



# Mandatory Use of Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Information Guide

Ref. NAVADMINs 211/19, 176/20, 285/21, and 286/21

**BLUF:** Mandatory use of the GTCC for PCS is here. Know what is authorized, the key tasks **YOU** must manage, and how to ensure a timely and accurate travel claim liquidation. It is **YOUR responsibility** log in to Citimanager, track your PCS expenses, and be an active participant. **Take charge of your GTCC account!**

## The Need-To-Know

- If travel time exceeds 120 days, you must contact MNCC NLT **90 days** after detach date to extend Mission Critical (MC)/PCS status. **This will prevent the GTCC bill from being due prior to reporting to new PDS.** The GTCC will be deactivated automatically from MC/PCS status at 120 days or upon reporting to ultimate duty station, whichever comes first. Incremental settlements of the GTCC while enroute is not currently possible for PCS travel. Please ensure you are extending your MC/PCS status every 90 days by calling MNCC.
- After using the GTCC for PCS, you are required to request **SPLIT DISBURSEMENT** on the travel voucher to ensure the balance is paid. **Ensure the GTCC dollar amount due** is reflected on the travel voucher and supported by receipts.
- The use of the GTCC does not affect the payment of Advance Base Pay or Advance Basic Allowance for Housing (BAH).
- Do not use the GTCC in excess of the estimated PCS travel entitlement. This could result in a personal indebtedness. The estimate of travel entitlements is not a guaranteed amount. The amount reimbursed is determined upon receipt of the final voucher settlement.

### Authorized Use of GTCC for PCS

- **Temporary Lodging Expense (TLE)** and **Temporary Lodging Allowance (TLA)** at old or new Permanent Duty Station (PDS).
- **Fuel for POVs** – when authorized mode of transportation (not directly reimbursed, it is paid by Monetary Allowance in Lieu of Transportation (MALT)).
- **Rental car and fuel** – when authorized on orders.
- **Lodging and meals** (not directly reimbursed, it is paid by a flat rate per diem).
- **Expenses related to Dislocation Allowance (DLA)** used to establish a household (e.g. carpet cleaning, utility deposits). You may withdraw cash with bank teller or ATM **within 3 working days** of departure date of official travel. Withdrawal before 3 working days is considered misuse of the GTCC. A **2.4% non-reimbursable fee** applies to any amount withdrawn. This fee, and any ATM charges are not a reimbursable expense and will require you to settle the charges with Citibank.
- **Personally Procured Move (PPM) (aka DITY) operating expenses** (e.g. rental truck/trailers; hand trucks; furniture pads; boxes & tape; oil; tolls; rope; straps; weight ticket fees; etc.) These PPM claim expenses are reimbursed through monetary allowances based on the Government’s Constructed Cost of the actual weight moved, limited to the authorized PCS weight allowance (See JTR 051502).

### Unauthorized Use of GTCC for PCS

- **GTCC use in combination with a travel advance** (e.g. advanced DLA and/or advanced per diem). (NAVADMIN 176/20)
- **Dependent use** of GTCC without Servicemember.
- **Accession, separation, or retirement** travel.
- **Commercial airfare** for PCS travel. Commercial airfare will continue to be booked by the Navy Passenger Transportation Office.
- **While on leave** (e.g. personal travel arrangements incurred during leave in conjunction with orders (airfare to/from leave location), hotel, meals).
- **Payment of debt** owed to creditors.
- **Recurring contracts.**
- **Personal expenses unrelated to your authorized PCS moving expenses**, such as auto repairs, medical expenses, uniform items, childcare, or entertainment.
- Short term **storage in transit** or long term **non-temporary storage of PPMs or other household goods.**

## NP2 MyPCS for an Enhanced PCS

Use MyPCS (<https://prodhr.np2.navy.mil/>) to create a custom PCS checklist tailored for your move, view lean orders, review the travel entitlements calculator.

At your PDS, complete a travel voucher (DD 1351-2) and upload all documents with signatures and receipts for electronic submission.

NP2 is expanding automation of the MyPCS travel voucher submission process to **reduce errors and expedite Sailor travel reimbursement.** Vouchers approved in NP2 by CPPAs will immediately be electronically available in NP2 for Travel Processing Department (TPD) clerks to open and begin processing. TPD clerks will view and approve vouchers in NP2 and generate documents for pay processing. TPD clerks will also have the capability to expedite voucher issue adjudications by recycling vouchers directly back to Sailors in NP2 for required corrections.



#### Need help logging in CAC-Free on your mobile device?

Visit <https://www.mnp.navy.mil/group/my-account/cac-free-setup>  
View tutorials at: <https://my.navy.mil/tutorials.html>

#### Need help using NP2?

**Quick Start Guides:** Visit <https://www.my.navy.mil/np2.html>  
**Interactive guides are available:** Visit <https://prodhr.np2.navy.mil/>. Select “Training” in the main menu. Select “Assignment, Leave, and Travel”. A pop-up window will open with interactive training guides. Review “PCS Voucher Create” under Travel Voucher > Sailor Self Service.



Need Support? Email: [MyNavyHR@navy.mil](mailto:MyNavyHR@navy.mil)

Have Questions? Call 24/7: 833-330-MNCC



# GTCC for Personally Procured Moves

(Authorized as of NAVADMIN 286/21)

If you plan to conduct a partial or full PPM in conjunction with your PCS move, you shall obtain prior approval (DD Form 2278) from your Personal Property Office and complete an application in Defense Personal Property System at <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves>.

Use of the GTCC for PCS travel expenses does **not** preclude you from requesting an Advance Operating Allowance to execute a full or partial PPM for defraying transportation expenses. Consider that your GTCC will not be activated until **5 working days** before detach date.

There are two separate travel voucher submissions! Keep travel receipts and PPM transportation receipts separated.

- ✓ Submit your PCS travel voucher with your CPPA via MyPCS for all travel related expenses.
- ✓ If you performed a PPM (DD Form 2278) during the PCS, a **SEPARATE** claim DD Form 1351-2 must be filed and processed for reimbursement by the **Household Goods (HHG) Audit Team for all PPM transportation expenses.**

**SPLIT DISBURSEMENT** must be selected on BOTH travel and transportation travel vouchers (DD Form 1351-2) when the GTCC was used for travel expenses or PPM travel expenses, **and the designated dollar amount** entered for repayment to Citibank at the time of liquidation. The total SPLIT DISBURSEMENT amount to be paid to the GTCC shall correspond to the total of all reimbursable travel and transportation receipted charges (expenses) on your Citibank online account or billing statement, to include any pending charges.

## Before Travel

- Upon issuance of PCS orders, if not a current cardholder, apply for a GTCC through your Agency Program Coordinator (APC).
- Perform an outbound interview, complete NPPSC Form 1300/1, and calculate your travel entitlements with the Command Pay & Personnel Administrator (CPPA).
- Use MyPCS (<https://prodhr.np2.navy.mil/>) to create a custom PCS checklist tailored for your move, view lean orders, and review the travel entitlements calculator. You will have to establish your CAC-Free OKTA account on a CAC-enabled computer. This step is necessary to allow you to use MyPCS to file your travel voucher at your PDS.
- Your GTCC should automatically be activated **5 working days** prior to detach date. You shall check out with the command APC to **verify GTCC activation and MC/PCS status**. MC/PCS status ensures payment is not due until 60 days after check-in at the new PDS. If the APC cannot be reached, contact MNCC to verify GTCC activation. Failure to confirm GTCC status with an APC can result in issues enroute while on PCS travel.
- Self-register at [www.citimanager.com/login](http://www.citimanager.com/login). Verify your cash limit and **ensure your contact information is updated**.

## During Travel

- Keep receipts for all reimbursable expenses for submission with the travel voucher(s). **Keep receipts separate for corresponding PPM operating expenses, if applicable.**
- **GTCC credit limits can be temporarily increased** if needed to meet mission requirements by contacting MNCC.
- If **travel time exceeds 120 days**, you must contact MNCC **no later than 90 days** from the date of detach to have MC/PCS status extended. This is necessary to prevent the Citibank bill from being due prior to reporting to PDS. Failure to extend an account in MC/PCS status can result in a past due or delinquent status, which could lead to negative financial consequences, loss of GTCC privileges, and adversely impact the Sailor's assignability and security clearance.
- If unable to login to [www.citimanager.com/login](http://www.citimanager.com/login), you can call Citibank (1-800-200-7056) and use the automated system to determine the amount of available credit remaining.

## After Travel

- Check in immediately with the CPPA and APC. This is your **#1 priority**, even if you are going on leave.
- Login to Citibank online account to review your billing statement for all posted and pending expenses. If PPM was performed, review and itemize transportation expenses charged to the GTCC.
- Submit your MyPCS travel voucher within **5 working days** upon arrival to new PDS with all signatures, receipts, and documents.
- If the GTCC was used for PPM expenses, submit your HHG transportation PPM (Forms 1351-2 and 2278) and supporting documents to [hhg\\_audit\\_ppm\\_claims.fct@navy.mil](mailto:hhg_audit_ppm_claims.fct@navy.mil) within **5 working days** if you used your GTCC for PPM expenses. Failure to submit your HHG transportation voucher within 5 working days can result in the member's account becoming past due or delinquent and impact the member's credit rating.
- All Sailors using the GTCC for PCS shall indicate **SPLIT DISBURSEMENT** and **input the total dollar amount** of all reimbursable charges reflected on their receipts or

TRAVEL VOUCHER OR SUBVOUCHER	
Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.	
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check	<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ <input type="text"/>

obtained from their Citibank account to ensure the balance is paid in full. If you used your GTCC for PPM, ensure you separated the expenses accordingly.

- Track your travel claim status in MyPCS to review status updates on the progress of your electronically submitted travel claim.
- Follow up with CPPA to ensure your MyPCS travel claim is completely settled, and review your Advice of Payment on DFAS MyPay.
- Email [ptas.fiscn@navy.mil](mailto:ptas.fiscn@navy.mil) for the status of your HHG transportation claim.
- Verify the amounts paid by SPLIT DISBURSEMENT on [www.citimanager.com/login](http://www.citimanager.com/login) and **promptly remit any unpaid balance on the card**. If you experience any issues, seek help from your CPPA or call MNCC.
- Your feedback is **crucial**. Share your GTCC for PCS use experience in a brief survey available at: <https://surveys.max.gov/index.php/737856?lang=en>

## Resources

GTCC Statement of Understanding: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3120.pdf>

Manage your GTCC account: [www.citimanager.com/login](http://www.citimanager.com/login)

NAVSUP HHG/PPM: <https://www.navsup.navy.mil/NAVSUP-Household-Goods/PPM/PPM-Information/>

GTCC Regulations: <https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>

Joint Travel Regulations: <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>



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