



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 053-20

**Advisory: TRAVEL ADVANCES, GOVERNMENT TRAVEL CHARGE CARD (GTCC) USE FOR
PCS PURPOSES AND FILING A DD 1351-2**

Release Date: 10/20/2020 Effective Date: 10/20/2020

BLUF: Numerous Sailors GTCC accounts are being placed in a delinquent status due to the traveler not checking the appropriate blocks on the DD 1351-2 (travel voucher).

DISCUSSION: The DD 1351-2 is utilized by the Travel Processing Department (TPD) to process submitted travel claims. To permit timely liquidation of travel claims, each travel claim must be accurately completed and include all supporting documents. Attention to detail **cannot be overemphasized** to permit timely reimbursement of expenses and payment to the Sailors GTCC account.

➤ **Split Disbursement:** divides a travel voucher reimbursement between the GTCC vendor and the traveler. (*DOD 7000.14-R Volume 9, Definitions, September 2017*)

The GTCC should NOT be used for expenses not permitted as part of the PCS move.

If a service member utilizes their GTCC during Permanent Change of Station (PCS) travel, they must annotate "Split Disbursement" in the block on the top of the DD 1351-2. The split disbursement amount must be equal to/more than the full amount of GTCC expenses incurred during the PCS move. Sailors can verify their GTCC balance online or through calling the Citibank number on the back of the card.

If the Sailor does not annotate "Split Disbursement" on the DD 1351-2, or the amount charged to the GTCC exceeds the authorized travel funding, the Sailor must remit payment to Citibank for the full amount due as soon as possible after reporting to the ultimate duty station.

If a service member received a travel advance for any portion of their PCS, the amount of the advance should be reflected in block 9 on the DD 1351-2.

Sailors are NOT authorized to use their GTCC for PCS purposes and receive a travel advance unless the Sailors dependents are traveling separately. In this scenario, the service member can only receive an advance for dependent travel.

WHAT THIS MEANS TO YOU:

- ✚ **TSC/PSD** - Disseminate to CPPA's in your AOR.
- ✚ **TPD** – Do **NOT** process advances (other than for non-current dependent travel) for service members electing to utilize the GTCC during PCS; this information should be verified on the approved NPPSC 1300/1 Application for Transfer and Advances.
- ✚ **Authorizing Officials (AO's)** – Verify the DD 1351-2 for accuracy prior to signature.

- + **Command Pay and Personnel Administrators (CPPA's)** – Are the first line of defense in ensuring accurate submission of travel claims and MUST ensure service members review all information on the travel voucher for accuracy prior to submission to the TPD. Upon check in, and the initial “interview”, CPPA's must ask service members if they used their GTCC for any portion of the PCS and provide the amount used.
- + **Service Members** – Ultimate responsibility to ensure the GTCC is paid off during the “mission critical” status resides with the service member. Contact your current duty station APC prior to departing command to ensure your GTCC has been placed in a PCS/Mission Critical status until your arrival date IAW NAVADMIN 176/20. MNCC can assist with card activation, credit limit modification, and PCS/Mission Critical status enrollment or re-enrollment while you are enroute. Ensure you voucher within 5 days of arriving at your new duty station and you split disburse on your 1351-2. Review your GTCC at www.citimanager.com to verify your balance and ensure proper split disbursement making sure that your account is paid in full. If travel is delayed, notify the command APC to extend mission critical status on the GTCC. If the GTCC balance has not been fully paid within 60 days of reporting, please contact your command Agency Program Coordinator (APC) and CPPA for guidance and the status on the travel claim.

******Disseminate to all tenant commands and CPPAs within your AOR******

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