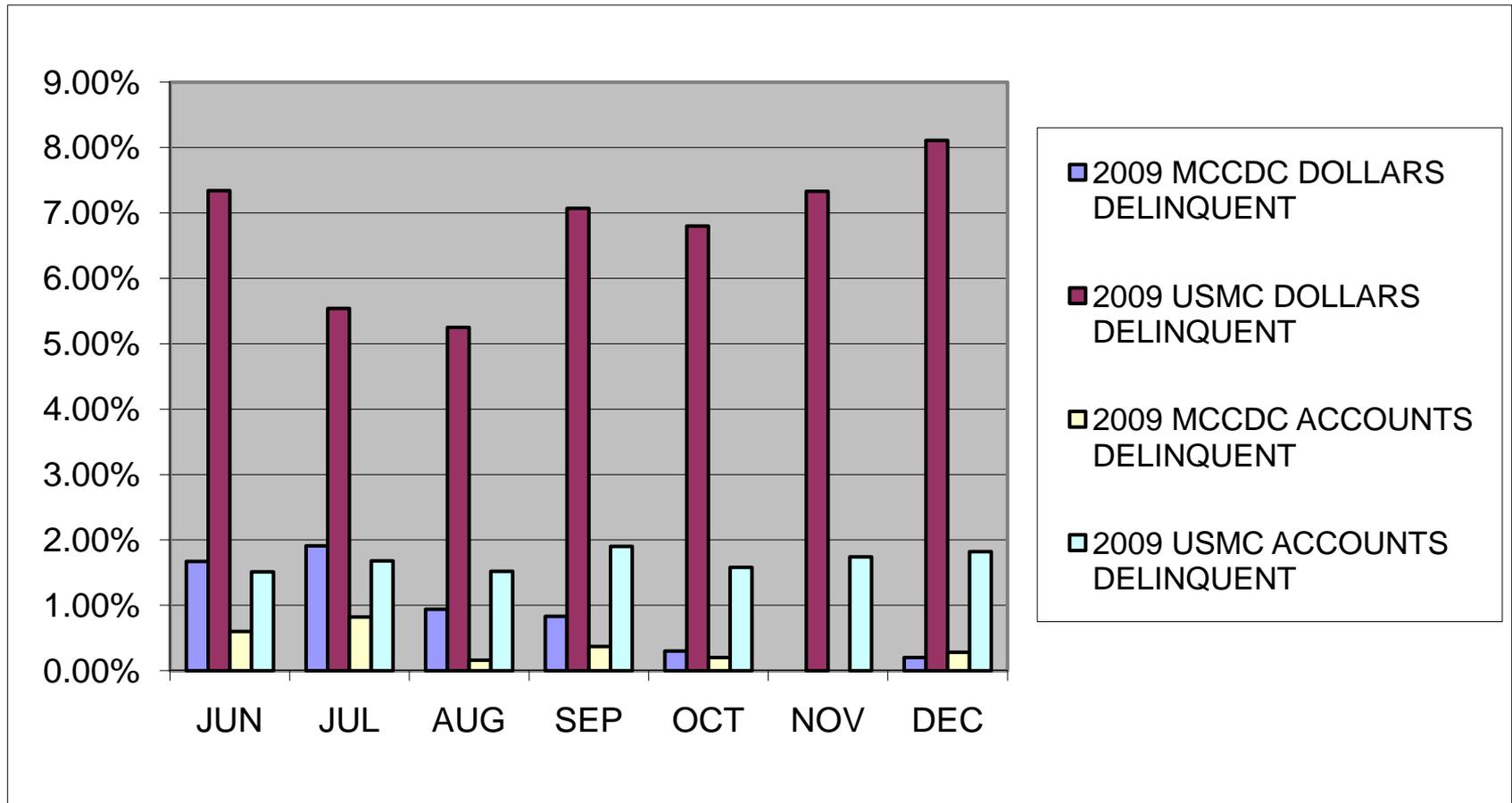
CD

◆ **One CD per Hierarchy**

- ◆ “How to” Guides
- ◆ Citi Program Information
- ◆ Basic Desktop Guide
- ◆ MARADMINS
- ◆ MCO



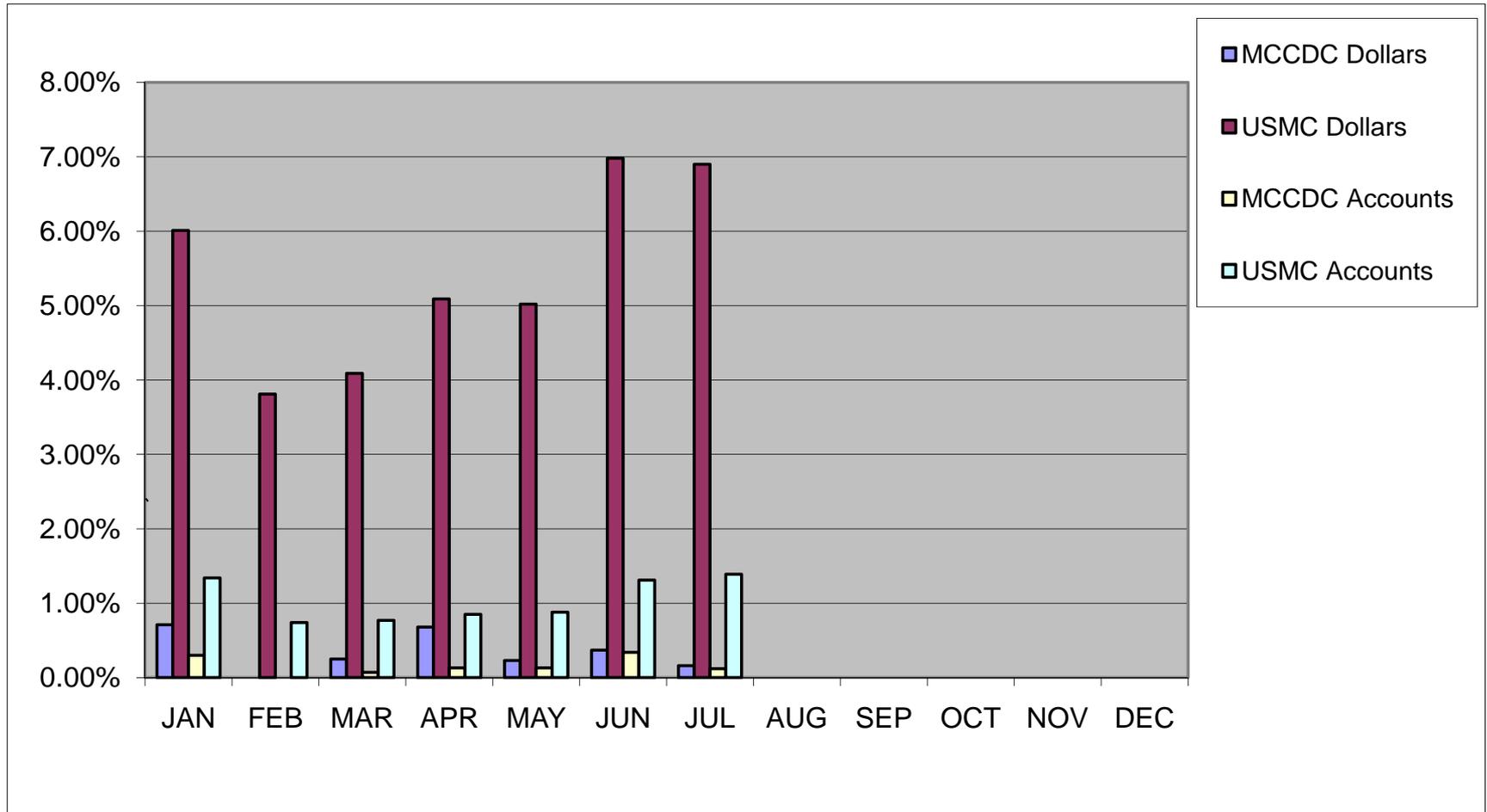
MCCDC Metrics 2009





MCCDC Metrics 2010

**Currently 21 consecutive months of exceeding DoN Goal for both \$ and #, 2 months of Zero*





New Initiatives

◆ Inspection Program

- ✧ Inspect each hierarchy annually
- ✧ Customized training

◆ Current Balance Report

- ✧ Educate APC and cardholder on split disbursement
- ✧ Identify trends



QUESTIONS?