

I have received the EUSA GTCC Handout (dated Jun 09) _____ Date _____

(Signature)

http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf

Statement of Understanding for Civilian/Military Personnel Government Travel Charge Card Program

I certify that I have read the DOD Government travel charge card policy and procedures contained on the card-contractor's application. I understand that I am authorized to use the card only for those necessary and reasonable expense issued by the Department of Defense (DOD) the Army's program coordinator for use of the Government travel charge card issued to me for the explicit purpose of conducting official Government travel.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on my travel orders and may not exceed (dollar amount) per month. I will make every effort to avoid making cash withdrawals to pay for expenses that can properly be charged to the travel charge card.

Personnel will **not** deliberately use the Government Travel Charge card in any manner that violates the agreement between the Government employee to whom the card is issued the card (e.g., cardholder's agreement, ATM uses agreement, or any other such agreement). Prohibited uses include, but are not limited to, the following: Using the card to pay for anything other than funded official travel and funded official travel-related expenses. I understand that full payment is due on the Government Travel Card within five days of filing my DTS voucher.

I understand that the issuance of this card to me is an extension of the employer-employee relationship and that I am being directed by my supervisor specifically to:

- Abide by all rules and regulations with respect to the card. _____
- Use the card only for funded official travel (including PCS moves) validated by travel/PCS orders. For PCS use, you must be enrolled in the PCS program. _____
- Submit my DTS voucher within 5 days upon completion of TDY or when on extended TDY greater than 45 days, submit an interim voucher every 30 days in accordance with DOD 7000-14-R, DOD Financial Management Regulation, Volume 9, Chapter 8, paragraph 080501. **Split disbursement must be checked on the travel voucher in the full amount owed to my government travel card** in accordance with DOD 7000-14-R, DOD Financial Management Regulation, Volume 9, Chapter 3, paragraph 030608. _____
- Contact my program coordinator immediately if, due to disbursing office process delays. I have not received payment by the time the card contractor's bill is due. _____
- Notify my program coordinator if my card is lost or stolen. _____
- I do/do not currently have a Government travel charge card. _____
- I have read and understand the chain teaching, rules, and the actions that may be taken against me for misuse and/or failure to pay charges made to my government travel charge card; I agree to abide by these rules. _____

(APPLICANTS MUST INITIAL ALL OF THE ABOVE PROVISIONS)

CIVILIANS

I also understand that failure on my part to abide by these rules or misuse of the card may result in disciplinary action being taken against me. I acknowledge the right of the card contractor and/or my program coordinator to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the card contractor.

MILITARY

I further understand that I can be prosecuted under Article 90 and Article 92, Uniformed Code of Military Justice (UCMJ) for violating the lawful order above (the maximum punishment for which is confinement for 5 years, forfeiture of all pay and allowances, a dishonorable discharge, and reduction to the lowest enlisted grade) or may be otherwise disciplined as deemed appropriate. I also acknowledge the right of the card coordinator or my program coordinator to revoke or suspend my card privileges if I fail to abide by the terms of this agreement I have signed with the card contractor.

Request approval. MSC commanders (military personnel), headquarters staff principals, and supervisors/managers (civilian personnel) have the authority to determine who will be issued a travel charge card (standard or restricted) and may delegate this authority to subordinate commanders/managers no lower than the battalion support group levels. My signature denotes this authority.

Print Name

Date

Print Name

Date

Applicant's Signature/Rank)

Phone Number

(Commander/supervisor's Signature/Rank/Grade)*

Eighth US Army Government Travel Charge Card (GTCC) Use

The GTCC is a privilege extended to our service members and civilians for use during TDY assignments or for official relocation.

It is always best to err on the side of caution or contact your unit GTCC Agency Program Coordinator (APC) any time you are questioning whether a transaction you are about to make is authorized.

When on TDY/PCS travel orders, the following charges are generally authorized:

- ✓ Airline Tickets (all airline tickets must be purchased through the CTO)
- ✓ ATM withdrawals for AUTHORIZED PER DIEM
- ✓ Commissary or grocery stores FOR FOOD ONLY
- ✓ Dry cleaning/laundry
- ✓ Excess baggage charges IF ON ORDERS
- ✓ Fuel/Parking for POV or Rental Car
- ✓ Hotels, lodging
- ✓ Meals for AUTHORIZED PER DIEM
- ✓ Rental car IF ON ORDERS

✓ Taxi to and from the airport
DUTY STATION ONLY

When on TDY travel orders, the following charges are NOT authorized:

- ✓ Registration fees - must be paid for by IMPAC card
- ✓ AAFES-PX/IBX
- ✓ Any home station use
- ✓ Any online service: Internet providers, memberships, etc.
- ✓ Any personal expense
- ✓ Any retail store
- ✓ Car repairs, parts, oil changes, car wash EVEN IF POV AUTHORIZED
- ✓ Card is non-transferable

- ✓ Drinking establishments, night clubs, casinos
- ✓ Electronics
- ✓ Non-military related phone calls
- ✓ Postal service - use excess baggage if necessary
- ✓ U-haul
- ✓ Any personal expense
- ✓ Postal service -use excess baggage if necessary
- ✓ School supplies
- ✓ U-haul
- ✓ Uniforms, clothes, shoes
- ✓ Walgreens, pharmacies

Never use the GTCC unless on official TDY orders, or enrolled in the PCS (GTCC) program.



Always file your travel voucher within 5 days upon completion of a TDY and use

split disbursement. This is mandatory and it will ensure that your GTCC is paid. When you are on TDY 45 days or more, file an interim voucher after 30 days.

The command's goal remains no GTCC delinquent accounts

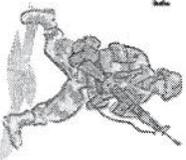
or dollars and at a minimum, to meet the Army standard.

Failure to pay your monthly bill will result in the loss of your charging privileges. If your card is cancelled due to non-payment, your delinquency may be reported to credit bureaus; and/or lead to collection actions.



For official relocation charges are authorized for Transportation, Lodging, Meals and Temp Quarters
Subsistence Expenses

"We owe it to our soldiers to ensure they know their responsibilities and live up to them concerning paying their bills. This includes the Government Travel Cards. By accumulating debt on the Travel Cards, soldiers can jeopardize their credit ratings and their careers."



UNIT APC	PHONE
MACOM	723-6666
USFK/EUSAC/FC	723-8184
2ID	732-7488
65TH Med Bde	736-5031
19th ESC	768-6810
175th FMC	725-5260
SOCKOR	723-8859

CitiBank 1-757-853-2467