



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 4600.1 Ch 1
G-8
JAN 18 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
4600.1 Ch 1

From: Commanding General
To: Distribution list

Subj: GOVERNMENT TRAVEL CHARGE CARD PROGRAM INDIVIDUALLY BILLED
ACCOUNTS

Ref: (a) MCO 4600.40B
(b) DoD 7000.14-R, Volume 9, Chapter 3, "Department of Defense
Government Travel Charge Card (GTCC)," April 2014
(c) Joint Travel Regulations
(d) Under SecDef Memo of 10 Jun 03
(e) MARADMIN 691/13 of 24 Dec 13
(f) MARADMIN 001/16 of 05 Jan 16

Encl: (1) Disciplinary Guidelines for Abuse and Misuse of
GTCC
(2) Sample Unauthorized Use Notification Letter and
Endorsement
(3) Sample Page 11 for GTCC 120 Days Delinquent or Misuse
(4) Stages of Delinquency
(5) Department of Defense Statement of Understanding
(6) GTCC Summary of Required, Authorized, and
Unauthorized Transactions
(7) Reports Required

1. Situation. This Order promulgates guidance and establishes policies and procedures for managing the Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) Government Travel Charge Card Program (GTCCP) Individually Billed Accounts (IBA), hereafter referred to as the Government Travel Charge Card (GTCC), in accordance with references (a) through (f). This Order is not applicable to GTCCP Central Billed Accounts or the Government Commercial Purchase Card Program.

2. Cancellation. MCIEASTO 4600.1.

3. Mission. Leaders assigned to MCIEAST-MCB CAMLEJ shall implement the tactics, techniques, and procedures (TTP) necessary to ensure the proper execution of the GTCCP and support to GTCC cardholders in the MCIEAST-MCB CAMLEJ hierarchy in order to prevent delinquencies, abuse, misuse, and/or non-compliance with this Order.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Establish TTPs that effectively control the GTCCP to facilitate proper management of the program in accordance with the references.

(b) MCIEAST-MCB CAMLEJ leaders shall conduct appropriate oversight of the program to ensure compliance with this Order. This will primarily be accomplished through education aimed at supervisors and cardholders regarding the proper use of the GTCC.

(c) All MCIEAST-MCB CAMLEJ personnel must fully understand the regulations and guidelines pertaining to proper use of the GTCC and will follow the TTPs applicable to their situation.

(2) Concept of Operations

(a) The Commanding General (CG) will formally appoint a Regional Agency Program Coordinator (APC) to manage the GTCCP for MCIEAST-MCB CAMLEJ in accordance with the references.

(b) All MCIEAST-MCB CAMLEJ Commanders will formally appoint a Command APC to manage the Command's GTCCP.

(c) APCs at all levels shall compile and submit reports as required by policy, regulation, or special order. APCs will also ensure GTCC cardholders complete the required training every 3 years in accordance with reference (a), although it's highly encouraged to be completed annually.

b. Subordinate Element Missions

(1) MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-8 shall:

(a) Monitor and report command compliance with this Order.

(b) Consult and coordinate with the MCIEAST-MCB CAMLEJ Staff Judge Advocate and AC/S, G-1 as necessary.

(c) Certify and retain the required monthly reports, in accordance with reference (a).

(d) Recommend appropriate action when abuse or misuse of the GTCC is identified. Guidance for disciplinary action for abuse or misuse of the GTCC is published in enclosure (1).

(e) Sign all Notifications of Unauthorized Use Letters. A sample letter is published in enclosure (2).

(f) Monitor the Regional Delinquency-Hierarchy report in order to assess the status of delinquent GTCCs, in accordance with established metrics, per reference (a).

(g) Recommend appropriate action to reduce or eliminate GTCC payment delinquencies.

(h) Conduct Commanding General Inspection Program (CGIP) inspections using the Functional Area Checklist, 992 Government Travel Charge Card Program (GTCCP).

(2) MCIEAST-MCB CAMLEJ Installation Commanders shall:

(a) Formally appoint primary and alternate APCs. Appointment letters shall conform to the guidance contained in reference (a).

(b) Provide appropriate guidance for the conduct of the GTCCP.

(3) General and Special Staff Department Heads, Headquarters and Support Battalion, and Weapons and Training Battalion Commanders shall:

(a) Maintain awareness of each member's status in order to ensure compliance with this Order, applicable guidance, and the references.

(b) Ensure personnel complete all required training and understand applicable guidance governing proper use of the GTCC.

(c) Coordinate with the servicing Civilian Human Resources Office to employ appropriate corrective action for civil servants who violate the terms of the GTCCP. This includes, but is not limited to, employees whose accounts reach 120 days of delinquency, abuse, or misused the GTCC.

(d) Formally counsel uniformed personnel within their command whose accounts have reached 120 days of delinquency, abuse or misused the GTCC. An example of a formal counseling (page 11 entry) is provided in enclosure (3). The stages of delinquency are outlined in enclosure (4).

(4) APCs (primary and/or alternate) shall:

(a) Monitor internal controls regarding the GTCCP, and make recommendations to strengthen those controls in accordance with reference (a).

(b) Participate in both the formal check-in and check-out process for all personnel assigned to the command in order to deactivate or close accounts of personnel permanently leaving the command (e.g. Permanent Change of Station Orders (PCSOs), separating from service, retirement).

(c) Notify the Command Security Manager as part of the Continuous Evaluation Process when an account reaches 90 days of delinquency or upon discovery of alleged GTCC abuse or misuse.

(d) Maintain files containing Statements of Understanding (SOU) for all personnel assigned to the unit in accordance with instructions governing Personally Identifiable Information (PII). Files will be kept for the entire period an individual is assigned to the unit. A sample SOU is included as enclosure (5).

(e) Ensure training compliance by maintaining files containing required training certificates or class rosters for all personnel in accordance with instructions governing PII.

(f) Maintain a safe (if in an uncontrolled access building) or a locked cabinet (if in a controlled access building) to safeguard GTCCP files.

(g) Maintain and distribute a reference guide for GTCC cardholders.

(h) Certify and retain required monthly reports in accordance with applicable regulations.

(i) Ensure a monthly review of the Account Activity Text File CD100T report to determine possible cardholder abuse or misuse as defined by reference (a).

(j) Recommend appropriate action when abuse or misuse of the GTCC is identified. Guidance for disciplinary action for abuse or misuse of the GTCC is published in enclosure (1).

(k) Sign all Notifications of Unauthorized Use Letter. A sample letter is published in enclosure (2).

(l) Monitor the Delinquency-Hierarchy report in order to identify and assess the status of delinquent GTCCs.

(m) Recommend appropriate action to reduce or eliminate GTCC payment delinquencies.

(n) Sign and distribute all delinquency letters to formally advise personnel assigned to MCIEAST-MCB CAMLEJ when their account is delinquent 61 days or more.

(5) GTCC Cardholders shall:

(a) Complete required annual refresher training in accordance with references (a) and (b) governing the proper use of the GTCC.

(b) Pay the GTCC balance in full by statement date regardless of travel voucher status.

(c) ~~Submit Temporary Duty (TDY) Authorization requests~~ prior to commencement of official TDY travel.

(d) Submit Vouchers for reimbursement of TDY costs within five working days of returning from TDY.

(e) Mandatory use of split disbursement is required in order to ensure payment to the card issuer and avoid delinquencies.

(f) If the period of TDY is greater than 45 days, travelers will submit interim vouchers every 30 days in order to receive partial payments and use split disbursement to ensure payment to the card issuer and avoid delinquencies.

(g) If the period of TDY is greater than 45 days, the GTCC cardholder is required to check in and out with the command.

(h) Immediately notify the card issuer in the case of a lost or stolen card or to dispute any charges. Then, notify the Command APC of any physical loss or theft of the card.

(i) Provide updates to both the card issuer and Command APC if mailing address or contact information changes.

(6) Approving Officials of Official Travel shall: Review travel vouchers to ensure the proper amount is selected for split disbursement if a balance remains due to the card issuer. Any adjustment to the split disbursement amount will not alleviate the cardholder's responsibility to pay the full GTCC balance.

c. Coordinating Instructions

(1) In accordance with reference (e) all Marines, Civilian Marines, and members of other U.S. Armed Services assigned to MCIEAST-MCB CAMLEJ will be issued a GTCC. Individuals who are not currently GTCC cardholders will apply for a GTCC immediately upon notification of the next travel requirement or sooner at the Commander's direction.

New GTCC applicants must submit the following documentation to the Command APC prior to application approval:

(a) Completion certificate for "Programs & Policies-Travel Card Program (Travel Card 101) [Mandatory]". This course will be conducted using the Defense Travel System (DTS)-Travel Explore site at: <https://www.defensetravel.dod.mil/Passport/>.

(b) SOU at enclosure (5).

(2) GTCCs for personnel assigned to MCIEAST-MCB CAMLEJ will be activated within 10 days of the TDY start date but only after travel orders have been authorized (typically within the DTS).

(3) In accordance with the references, personnel assigned to MCIEAST-MCB CAMLEJ shall use the GTCC when conducting official travel. This includes, but is not limited to, using the GTCC to purchase airline tickets through the contracted Central Ticketing Office (CTO), and pay for lodging and rental cars.

(4) Travelers shall not use the GTCC for any purpose inconsistent with official business of the Department of Defense (DoD) with applicable standards of conduct. Travelers shall use the GTCC only for those expenses that are eligible for reimbursement in accordance with travel orders and applicable regulations. A list of required, authorized, and unauthorized expenses is included in enclosure (6).

(5) Travelers with a delinquent GTCC balance will be prohibited from future travel until the outstanding GTCC balance is paid in full. The traveler shall be formally counseled for failure to adhere to policy.

5. Administration and Logistics

a. Reports required by this Order are listed in enclosure (7).

b. Citibank is the current DoD card issuer for the GTCCP. GTCCs are personal accounts assigned by Citibank to an individual based on the individual's credit worthiness. Citibank determines whether an individual receives a standard account or a restricted account.

(1) Standard Account. This account is issued with credit limits established by the card issuer and DoD. It may have a credit limit assigned by the issuer of 7,500 dollars or 10,000 dollars. The cash advance limit is normally set at 665 dollars. The MCIEAST-MCB CAMLEJ APCs may temporarily raise overall credit limits and Automated Teller Machine (ATM) cash limits with the approval of the traveler's supervisor to meet mission requirements. Requests to increase the ATM limit above 10,000 dollars and the credit limit above 15,000 dollars

be issued to personnel considered a credit risk as determined by the issuer based on credit check information. The restricted account has a lower credit/ATM limit than a standard card. The restricted account may have a credit limit assigned of up to 4,000 dollars. Cash advance limit is normally set at 365 dollars. The MCIEAST-MCB CAMLEJ APCs may temporarily raise overall credit limits and ATM cash limits with the approval of the traveler's supervisor to meet mission requirements. Requests to increase ATM limit above 4,000 dollars and credit limit above 10,000 dollars for a restricted account can only be approved by the Marine Corps CPM at HQMC.

c. The GTCC is a charge card and not a credit card. To avoid delinquency, cardholders must make payment to satisfy the balance in full prior to the due date posted on the individual's GTCC monthly statement. Stages of delinquency are included in enclosure (4).

6. Command and Signal

a. Command

(1) The CG, MCIEAST-MCB CAMLEJ is the Commander designated by policy and regulation to administer and manage the GTCCP.

(2) This Order is applicable to all service members and civilian employees employed by, assigned, or attached to MCIEAST-MCB CAMLEJ subordinate commands and general and special staff departments. This includes all individuals assigned under TDY orders for a period of 90 days or more.

b. Signal. This Order is effective on the date signed.


Y. E. ESCALANTE
Deputy Commander

DISTRIBUTION: A/C



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G-8

JAN 18 2017

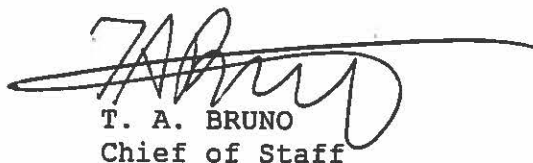
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
4600.1 Ch 1

From: Commanding General
To: Distribution List

Subj: GOVERNMENT TRAVEL CHARGE CARD PROGRAM INDIVIDUALLY BILLED
ACCOUNTS

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 4600.1

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove page 1 and enclosure (6) and replace with corresponding pages contained in enclosure (1).
3. Summary of Change. Updated references to include reference (f) MARADMIN 001-16 of 05 Jan 16 for Government Travel Charge Card (GTCC) use. Enclosure (6), C.(1-6) which outlines the use of the GTCC during Permanent Change of Station (PCS) travel.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


T. A. BRUNO
Chief of Staff

DISTRIBUTION: A/C

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Disciplinary Guidelines for Abuse and Misuse of GTCC

1. Abuse and misuse are strictly prohibited. Military members who are delinquent and/or misuse the GTCC are subject to the full range of criminal and administrative sanctions. Civilian employees who are delinquent and/or misuse the GTCC are subject to administrative or disciplinary action in accordance with laws and regulations governing civilian employment. The following guidelines are from references (a) and (d).

a. DoD policy outlines that in each case of improper, fraudulent, abusive, or negligent use of a GTCC by military personnel, the commander or supervisor of the responsible individual or parties will be informed in a timely manner so appropriate corrective or disciplinary action may be taken.

b. When abuse or misuse occurs, commanders and supervisors must carefully consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

c. The following are actions available when military personnel are delinquent and/or misuse a GTCC:

(1) Counseling

(2) Admonishment

(3) Reprimand

(4) Non-Judicial Punishment

(5) Court-martial

(6) Administrative Separation

(7) In appropriate cases, pecuniary liability, referral for criminal prosecution in civilian courts, and civil enforcement action may also be used.

2. There is no single response appropriate for all cases of abuse or misuse. Leaders will determine the proper course of action for each violation or individual. The commander or supervisor should consult with appropriate subject matter experts such as legal advisors, administrators or human resources specialists to determine appropriate disciplinary or corrective action.

3. In accordance with reference (a), abuse and misuse are defined as follows:

a. Abuse - The GTCC is a charge card, not a credit card. Cardholders are not authorized to carry a balance forward. Bills are due upon receipt and must be paid in full prior to the due date on the billing statement. Failure to keep the GTCC account current is abuse. Accounts that are delinquent due to a pending travel settlement on a claim which was properly submitted, as required in reference (b), and electronically split disbursed for the undisputed charges is not considered abuse. Delayed travel settlements should be reported to the APC and Commanders for prompt resolution.

b. Misuse - Card use (charges and ATM withdrawals) outside authorized parameters (e.g., charging a gift for one's spouse while TDY, drawing an ATM advance while not in connection with official travel, or using the card for purchase of any kind while not on official travel even if the account is kept current).

Sample Unauthorized Use Notification Letter and Endorsement

(Letterhead)

From: Assistant Chief of Staff, G-8
To: Unit/Section

Subj: NOTIFICATION OF UNAUTHORIZED USE OF THE GOVERNMENT TRAVEL
CHARGE CARD BY (CARDHOLDER'S NAME)

Ref: (a) Government Travel Charge Card Account Activity Report of
(provide report date)
(b) MCIEAST-MCB CAMLEJO 4600.1

-
1. A review of reference (a) reflects unauthorized use of the GTCC by the subject cardholder. The unauthorized use is described herein.
 2. The cardholder must be counseled by his/her supervisor within five business days of receipt of this notification. Upon completion of the counseling, this notification letter must be endorsed and returned to the MCIEAST-MCB CAMLEJ Agency Program Coordinator. The endorsement may include, as an enclosure, a statement from the cardholder as to the nature of the unauthorized use. The endorsement will include a statement of the supervisor's corrective action plan. The endorsement must be signed by the cardholder and their supervisor.
 3. In accordance with reference (b), appropriate administrative and corrective action (e.g. page 11) has been processed for the cardholder.
 4. In the event that the documents are not returned from the supervisor within the prescribed time stated above, the next level of command will be forwarded a copy of the original notification, indicating that appropriate action was not taken.

Date	Transaction Type	Location	Amount
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SIGNATURE

(Letterhead)

From: (Unit/Section)
To: Commanding Officer, Headquarters and Support Battalion
Subj: UNAUTHORIZED USE OF THE GOVERNMENT TRAVEL CHARGE CARD BY
(CARDHOLDER'S NAME)

Ref: (a) AC/S, G-8 ltr 7000 G-8 of (date)

Encl: (1) Statement from the Cardholder

1. Per reference (a), I hereby certify that the subject cardholder ~~has been counseled relative to their unauthorized use of the~~ Government Travel Charge Card.

2. Enclosure (1) is the cardholder's official statement describing the nature of the unauthorized use and the general situation (if submitted by the cardholder).

3. The corrective action plan and/or action taken is as follows: (supervisor's statement).

4. In accordance with the reference, appropriate administrative action (e.g. page 11) has been processed for the cardholder (if applicable).

Supervisor's Printed Name and Signature

Date

Cardholder's Printed Name and Signature

Date

Sample Page 11 for GTCC 120 Days Delinquent or Misuse

SNM counseled this date concerning deficiencies identified as follows: Dereliction of duty in abusing your GTCC Individual Billed Account by failing to pay the total statement amount due within 120 days of the date due or in misusing your GTCC by (explain misuse). The following are recommendations for corrective action: Immediately pay the amount past due on your GTCC; and/or cease and do not resume the unauthorized activity; complete the prescribed GTCCP training class and provide a completion certificate to the Command APC within five business days of the date of this counseling. Read and understand MCO 4600.40B and MCIEAST-MCB CAMLEJO 4600.1. Assistance is available from your chain of command, your Command APC, or a financial counselor.

I have been advised that failure to take corrective action may result in loss of GTCC privileges, administrative separation or judicial proceedings. I have been advised of my right to submit a written rebuttal to this counseling within five days that will be scanned into my Official Military Personnel File. I (do) (do not) desire to make a statement.

Commanding Officer Signature

Service Member Signature

Stages of Delinquency

- DAY 0 - Cycle date (6th of every month for the Marine Corps)
- DAY 25 - Due date
- DAY 30 - Account past due
- DAY 45 - Account past due (pre-suspension period begins)
- DAY 61 - Account is officially delinquent and account is suspended;
~~no further charges will be approved (APC cannot remove the~~
suspension); payment must be made to reuse the account
- DAY 75 - Late fee assessed (29 dollars)
- DAY 90 - Salary offset due process letter sent
- DAY 120 - Salary offset due process letter expires
- DAY 126 - Account cancelled; salary offset collection fees applied
(Any account balance not collected through salary offset will continue
through the aging process)
- DAY 150 - Late fee assessed (additional 29 dollars)
- DAY 180 - Late fee assessed (additional 29 dollars)
- DAY 210 - Account charged off; reported to credit bureaus by the
credit card contractor as bad debt

(Note: A late fee of 29 dollars will post to an account at two cycles
plus 15 days past due)

Statement of Understanding

NAVMC 11767 (06-11) (EP)
FOUO - Privacy sensitive when filled in.

Print Form

DEPARTMENT OF DEFENSE STATEMENT OF UNDERSTANDING	
GOVERNMENT TRAVEL CARD PROGRAM	
<p>I certify that I have read the attached DoD Government Travel Card policy and procedures. I understand that the Government Travel Card Program is designed to improve the management and control of Government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the Card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department of Defense (DoD).</p>	
<p>The above limitation on Card usage also applies in automatic teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed \$500 (standard) or \$200 (restricted) per billing cycle. If my account is not delinquent and my travel Orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (AFC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.</p>	
<p>I understand that the issuance of this charge Card to me is an extension of the employee-employer relationship and that I am being specifically directed to:</p>	
<p>.... Abide by all rules and regulations with respect to the charge Card. _____</p>	
<p>.... Use the charge Card only for official travel. _____</p>	
<p>.... Pay all charges upon receipt of the monthly billing statement from the Travel Card Contractor. _____</p>	
<p>.... Notify the AFC of any problems with respect to my usage of the charge Card. _____</p>	
<p>.... Notify the Card Contractor and the AFC if my charge Card is lost or stolen. _____</p>	
<p>(Card applicants must initial all the above provisions.)</p>	
<p>I also understand that failure on my part to abide by these rules or otherwise misuse the Card may result in disciplinary action being taken against me. I also acknowledge the right of the Travel Card Contractor and/or AFC to revoke or suspend my travel Card privileges if I fail to abide by the terms of this agreement I have signed with the Travel Card Contractor.</p>	

(Applicant's Printed Name)	Supervisor's Printed Name)
(Applicant's Series/Grade or Rank/Title)	(Supervisor's Series/Grade or Rank/Title)
(Applicant's Signature)	Supervisor's Signature)

NOTE: The Government Travel Card application cannot be processed without this form on file.

FOR OFFICIAL USE ONLY

Adobe LiveCycle ES

GTCC Summary of Required, Authorized, and Unauthorized Transactions

1. In accordance with references (a) through (d), the following information is provided. This list is not all inclusive:

a. If authorized in travel orders, the following transactions or purchases require the use of the GTCC in accordance with reference (b):

- (1) Meals and incidentals. (TDY travel only)
- (2) Airline tickets purchased through the contracted CTO.
- (3) Lodging, rental cars, taxi to and from airport.
- (4) Excess baggage.
- (5) Travel-related reimbursable expenses (e.g., fuel for rental car, airport parking fees, etc.).

b. If authorized in travel orders, these other GTCC transactions are authorized, but not necessarily required by reference (b):

- (1) ATM withdrawals. Cash advances can only be withdrawn by ATM up to three days prior to date of travel.
- (2) Commissary or grocery store food purchases not to exceed the authorized rate for messing.
- (3) Dry cleaning and laundry services (only in the Continental United States and only if TDY for greater than seven days for military personnel or greater than four days for civilian personnel).
- (4) Registration fees or parking/valet fees (only if included with lodging cost).
- (5) Internet service fees (only for official business and not for personal use).
- (6) Official telephone calls.

c. If authorized in PCS Orders the following transactions or purchases require the use of the GTCC in accordance with reference (f):

- (1) Temporary Lodging Expense (TLE) at the old or new permanent duty station (PDS); charges related to this expense include lodging and meals while in temporary lodging.

JAN 18 2017

(2) Fuel for Privately Owned Vehicles (POV), but only if POV is the authorized mode of transportation for the PCS travel. This is not a directly reimbursed item; it is paid in the form of a Monetary Allowance in Lieu of Transportation (MALT). MALT is a flat-rate per mile and per vehicle entitlement based on the distance between the old and new PDS, as determined by the Defense Table of Official Distances (DTOD).

(3) Lodging and meals enroute; these items are not reimbursed directly, the member and dependents are entitled to a flat-rate per diem for the number of allowable travel days based on the mode of transportation, not to exceed the actual travel days used as outlined in reference (b). The GTCC should not be used for lodging while in a delay status.

(4) Airfare for the Marine and concurrently traveling dependents and only if it is the authorized mode of transportation for the PCS travel. Personal travel arrangements made for LICWO cannot be purchased with the GTCC.

(5) Dislocation Allowance (DLA). If entitled, the GTCC may be used for expenses related to DLA such as carpet cleaning, purchase of blinds and other household items, utility deposits, etc. The Marine must be able to readily justify that the charge is related to household dislocation if the command inquires about it. Routine purchases not normally related to the establishment of a household, such as the purchase of a television, computer, or clothing, are not considered official travel expenses.

(6) Automated Teller Machine (ATM) fees are covered under the miscellaneous expense portion of the per diem and are not reimbursable as a separate expense.

d. Transactions and purchases that are unauthorized, prohibited or require additional justification include the following:

- (1) Any purchase of personal items at a retail store;
- (2) School Supplies;
- (3) Electronics;
- (4) Alcoholic beverages at drinking establishments, night clubs, casinos, hotels, etc;
- (5) Purchases or ATM transactions at establishments featuring exotic dancing;

JAN 18 2017

(6) Auto repairs, parts, oil changes, car washes, etc., even if a privately owned vehicle is authorized in orders;

(7) Lease of a moving truck;

(8) Personal vehicle storage fees;

(9) Internet online purchases for personal items;

(10) Any purchase of a personal nature except as specifically authorized for the traveler in an official travel status (e.g., plane tickets for family members, gifts);

~~(11) Meals for other Marines or persons. The GTCC is to be used only for the purchase of meals for the individual cardholder. Charging group meals to an GTCC is NOT AUTHORIZED; and/or~~

(12) U.S. Postal Service postage fees for mailing of gear or personal items (use excess baggage option if authorized in orders).

2. The GTCC will not be used for any expenses in or around the Permanent Duty Station (PDS) regardless of potential reimbursement. This does not apply to expenses incurred near the PDS when en-route to a TDY location while on official orders (e.g. airport parking, gas, taxi);

3. Use of the GTCC is NOT AUTHORIZED for training costs, tuition, or registration/conference fees when such fees must be paid in advance.

4. Use of the GTCC is NOT AUTHORIZED when an individual is not in an official travel status with funded orders authorizing expenses approved for use with the IBA.

5. Use of the GTCC is NOT AUTHORIZED while executing leave, emergency leave, or Rest and Relaxation Orders.

Reports Required

<u>REPORT TITLE</u>	<u>REPORT CONTROL SYMBOL</u>	<u>PARAGRAPH</u>
Account Listing (Government Travel Charge Card Account Activity Report)	(EXEMPT)	par. 4b(1c)
DoD Travel IBA Aging Analysis Report	MCIEAST-MCB CAMLEJ-4600.1-02	par. 4b(1c)
DoD Travel IBA Aging Analysis Summary Report	MCIEAST-MCB CAMLEJ-4600.1-02	par. 4b(1c)
Regional Delinquency-Hirarchy Report	Government Travel Charge Card DD-7500-01 RFR (EXEMPT)	par. 4b(1f)
Credit Bureau Account Charge Off Report	Government Travel Charge Card DD-7500-01 RFR (EXEMPT)	par. 4b(1f)
Unit Inspection (CGRI/MCAAT)	EXEMPT	par. 4b(1h)
Commanding General's Evaluation Report	MCIEAST-MCB CAMLEJ-5040.6-01	par. 4b(1h)
Management Control Program Annual Report (Internal Controls)	DD-5200-05	par. 4b(4a)
Delinquency Report to Security Manager	MCIEAST-MCB CAMLEJ-4600.1-01	par. 4b(4a)
Account Activity Text File CD100T Report	DD-7500-01 RFR (EXEMPT)	par. 4b(4i)
Internal Credit Card Evaluation/Audit	DD-7500-01 (EXEMPT)	par. 4b(4i)