



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

Ref. NAVADMINs 285/21 and 129/22

**BLUF:** Mandatory use of the GTCC for PCS is required for O-4 and above, and E-7 and above personnel, and will be expanded to All Hands JAN 23. You must know what is authorized, key tasks **YOU** must manage, and how to ensure your claim is accurate and liquidated in a timely manner. 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	Travel Advance Guidance
<ul style="list-style-type: none"> <li>MyPCS Travel Voucher is now <b>mandatory</b> after 1 Jul 2022 for all commands (unless specifically exempt in NAVADMIN 129/22)</li> <li><b>Timeline for the GTCC for PCS mandate</b> <ul style="list-style-type: none"> <li>Phase I (1 Jan 2022): All O-6+ and E-9+</li> <li>Phase II (1 Jul 2022): All O-4+ and E-7+</li> <li>Phase III (1 Jan 2023): All paygrades</li> </ul> </li> <li>If travel time exceeds 120 days, you must contact the MNCC NLT <b>90 days</b> after your detachment date to extend Mission Critical (MC)/PCS status. <b>This will prevent the GTCC bill from being due prior to reporting to the new Permanent Duty Station (PDS).</b></li> <li>After using the GTCC for PCS, you are required to request <b>SPLIT DISBURSEMENT</b> on the travel voucher to ensure the balance is paid. <b>Ensure the GTCC dollar amount due</b> is reflected on the travel voucher and supported by receipts.</li> <li><b>Do not use the GTCC in excess of the estimated PCS travel entitlement.</b> This could result in a personal indebtedness. The amount reimbursed is determined upon receipt of the final voucher settlement.</li> <li>ALWAYS ensure your card balance is <b>ZERO</b> at <a href="http://www.citimanager.com/login">www.citimanager.com/login</a> after your voucher has been liquidated. If not, you will have to pay the difference to Citibank via phone or online.</li> </ul>	<ul style="list-style-type: none"> <li>If desired and qualified per JTR, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses.</li> <li>Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses.</li> <li>All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC per the DoD GTCC regulations.</li> </ul>


Authorized Use of GTCC for PCS	Unauthorized Use of GTCC for PCS
<ul style="list-style-type: none"> <li><b>Temporary Lodging Expense (TLE)</b> at the old or new CONUS PDS. See JTR Chapter 5 for information on TLE.</li> <li><b>Fuel and electric vehicle charging for a Privately Owned Vehicle (POV)</b> when POV is the authorized mode of transportation.</li> <li><b>Rental car and fuel</b>, when a rental car is the authorized mode of transportation.</li> <li><b>Lodging and Meals.</b> Service Members will be reimbursed per JTR Chapter 2.</li> <li><b>Dislocation Allowance (DLA) Expenses.</b> These are expenses related to DLA normally used to establish a household (e.g., carpet cleaning, utility deposits). If the Service Member was issued advanced DLA, the member <b>shall not</b> use the GTCC for DLA expenses.</li> <li><b>Automated Teller Machine (ATM) or bank teller withdrawals</b> up to the monthly cash withdrawal limit. A 2.4% non-reimbursable fee applies to any amount withdrawn. ATM charges are not reimbursable expenses.</li> </ul>	<ul style="list-style-type: none"> <li><b>DLA expenses when issued advanced DLA.</b></li> <li><b>Dependent use</b> without the Service Member.</li> <li><b>Commercial airfare for PCS travel.</b> Commercial airfare will continue to be booked by the Navy Passenger Transportation Office (NAVPTO). No commercial airfare charges will be made to a Service Members GTCC account including when the Service Members orders contain intermediate stops to PDS.</li> <li><b>Personal travel arrangements</b> incurred during leave in conjunction with orders.</li> <li><b>Personally Procured Moves (PPM) operating expenses</b> (e.g., rental truck/trailers, moving supplies, furniture pads, rope, oil, weight ticket fees).</li> <li><b>Accession, separation, or retirement travel.</b></li> <li><b>Payment of debt</b> owed to creditors.</li> <li><b>Personal expenses</b> unrelated to travel expenses (e.g., automobile repairs, medical expenses, childcare, entertainment, or uniform items).</li> <li><b>Short-term storage-in-transit (SIT) or long-term non-temporary storage (NTS)</b> of PPMs or other household goods.</li> <li><b>Temporary Lodging Allowance (TLA).</b> TLA cannot be paid for with the GTCC since it is a pay entitlement, not a travel entitlement. Additionally, TLA expenses cannot be split disbursed to Citibank.</li> </ul>

### Use 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.

## 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 your detachment date. You shall check out with the command APC to **verify your GTCC is active** and in **MC/PCS status**. 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 your MyPCS Travel Voucher.
- GTCC credit limits can be temporarily increased** if needed to meet mission requirements by contacting the MNCC.
- If your GTCC is declined when attempting to make an authorized purchase or cash withdrawal, contact the MNCC for assistance. The MNCC may be able to remove the Merchant Category Code (MCC) block and raise the retail or cash withdrawal limits, as necessary.
- 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.
- 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.
- Login to your Citibank online account to review your billing statement for all posted and pending expenses.
- Submit your MyPCS Travel Voucher within **5 working days** upon arrival to new PDS with all signatures, receipts, and documents. This is your **#1 priority**, and before executing any permissive TDY.
- You shall indicate **SPLIT DISBURSEMENT** on the DD Form 1351-2 and **input the total dollar amount** of all reimbursable charges reflected on your receipts.

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.
<b>1. PAYMENT</b> <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>	Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: <span style="border: 1px solid red; padding: 2px 10px;">\$</span>

- Within MyPCS Travel Voucher ensure you select "Yes" to "Did you use a GTCC?" and enter the total dollar amount to be paid to Citibank upon travel claim liquidation. Failure to do so may result in account delinquency.
- Track your travel claim status in MyPCS to review status updates 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.
- Verify the amount split disbursed on [www.citimanager.com/login](http://www.citimanager.com/login) matches the total charges. If the amount paid is less than the amount owed, **promptly remit any unpaid balance on the card**. If you experience any issues, seek help from your CPPA or call the 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>

**Did you use a Government Travel Charge Card (GTCC)?**

Yes
No

If yes, enter dollar amount to pay directly to GTCC contractor.

## Mission Critical/PCS (MC/PCS) Status

Cardholder accounts are placed in a MC/PCS status while a Service Member is traveling to their new PDS. MC/PCS status protects the Service Member from any payments being due on the GTCC until 60 days after coming out of MC/PCS status.

Citibank program limitations only allow accounts to be in a MC/PCS status for 120 days at a time. Incremental settlements of the GTCC while enroute is not currently possible for PCS travel.

To prevent the Citibank bill from coming due prior to the Service Member reporting to their PDS, Service Members must contact their detaching command APC or MNCC Pro Cell at (833-330-MNCC) Option 2 to have their MC/PCS status extended every 90 days.

Failure to extend the account in MC/PCS status may result in the Service Member being placed in a past due or delinquent status.

## Avoiding GTCC Delinquency

To verify full payment has been completed upon MyPCS Travel Voucher liquidation, Service Members shall review their Advice of Payment in MyPay. Service Members should verify their GTCC balance on Citi Manager has been paid in full after their travel has been liquidated.

Individual cardholders are responsible for timely payment of their GTCC balance. Any outstanding balance on the GTCC must be paid within 60 days of coming out of MC/PCS status.

Account delinquency may adversely impact the Service Members assignability, financial health, security clearance, or credit history.

Accounts become past due 31 days after checking in to the command. On Day 61, the GTCC is suspended. On Day 75, the cardholder is charged a \$29.00 per month late fee. On Day 126, the member is submitted for enrollment in Salary Offset and on Day 211, Citibank may charge off the debt which could affect the cardholder's credit.

## 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)

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

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