



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

REPLY TO
ATTENTION OF

SCCS

21 May 2004

POLICY MEMORANDUM 10-04

SUBJECT: Government Travel Card Usage for Official Travel

1. Reference. Department of Defense Financial Management Regulation, DoD 7000.14-R, Volume 9, Chapter 3, dated 29 October 2003.
2. Purpose: To provide Headquarters (HQ), United States Southern Command (USSOUTHCOM), policy concerning the use of the government travel card (GTC) for official travel.
3. Scope: This policy applies to all military personnel and U.S. government employees at HQ USSOUTHCOM, component commands, subordinate commands, and security assistance offices.
4. Background: This policy derives from guidance received from OSD-Comptroller and DFAS-Indianapolis.
5. Policy:
 - a. All U.S. government personnel who travel on official business two or more times a year are required to have a government travel card (GTC). Supervisors are responsible for identifying individuals who travel two or more times a year and for ensuring that the individuals are aware of the requirement. In addition, supervisors and orders approving officials will ensure that the appropriate statement is on the travel orders identifying the cardholder status of the individual. Supervisors and orders approving officials are not authorized to submit or approve more than one official trip in any 12-month period for individuals who do not have a GTC.
 - b. At a minimum, U.S. government personnel on travel orders will use the GTC for lodging (either on-base/post or off-base/post), rental cars, and rental car gasoline. When combining leave and official travel, the individual must ensure that the GTC is used only for the expenses that are related to the official travel. Use of the GTC is encouraged, but not required, for transportation (other than rental cars), meals, and incidental expenses.
 - c. All personnel who have a GTC are required to select split disbursement when completing the travel voucher. At a minimum, the disbursement shall be adequate to cover the lodging, rental car, rental car gasoline, cash advance, and cash advance fee. Ideally, the split disbursement will cover all charges on the GTC. Supervisors will return all travel vouchers that do not comply with this paragraph.

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d. If the traveler has, but does not use, the GTC, split disbursement will still be required as described above. It is up to the individual to request a refund from the travel card company. Personnel who are required, but fail to use, the GTC will be verbally reminded of the statutory requirement. Personnel who continually fail to comply are subject to disciplinary action.

e. Cash advances on the GTC will be limited to the estimated per diem in block 14.a. of the travel order (DD1610). The cash advance should not be taken more than five (5) business days before the start of travel as indicated in block 11 of the DD1610. Personnel are not required to take cash advances and, in general, should only take cash advances to cover those travel expenses that cannot be charged to the GTC.

f. Remember that the GTC can only be used for travel-related expenses. Personnel who use the GTC for purely personal purchases, even while on travel status, are subject to disciplinary action. In general, if you cannot claim the expense on your travel voucher or justify it as a meal and incidental expenses (M&IE) charge, you should not use the GTC.

g. The U.S. Army South Chief of Staff, serving as the executive agent for the GTC program manager, will forward a list of 60, 90, and 120-day delinquent accounts to the USSOUTHCOM Deputy Chief of Staff. The Deputy Chief of Staff will inform directors if any of their personnel are on this list. It is a director's responsibility to ensure that anyone with a 60-day delinquency immediately settle the account, and to ensure counseling for anyone who is 90 or 120 days past due. Accounts that are 90 or more days past due are symptomatic of individuals not using the GTC correctly, not paying their bills on time, or a billing problem on the part of the GTC. In any event the account should be validated by a supervisor to detect and rectify any systemic problems as soon as possible.

FOR THE COMMANDER:



MICHAEL R. LEHNERT
Brigadier General, U.S. Marine Corps
Chief of Staff, U.S. Southern Command

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