



## Why GTCC for PCS?

The GTCC provides Sailors with an effective convenient, & commercially available effective, method to pay for PCS travel expenses. The GTCC can be used in lieu of PCS travel advances (i.e. fuel, meals, TLE, lodging, rental car) & 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, & accounting increase timely travel claim liquidation for Sailors.

Travel advances will only be allowed in certain circumstances & 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:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
- **MyNavy HR GTCC:** <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/GTCC-for-PCS/>
  - \* This is your primary resource for information on using the GTCC for Permanent Change of Station (PCS) moves, including FAQs, guides, and video resources.
- **Passports:** <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/Passports/>
- **PCS Resource's:** <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/PCS-Resources/>

# Government Travel Credit Card (GTCC) For Permanent Change of Station (PCS)

This trifold provides guidelines and instructions for Navy personnel using the Government Travel Credit Card (GTCC) during your Permanent Change of Station (PCS).

**GTCC Customer Service Number**  
1-800-200-7056 or 1-757-852-9076

These numbers are designated for DoD customers only. Remember, your APC is your first point of contact for travel card-related questions or issues. Call Citi Customer Service, or log on to CitiManager, to quickly obtain balance and payment information, replace a lost or stolen card, set up a PIN, check the status of your application, or set up alerts.



## 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 your 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 check-out 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](http://www.citimanager.com/login).

### During Travel

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

### After Travel

Upon arrival at your new PDS, check in with the CPPA and APC.

Submit your travel voucher within 5 days of arrival to new PDS with all signatures, receipts, and documents.

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 Allowance (TLA): Hotel rooms or other temporary housing during official travel.
- Meals and Incidentals: Expenses for food and other necessary items related to official travel.
- Transportation Costs: Fuel for rental cars when a rental is authorized, and fuel for Privately Owned Vehicles (POVs) when they are the authorized mode of transport.
- Temporary Lodging Expense (TLE):
- Rental Car: When authorized on travel orders.

### Important Reminders

- DoD/DoW policy mandates using the GTCC for all official government travel expenses.
- Personal use, fraud, or misuse of the card is a serious offense and can result in disciplinary action.
- If you are ever unsure whether a purchase is authorized, contact your command's GTCC APC or CPPA for Guidance.
- Travelers may use their GTCC (IBA) at ATMs to obtain cash needed to pay for "out-of-pocket" travel related expenses. (check your account for max amount)

### Long Travel Time?

If travel time, between duty stations (I-Stops), 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.)
- Personal Expenses/Travel
- While on leave status not during a PCS move (i.e. airfare to/from leave location, hotel, fuel, meals)
- 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
- Unauthorized Cash Withdrawals

### 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 must request "Split-Disbursement" to ensure the balance is paid.