

**BY ORDER OF THE COMMANDER
944TH FIGHTER WING**

**944TH FIGHTER WING
INSTRUCTION 65-104**



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Financial Management

GOVERNMENT TRAVEL CARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It establishes guidelines on use of the Government Travel Card (GTC), pursuant to Department of Defense (DOD) 7000.14-R, *Department of Defense Financial Management Regulations* (FMRS), Volume 9, Chapter 3. This instruction applies to all 944th Fighter Wing (944 FW) members in understanding what is and what is not appropriate use of the GTC and the member's responsibilities as a GTC holder. The requirements set out in this instruction apply to members of the United States Air Force Reserve (USAFR). Reserve members on active duty or inactive duty for training who fails to comply with this instruction and its specific prohibitions can be prosecuted under Article 92 or Article 134 of the Uniform Code of Military Justice (UCMJ), or both, as well as any other applicable article of the UCMJ, as appropriate. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through publications/forms managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

Additional guidance provided for Air Force Specialty Code (AFSC) exceptions that are authorized repayment under Inactive Duty Training (IDT) Reimbursement Program during Unit Training Assemblies (UTAs) and Resource Management Periods (RMPs). Once accounts are

past due, the number of days before credit reporting agencies can be notified by the card contractor has been extended from 120 to 210.

1. Mandatory Use. The Travel and Transportation Reform Act of 1998 requires all federal employees and personnel use the GTC for all official government travel expenses. All U.S. Government personnel possessing a GTC, both civilian and military, are required to pay for costs pertinent to official travel with their issued GTC. Personnel are required to use their GTC for purchase of airline tickets, rental vehicles and lodging for all official travel. All travel and billeting arrangements must be made through the base Commercial Travel Office (CTO).

2. Authorized Conditions. Either one of two circumstances must be met for a member to be authorized to use their GTC:

2.1. Member/employee must be on official military or civilian temporary duty (TDY) orders and be in a "per diem" status, i.e., performing duty outside the member's normal commuting area.

2.2. Member is authorized to participate in the Government Services Administration (GSA) City Pair Program for travel to perform UTA and IDT (such as rescheduled UTAs and RMPS) at Luke AFB or other authorized locations. Travel under the City Pair Program is considered *official* travel. According to DODI 4515.16, *Use of General Services Administration (GSA) Contracts For Air Passenger Transportation Services (GSA City Pair Program) For Attendance At Inactive Duty Training (IDT) Assemblies*, the member *must* use their personal GTC to participate in the City Pair Program and purchase the airline tickets through any available CTO. Participation is considered "official travel on a non-reimbursable basis." The member is solely responsible for payment of all airline ticket charges associated with travel under this special program. Use of the GTC is *only for direct travel costs* and not for meals or other expenses.

3. Authorized Users. Only the member/employee issued a GTC may legally use it and may not loan their card for use by other service members or employees, family or friends *for any reason*.

4. Authorized Expenses. When on TDY, permanent change of station (PCS) or permanent change of assignment (PCA) travel orders, the following charges are generally authorized:

- 4.1. Airline tickets purchased through the CTO or as authorized in the travel orders (must pay with GTC).
- 4.2. Hotels/lodging (must pay with GTC).
- 4.3. Rental car (must pay with GTC).
- 4.4. Taxi to and from the airport/duty station only.
- 4.5. Automated Teller Machine (ATM) withdrawals for AUTHORIZED PER DIEM.
- 4.6. Fuel/parking for privately owned vehicle (POV) or rental car.
- 4.7. Baggage charges.
- 4.8. Commissary or grocery stores for authorized TDY expenses only.
- 4.9. Dry cleaning/laundry.
- 4.10. Registration fees, if authorized on the TDY orders and/or included with lodging costs.

5. Prohibited Purchases. When on TDY travel orders the following charges are not authorized:

- 5.1. Any retail store (General Nutrition Center (GNC), JC Penney, K-Mart, pharmacies, etc.) other than for authorized TDY expenses only.
- 5.2. School supplies.
- 5.3. Uniform items, clothes, footwear.
- 5.4. Electronics.
- 5.5. Army and Air Force Exchange Services (AAFES) Post Exchange (PX)/Base Exchange (BX), or Naval Exchange (NEX) other than for authorized expenses.
- 5.6. Drinking establishments, night clubs, casinos other than authorized lodging and meals.
- 5.7. Car repairs, parts, oil changes, car wash (even if POV is authorized).
- 5.8. Non-military related phone calls.
- 5.9. Self-moving or storage companies unless authorized on PCS orders.
- 5.10. Any online service (internet providers or memberships with a monthly fee, etc.).
- 5.11. Any personal expense.
- 5.12. Postal service - use excess baggage if necessary.
- 5.13. Any home station use.

6. UTAs and RMPs. With the exception of those AFSCs authorized for reimbursement under the IDT Reimbursement Program, and except as authorized in paragraph 2.2, the GTC is *not* authorized for use for travel to or from, or in conjunction with, UTAs or RMPs, regardless of where the member resides. Members performing UTAs or RMPs are not in a per diem status for these periods and therefore have no legal use for the card. This includes payment of on or off base billeting during UTAs, which is paid for through wing appropriated funds. If a member uses their GTC to pay for any type of lodging occupied due to UTA or RMP participation, the member will not be reimbursed for the charges.

7. Travel Voucher Split-Disbursements. Split-disbursements on travel vouchers are mandatory. Military and civilian members must split-disburse an amount sufficient to cover all GTC charges reasonably known to the member for the period covered by the travel voucher. This includes interim travel vouchers submitted during extended TDY assignments.

8. Delinquent Accounts. Delinquent accounts will not be tolerated. Payments are due in full immediately.

- 8.1. The Unit GTC Agency Organization Program Coordinators (AOPC) will review unit delinquency reports by the 24th of each month (or within 3 days of billing cycle) and contact members who are listed on the report as 30 days past due for status of payment.
- 8.2. Accounts 60 days past due can be suspended by the unit commander. Accounts 60 days past due twice in a 12-month period can be cancelled by the commander.

8.3. Accounts 90 days past due can be cancelled by the unit commander and may be subject to collection actions at 126 days by the card contractor through Defense Finance Accounting Service (DFAS) from the member's military/civilian pay.

8.4. Credit reporting agencies can be notified by the card contractor when accounts are 210 days past due, and unit commanders will take appropriate administrative actions to remedy the situation. The contractor will not reinstate a member's card that was cancelled due to delinquency.

9. Nonpayment or Misuse May Result in Disciplinary or Other Administrative Action. Members are responsible for paying in full the amount stated on their monthly account statement. Any disputed charges must be handled according to the cardholder agreement with the card contractor. Proper dispute of a charge will prevent that charge from becoming delinquent during the dispute phase, and is solely the responsibility of the cardholder.

9.1. Failure to pay the due amount in full or using the GTC for inappropriate purchases may result in disciplinary action against the member. When a member misuses the GTC or allows their account to become delinquent, the appropriate commander may take disciplinary action after reviewing and considering the facts and circumstances of each individual situation and consulting with the Staff Judge Advocate (944 FW/JA) office.

9.1.1. Depending on the seriousness of the offense, commanders have a full range of disciplinary options available, from letter of counseling/letter of reprimand (LOC/LOR), to non-judicial punishment (Article 15) and court-martial. Abuse or misuse of the GTC may also be grounds for discharge from the Air Force Reserve according to Air Force Instruction (AFI) 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

9.1.2. Appropriate disciplinary or adverse action against civilian personnel may include counseling, written reprimand, suspension without pay, and removal from federal service, when warranted.

10. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

MICHAEL G. POPOVICH, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 65-1, *Management of Financial Services*, 1 July 1996

DOD 7000.14-R, *Department of Defense Financial Management Regulations (FMRS), Volume 9 –Travel Policy and Procedures*, September 2000

DODI 4515.16, *Use of General Services Administration (GSA) Contracts For Air Passenger Transportation Services (GSA City Pair Program) For Attendance At Inactive Duty Training (IDT) Assemblies*, 16 September 1999

Abbreviation and Acronyms

AAFES—Army and Air Force Exchange Service

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AOPC—Agency Organization Program Coordinators

ATM—Automated Teller Machine

AFPD—Air Force Policy Directive

BX—Base Exchange

CTO—Commercial Travel Office

DFAS—Defense Finance Accounting Service

DOD—Department of Defense

FMR—Financial Management Regulations

GNC—General Nutrition Center

GSA—General Services Administration

GTC—Government Travel Card

IDT—Inactive Duty Training

LOC—Letter of Counseling

LOR—Letter of Reprimand

NEX—Naval Exchange

OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POV—Privately Owned Vehicles
PX—Post Exchange
RDS—Records Disposition Schedule
RMP—Resource Management Period
TDY—Temporary Duty
UTA—Unit Training Assembly