

## 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/EUSA/CFC	723-8184
2ID	732-7488
66TH Med Bde	736-5031
19th ESC	768-6810
175th FMG	725-6260
SOCKOR	723-8859

CitiBank 1-787-853-2467