

HOW TO APPLY FOR THE GOVERNMENT TRAVEL CHARGE CARD (GTCC)

MarAdmin 691-13 announced a new policy change to eliminate the issuance of temporary duty (TDY) travel advances. The end state is all Marines and Government Civilians use an Individually Billed Account (IBA) Government Travel Charge Card (GTCC) for all official travel related expenses. The MarAdmin applies to Individual Ready Reserve (IRR) and Selected Marine Corps Reserve (SMCR) personnel only when ordered to a period of active duty in which a TDY requirement exists.

Due to the high costs associated with performing duty in Hawaii or other locations, all U. S. Marine Corps Forces, Pacific (MFP) Individual Mobilization Augmentees (IMA's) shall have a GTCC. Costs include billeting, rental cars, and meals.

STEP 1: Complete the Travel Card 101 training at <https://www.defensetravel.dod.mil/passport/>.

STEP 2: Read and Sign the GTCC Statement of Understanding (SOU)

STEP 3: Scan your Travel Card 101 Certificate of Completion and SOU and email it to the MFP G1 Reserve Affairs Branch at marforpac_rlo_smb@usmc.mil.

Note 1: If you already have a GTCC and need to transfer it to the MFP hierarchy, follow steps 1 – 3.

Once we have received your documentation, we will sign the SOU and forward to the MFP HQSVCBN Agency Program Coordinator (APC) for further processing of your GTCC.

The APC will create an online application at: <https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>

STEP 4: After your application has been created, it will be routed to you via email. You are responsible for completing the application.

Note 1: Ensure that you have provided the Reserve Affairs Branch with a valid email address and that it is also posted to your record in Marine Online.

Note 2: If you do not wish for your credit score checked, you can select a Restricted Card.

STEP 5: You will then forward the application to one of the staff members in the Reserve Affairs Branch. Do not use the SMB mailbox address. Contact the staff at (808) 477-8410 to get a valid email address.

STEP 6: Once the application has been received via email, we will electronically sign the application. It will be automatically routed to the MFP HQSVCBN APC for approval.

Upon receipt of your GTCC, it is your responsibility to coordinate with your Division Billet Sponsor or directly with the MFP HQSVCBN APC to have your card activated at least 10 days prior to performing official duties; AT, ADOS, or IDT/Drills.

It is your responsibility to pay all charges made to your card and adhere to all policies.

REFERENCES:

MCO 4600.40B – Government Travel Charge Card

Joint Federal Travel Regulations, Volume 1

Joint Travel Regulations, Volume 2

DOD Financial Management Regulation

SECNAVINST 4650.21- Department of the Navy Government Travel Charge Card Program