



AFIMSC Traffic Management Advisory

01 November 2017

Passenger Travel – 0001-17

SUBJECT: Mandatory use of personal Government Travel Charge Card (GTCC) for all DoD personnel conducting Official Travel.

PURPOSE: Inform Traffic Managers of the revised DoDI 5154.31 policy mandating all DoD (military and civilian) personnel must utilize their personal Government Travel Charge Card (GTCC) (e.g. Individual Billing Accounts (IBA)) for all Official Travel.

BE ADVISED: Per DoDI 5154.31, Volume 4, paragraph 040401, date 1 June 2017, ALL DoD personnel, unless otherwise exempt, who perform travel as part of their duties will obtain and use an IBA travel card. **NOTE:** Infrequent travel and/or travelers is no longer an acceptable exemption from the use of the IBA.

This also applies to DoD civilian employees who are members of Reserve/Guard units. The travel card will be issued through the individual's civilian agency, not his/her Reserve/Guard unit. When a Reserve/Guard member is required to perform training or active duty, a copy of his/her military orders must be provided to his/her DoD agency and the account must be transferred into the appropriate hierarchy.

Exemptions: Exemptions to the use of the IBA are only limited to those identified in Para 040602. Exemptions DO NOT apply when DoD personnel (military or civilian) cancel their cards, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement.

ACTION(S): Effective January 2018, AFIMSC will actively track Central Billed Account (CBA) usage and report accordingly. Transportation Officers (TOs) will take immediate steps to advise local Financial Management personnel/Authorizing Officials (AOs) that the Central Billed Account (CBA) will be limited to exempt employees only.

The delay in immediate tracking is to allow AOs and TOs ample opportunity to advise installations personnel on the mandatory requirement and to allow upcoming/unsuspecting travelers time to obtain a GTCC prior to traveling.

This is an AF/A4LR, SAF/FM and AFIMSC/IZSL coordinated advisory.

POC: AFIMSC/IZSL Traffic Management, DSN: 969-8329 or Comm: 210-395-8329.

EXPIRATION: N/A

ATTACHED: See attached SAF/FMFC Memorandum dated November 08, 2017.



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



November 08, 2017

MEMORANDUM FOR ALL AFIMSC-MAJCOM-FOA-DRU/FM

FROM: SAF/FMFC (AFAFO)
1500 West Perimeter Rd, Suite 3500
Joint Base Andrews, MD 20762

SUBJECT: Mandatory Use of Individual Government Travel Card for Official Government Travel

All travel program administrators (e.g., Defense Travel Administrators, Agency Program Coordinators, Approving Officials) must maximize the use of the Individual Billed Account (IBA) Government Travel Charge Card (GTCC) for all official government travel, thus ensuring compliance with Public Law, Joint Travel Regulation (JTR) Chapter 1, paragraph 010204., and Department of Defense GTCC Regulations, paragraph 040501. Therefore, all travelers eligible for a GTCC should have one and use it to the maximum extent possible for official government travel expenses (TDY, deployment, PCS).

Use of a Centrally Billed Account (CBA) is authorized when the traveler meets the IBA exemption criteria outlined in the GTCC regulation paragraphs 040601 and 040602. The use of CBA should be annotated on the orders. Approving officials must validate whether the airfare and/or Travel Management Company (TMC) fee were billed to the IBA or CBA before approving the voucher, this will prevent unauthorized reimbursements to members. It's highly encouraged that the local Finance Office, who has oversight of the travel card program, and Transportation Office, who has day-to-day management of the CBA, work together to develop a local process to limit CBA usage.

Increased use of the IBA GTCC will reduce the workload required to reconcile the CBA billing statements, mitigate risks associated with unused airline tickets, reduce DFAS processing costs and increase the Air Force rebates associated with the travel card program. AF/A4, AF/A1 and the TMC are all integral components in achieving success in maximizing the use of the IBA GTCC.

Ensure widest dissemination of this policy. Questions should be directed to your Agency Program Coordinator (APC), AFIMSC Detachment or HQ AFIMSC/RMF. AFIMSC please direct your questions to Mr. Darrell Haraway, DSN 612-5289. Thank you for all you do to support our Air Force travelers.

Eric I. Cuebas
Director, Air Force Accounting and
Finance Office