



The GTCC is intended for official travel-related use only and should not be used for personal purchases.

Why GTCC for PCS?

The GTCC provides Sailors with an effective, convenient, and commercially available method to pay for PCS travel expenses.

The GTCC can be used in lieu of PCS travel advances (i.e. DLA and mileage/Per Diem) and opens up the option for eliminating out of pocket expenses by setting the credit limit to 100% of estimated entitlements. Fleetwide usage of the GTCC for PCS purposes will reduce accounting errors, unmatched disbursements, and increase timely travel claim liquidation for Sailors.

Travel advances will only be allowed in certain circumstances and when not using the GTCC (i.e. Sailor is not eligible for a GTCC, or when dependents are traveling non-concurrently).

The use of the GTCC does not affect the payment of Advance Base Pay or Advance Basic Allowance for Housing (BAH).

The GTCC will not be used for Accession, Separation, or Retirement travel.

Helpful Resources:

- Command APC: _____ Phone: _____
- E-mail: _____
- MyPCS Mobile App: <https://www.applocker.navy.mil> or access MyNavy Portal (MNP) at <https://www.mnp.navy.mil/group/assignment-leave-travel/mypcs>
- GTCC SOU: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3120.pdf>
- Citibank Customer Service: 800.200.7056
- Manage your GTCC account: www.citimanager.com/login



Call: 833.330.MNCC
<https://my.navy.mil>

MyNavy Career Center (MNCC) 24/7 Support
Email: askmncc@navy.mil



Government Travel Charge Card (GTCC)

For Permanent Change of Station (PCS)

Your Responsibilities

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).

GTCC should automatically be activated 10 days prior to detaching. During checkout of the command, verify GTCC activation, PCS/Mission Critical (MC) status, and checkout with the command APC. If the APC cannot be reached, contact MNCC (833-330-MNCC) to verify GTCC activation.

Self-register at www.citimanager.com/login.

During Travel

Keep receipts for all reimbursable expenses for submission with the travel voucher.

After Travel

Within 15 days of arrival at your new PDS, check in with the CPPA and APC.

Submit your travel voucher within 5 days upon arrival to new PDS with all signatures, receipts, and documents. To improve the accuracy and timeliness of travel voucher liquidation, use of the MyPCS app is highly encouraged, and can be leveraged via mobile device or desktop PC (<https://www.np2.navy.mil>).

All Sailors using the GTCC for PCS shall indicate "Split-Disbursement" and the total of all charges reflected on their receipts or obtained from their Citibank account to ensure the balance is paid in full.

Follow up with CPPA to ensure your travel claim is completely settled.

Verify the amount paid by split-disbursement and make payments for any remaining balance to Citibank.

Authorized

- Temporary Lodging Expense (TLE)
- Fuel for POVs if it is the authorized mode of transportation (this is not a directly reimbursed item, it is paid in the form of Monetary Allowance in Lieu of Transportation (MALT)).
- Lodging and meals en-route (this is not a directly reimbursed item, it is paid in the form of a flat rate Per Diem)
- Dislocation Allowance (DLA) - You may withdraw your entire DLA at once by providing your GTCC to a bank teller. You will be charged a 2.4% non-reimbursable fee. Ensure prior that your cash limit is appropriate by visiting citimanager.com/login. Use your GTCC for DLA expenses such as carpet cleaning and utility deposits.

It is important to know your authorized transactions. Misuse may be subject to administrative or disciplinary action.

Long Travel Time?

If travel time exceeds 120 days, you must contact MNCC (833-330-MNCC) to ensure your GTCC PCS/MC status is extended and Citibank bill does not become due prior to reporting to your new Permanent Duty Station (PDS).

Failure to do so can result in a delinquent account leading to negative financial consequences and loss of GTCC privileges.

Not Authorized

- PPM (DITY move) expenses (i.e. rental truck/trailers; hand trucks; furniture pads; boxes & tape; oil; tolls; hired labor; rope; tarps; straps; packing material; weight ticket fees; PODS; environmental fees; etc.)
- While on leave status (i.e. airfare to/from leave location, hotel)
- Auto repairs
- Uniform items
- Childcare expenses
- Household goods storage
- Dependent use without Servicemember
- Leisure or entertainment expenses
- Payment of debt owed to creditors
- Recurring contracts

Key Takeaways

The estimate of travel entitlements is not a guaranteed amount. The amount reimbursed will be determined upon receipt of the final travel voucher settlement.

Use the MyPCS on MyNavy Portal or from any device to complete a travel voucher (DD 1351-2) and upload all documents for electronic submission.

If you use your GTCC for PCS, you shall request "Split-Disbursement" to ensure the balance is paid.