

GTCC USE

NAVADMIN 210/25

Mandatory Use of the Government Travel Charge Card (GTCC)

- **All eligible DoW travelers shall use the GTCC** to pay for costs related to official government travel, which means "travel under official orders" for temporary duty (TDY) and permanent change of station (PCS).
- **GTCC use for PCS travel applies to Active Duty**, Training and Administration of the Reserves (TAR), and Selected Reservists (SELRES) executing Active Duty for Operational Support (ADOS) and Officer Recall orders.
- **GTCC use for PCS travel does not apply to** accession, separation or retirement orders, DoW contractors, individual augmentees (IA), Individual Ready Reserve (IRR) personnel, or those ineligible or exempt, such as new-accession appointees and recruits.
- **GTCC users are not authorized travel advances** except for non-concurrent dependent travel or personally procured moves (PPM).
- **Dislocation Allowance (DLA) is an entitlement** provided as an advance, and is not an authorized use for the GTCC.

See inside panel for a list of authorized and unauthorized uses

**Know who's who
for GTCC expertise**

My CPPA: _____

My APC: _____

24/7
365

SERVING
SAILORS
VETERANS
RETIREES
FAMILIES



833.330.6622 (MNCC)



AskMNCC@navy.mil



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FEEDBACK**



MNCC GOVERNMENT TRAVEL CHARGE CARD TRIFOLD

Tips to using the GTCC
for PCS and TDY
travel expenses



citi[®]



GTCC DO'S



Do
use the GTCC for



DUAL
MILITARY

dual-military travel expenses using respective GTCCs and submitting individual claims



LODGING
ALLOWANCE

TLA at OCONUS duty station, which member must pay to Citibank upon reimbursement¹



LODGING
ENTITLEMENT

TLE at CONUS duty station, which requires a supplemental travel voucher



LODGING
EXPENSES

hotel taxes, on-site parking, or other fees or expenses during official PCS or TDY



MEALS

meals during PCS or TDY not including meals provided by military dining facilities



FUEL AND
CHARGING

privately owned vehicle (POV) or rental expenses authorized on your PCS or TDY orders



Remember: You are ultimately responsible for ensuring your GTCC is paid.

¹Temporary Lodging Allowance (TLA) payments are disbursed directly to the member upon claim reimbursement – not the GTCC. Members must remember to check and pay any existing GTCC balance for those expenses. The member is liable for the remaining balance.

GTCC TIPS



Remember
these helpful basics

BEFORE TRAVEL

- If you are eligible, **apply** for a GTCC through your command Agency Program Coordinator (APC).
- Upon receipt, **register** your GTCC at citimanager.com/login.
- **Verify** your GTCC is **activated** and placed in **Mission Critical status** at least 10 days prior to detaching.

DURING TRAVEL

- Use your GTCC for **authorized** reimbursable expenses, and **keep receipts** to submit with your travel voucher.
- If travel **exceeds 120 days** (training en route), contact your **losing command's APC** or MNCC to extend **Mission Critical** GTCC status.

AFTER TRAVEL

- **Check in** with your APC right away to be gained into your command's GTCC system.
- **Check in** with your CPPA right away to **submit** receipts and **file** your travel claim
- **Expect** reimbursement to be **split-disbursed** to your bank account and GTCC, and **ensure** you have a **zero balance** on your GTCC.

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GTCC DON'TS



Do not
use the GTCC for



SEPARATION
TRAVEL

travel expenses when you finish your Navy journey, including retirement



DISLOCATION
ALLOWANCE

to establish a household, such as deposits, cleaning, etc. (paid as separate entitlement)



PERSONALLY
PROCURED

personally procured, or "do it yourself" (DITY) moves not procured by the DoW



HHG
STORAGE

short-term storage-in-transit (SIT) or long-term non-temporary storage (NTS)



GOVERNMENT
DEBT

DFAS delinquency, pay.gov payments, overpaid advances or other government debt



UNRELATED
EXPENSES

non-travel-related expenses such as childcare, uniform items, circuitous travel², etc.



**Not sure if something is authorized or not?
Ask your APC or CPPA.**

²Additional out-of-pocket travel for Leave in Conjunction with Orders (LICWO) is at the member's expense and cannot be charged to the GTCC. For more information: <https://www.travel.dod.mil/Programs/Government-Travel-Charge-Card/>