



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
BOX 555365
CAMP PENDLETON, CALIFORNIA 92055-5365

MEUO 4600.2

S-1

29 MAR 2012

MARINE EXPEDITIONARY UNIT ORDER 4600.2

From: Commanding Officer

To: Distribution List

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC)

Ref: (a) DoD FMR, Vol. 9, Ch. 3

(b) JFTR, Appendix G

(c) MCO 4600.40A

(d) I MEFO 3120.9

(e) MCO 4650.39

Encl: (1) Paying Your GTCC in DTS

1. Situation. To publish policy, requirements, and procedures regarding the GTCC within the 15th Marine Expeditionary Unit (MEU) per the references.

2. Mission. This Order establishes policy and procedures, and provides guidance for the administration, use, and prevention of delinquency and misuse of the GTCC within the 15th MEU.

3. Execution

a. Commander's Intent and Concept of Operations. The GTCC is intended to relieve Marines from the necessity of travel advances, provide individual flexibility during travel and prevent undue hardship from unanticipated costs encountered during authorized travel. Increased flexibility in the selection of travelers due to the possession of the GTCC will enable the members of the 15th MEU to conduct worldwide travel for official travel pertaining to training or real world missions. Per references (a) and (c), every member in this command is considered a frequent traveler and, as such, will apply for a GTCC and use it for official travel in a responsible manner. This Order constitutes an official order and is punitive in nature. Failure to comply with the provisions herein may result in administrative or punitive action.

b. Tasks

(1) Executive Officer. Ensure all Command Element Sections and Major Subordinate Element (MSE) Executive Officers support the spirit of this Order and meet the guidance and requirements outlined herein and the references.

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(2) Officers-in-Charge (OIC) and Staff Noncommissioned Officers-in-Charge (SNCOIC). OICs and SNCOICs shall ensure maximum use of the GTCC. OICs and SNCOICs are required to select from their section pool of GTCC holders when selecting personnel for temporary additional duty (TAD) with respect to Western Pacific (WESTPAC) deployment training and WESTPAC advance parties, planning conference members, and Forward Command Element (FCE) members. Special consideration for non-GTCC who are not frequent travelers, but are mission critical shall be given upon approval from the MEU Executive Officers. These personnel will be selected with the understanding that they shall be prepared to cover any official travel expenses without the use of an advance, should the advance not arrive on time or be unable to be paid out due to technical issues in the Defense Travel System (DTS).

(3) Agency Program Coordinator (APC). The APC is the executor of the GTCC program at this command and will be guided by the references. The APC will process new and existing accounts in accordance with the references. GTCC reports shall be pulled and scrubbed on a monthly basis and the APC will notify the command of any discrepancies, delinquencies, or misuse/abuse.

(4) Assistant APC. The Assistant APC will process new and existing accounts in accordance with the references. GTCC reports shall be pulled and scrubbed on a monthly basis and the APC will notify the command of any discrepancies, delinquencies, or misuse/abuse.

(5) GTCC Holders. GTCC holders shall use the GTCC for official travel only. GTCC holders shall review reference (b) before travel in order to familiarize themselves on reimbursable expenses. GTCC holders are responsible for ensuring their GTCC accounts remain in a favorable status and shall review this Order and references (a), (c), and (d) to review their responsibilities and specifics on GTCC use.

(6) MSEs. MSEs Commanders and their APCs will ensure GTCC holders in their commands comply with the references and this Order upon composite and ensure card holders uphold I MEF policy established in reference (d). MSE APCs shall assist the MEU APC in the transfer of accounts to the MEU hierarchy per reference (d) and paragraph 4 of this order. MSEs are required to select from their section pool of GTCC holders when selecting personnel for TAD with respect to deployment training, advance parties, planning conference members, and FCE members.

c. Coordinating Instructions

(1) Defense Travel System (DTS). Upon receipt of the GTCC in the mail, card holders will call Citi Bank to confirm receipt, notify the APC or Assistant APC of the receipt, and update their profile on DTS to reflect a "non-exempt" GTCC holder status. When submitting vouchers, GTCC holders

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shall ensure payment goes to their GTCC. Enclosure (1) provides information for ensuring adequate payment to the GTCC in DTS.

(2) Activation/Deactivation. GTCC holders will notify the APC and the Assistant APC no later than 5 days before travel in order to ensure their GTCC is activated before a ticket is purchased by the Central Ticket Office (CTO) and to ensure the card is ready for use on travel day. The GTCC holder will notify the APC and the Assistant APC what day the travel begins and the day the travel ends. Use of the TAD Request Form (15MEU 1320/3) addresses this requirement.

(3) Local TAD. The GTCC is not authorized for local TAD. Examples of local TAD are the Corporal's Course, Sergeant's Course, Career Course, the Advance Course, and single day TAD (i.e. Miramar, Naval Station San Diego, Marine Corps Recruit Depot San Diego, etc).

(4) Delinquency. A GTCC is not a credit card and a balance cannot be carried on it. A traveler will ensure to complete their DTS voucher within 2 working days upon TAD completion and will ensure their balance on their GTCC is paid in full using the "Payment Totals" under "Additional Options" in their DTS voucher. Other methods of payment include an online payment, payment by phone, or a mailed in check. Failure to make payment will result in loss of the use of the GTCC and action by the command against the card holder unable to pay just debts. Per reference (c), the following information pertains:

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(d) 120-Day Delinquency. The APC will issue a 120-day letter. The account enters canceled status on the 126th day. The file on the account is delivered to DFAS for collection. The case will be referred in writing to the MSE/MEU Commanding Officer for appropriate disciplinary/adverse personnel action for consistent demonstration of failure to pay just debts. The GTCC holder will continue to be barred from future funded TAD.

(e) 150-Day Delinquency. The APC will issue a 150-Day letter. The GTCC holder will continue to be barred from future funded TAD.

(f) 180-Day Delinquency. Accounts not subject to salary offset will enter a pre-charge off status. The 15th MEU Commanding Officer shall take action at his or her discretion. The GTCC holder will continue to be barred from future funded TAD.

(g) 210-Day Delinquency. The account is written off (charged off) as a bad debt and reported to credit bureaus. The 15th MEU Commanding Officer shall take action at his or her discretion.

(5) Misuse. Misuse of the GTCC is not tolerated and will result in adverse command action and/or loss of GTCC use. Examples of misuse include, but are not limited to, paying for a group dinner while on official TAD, use of the GTCC for gas when local mileage is not authorized on official TAD, use of the GTCC during local official travel, etc.

(6) Abuse. Abuse of the GTCC is not tolerated and will result in adverse command action and/or loss of GTCC use. Examples of abuse include, but are not limited to purchasing personal electronics not authorized by a TAD, using the GTCC to "hold" hotel rooms or rental vehicles not for official travel, the purchase of retail items, etc.

(7) Addressing Misuse and/or Abuse. Misuse and abuse will not be tolerated. The following command actions may address deliberate and substantiated cases of misuse and abuse:

(a) First Offense. The GTCC holder is counseled by the officer in charge/platoon commander.

(b) Second Offense. The GTCC holder is formally counseled by the 15th MEU Commanding Officer through a Page 11 6105 counseling for misuse/abuse of GTCC.

(c) Third Offense. The GTCC holder will receive appropriate administrative or punitive action for misuse/abuse of a GTCC. The APC will close the account.

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4. Administration and Logistics

(a) New GTCC Holders. Personnel applying for a GTCC will notify their APC via their chain of command and submit a GTCC application. The application will be signed by the APC and faxed after the member provides a signed Statement of Understanding.

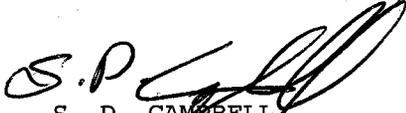
(b) GTCC Holders Transferred to the Command. Personnel transferring to the 15th MEU will provide the APC a signed Statement of Understanding. Upon confirmation of a zero balance, the APC will transfer the GTCC to the 15th MEU hierarchy.

(c) Transfer of MSE GTCCs to the 15th MEU Hierarchy. Per reference (d), upon composite, APC responsibility shifts to the 15th MEU at the time Operational Control shifts, approximately E-180 through R+30. At this time, the MEU APC shall create sub-unit hierarchies under the 15th MEU level 5 hierarchy and request a bulk transfer of the units to their appropriate sub-unit hierarchy (GCE, ACE, LCE).

5. Command and Signal

(a) Command. This Order is applicable to all members of the 15th MEU, permanently assigned or temporarily attached, and the MSEs upon composite.

(b) Signal. This Order is effective the date signed.


S. D. CAMPBELL

DISTRIBUTION: A

Paying Your GTCC in DTS

1. **General.** The Defense Travel System allows the traveler to control where they need reimbursements to be sent (personal or GOVCC accounts). Travelers are **required** to use their GOVCC for payment of items such as lodging, rental vehicles, and all other mandatory TDY expenses. **GOVCC** should be selected on the **Method of Reimbursement** drop down menu for these items.

Rental Car

Use this screen to save the selected rental car.

TDY/FAD Location: NELLIS AFB, NV
Pick-Up Date: 23-Jun-05
Pick-Up Time: 1200
Drop-Off Date: 30-Jun-05
Drop-Off Time: 0500

Rental Car Selected [ER] En Route

\$ 90.00 (not including taxes or fees)

Rental Car: Alamo
Car Class: Compact Car
Location: LAS-Las Vegas, NV
Rental rate shown does not include the Gov't Admin. Rate Supt. fee of \$5 per day.
Restrictions: Weekly 90.00, Extra Day \$15.00, Extra Hour \$5.00, Estimated Total Cost \$177.25, Unlimited miles/kilometers
Other Supplementary Information

Enter the following details:

Pick-Up Date: 06/23/2005
Pick-Up Time: 1230
Drop-Off Date: 06/30/2005
Drop-Off Time: 0500
Cost: 90.00
Method of Reimbursement: GOVCC

Comments to the Travel Agent:

Trip Summary

Overall Starting Point
Leave From: NWS-FRANKLIN, VA
Leave: 23-Jun-05

Location 1: NELLIS AFB, NV
Leave From: NWS-FRANKLIN, VA
TDY/FAD Loc: NELLIS AFB, NV
Arrive: 23-Jun-05
Leave: 29-Jun-05

Carrier: United Airlines Inc.
Flight: (AA) 891
Depart: 07:40-23-Jun-05- MD- Washington, Dc (Lga)
(Dallas MPT)
Arrive: 05:11-23-Jun-05- LAX-Los Angeles International (Lax)

Carrier: Northwest Airlines
Flight: (NW) 628
Depart: 11:40-23-Jun-05- LAX-Los Angeles International (Lax)
Arrive: 02:15-23-Jun-05- LAS-Las Vegas, NV (Las)
(McCarran Intl)

Carrier: America West (F5) 1
Flight: 0290
Depart: 02:00-23-Jun-05- LAS-Las Vegas, NV (Las)
(McCarran Intl)
Arrive: 02:25-23-Jun-05- PHX-Phoenix, Az (Lga) Sky Harbor (PHX)

Carrier: America West (F5) 856
Flight: 0846
Depart: 08:46-23-Jun-05- PHX-Phoenix, Az (Lga) Sky Harbor (PHX)
Arrive: 04:18-23-Jun-05- MD- Washington, Dc (Lga)
(Dulles Intl)

Rental Car: Alamo
Pick-Up: 23-Jun-05 1200
Drop-Off: 30-Jun-05 0500

Lodging: Fairfield Inn & Suites L
Check-In: 23-Jun-05
Check-Out: 30-Jun-05

Overall Ending Point
Leave From: NELLIS AFB, NV

Enter the following details:

Pick-Up Date: 06/23/2005

Pick-Up Time: 1230

Drop-Off Date: 06/30/2005

Drop-Off Time: 0500

Cost: 90.00

Method of Reimbursement: GOVCC

2. Expenses. Beginning on the non-mileage expense screen, use the following steps to add GOVCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

- a. Click **create an expense from a government charge card transaction**. The Charge Card Transactions screen will open

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

*1 create an expense item from a government charge card transaction

Leave: 01-Dec-06 Return: 05-Dec-06 **Add Expense**

*Expense Type: []

Please Select - []

*1 view expense details / currency calculator

Proceed to the Billing page

Accounting Codes []

Expenses Summary

Expense Type	Date	Cost	EIR
Airport Tax	12/01/06	\$100.00	Edit Remove
Gasoline-Rental/Car	12/05/06	\$42.00	Edit Remove
Total Expenses:		\$142.00	

Charge Card (IBA).

*1 create an expense item from a government charge card transaction

Leave: 01-Dec-06 Return: 05-Dec-06 **Add Expense**

A New Era of Government Travel

RETURN TO LIST

Non-Mileage Mileage

Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering.

Description	Date	Amount	
<input checked="" type="checkbox"/> GoSlow Ferry (0)	05/25/2004	\$ 35.00	
<input checked="" type="checkbox"/> Amco (5172)	05/24/2004	\$ 32.55	Add >
<input checked="" type="checkbox"/> Joe's Taxi Service (0)	05/23/2004	\$ 24.35	
<input checked="" type="checkbox"/> Computers-R-Us (0)	05/22/2004	\$ 126.00	
<input checked="" type="checkbox"/> US 50 Toll Both (0)	05/21/2004	\$ 6.50	

Expense Summary

Hotel

Regis

Taxi

Auth

Total E

b. Click **Add** to the right of the transaction to add it to the Expense Summary. A pop-up window opens, prompting you to select an expense type from the drop-down list

Select an Expense Type

Pick an Expense Type for your charge card transaction. If none of the below Expense Types seem appropriate, select the 'Other' Expense Type. Note: When 'Other' is selected for the Expense Type, it is subject to be flagged in the pre-audit.

Pick an Expense type for: **Amco (5172)**

Expense Type: Gasoline-Rental/Govt. Car

-OR-

OK Cancel

c. Click the **Expense Type** drop-down list arrow and select an **expense type**. -OR- Complete the -OR- field with the expense type

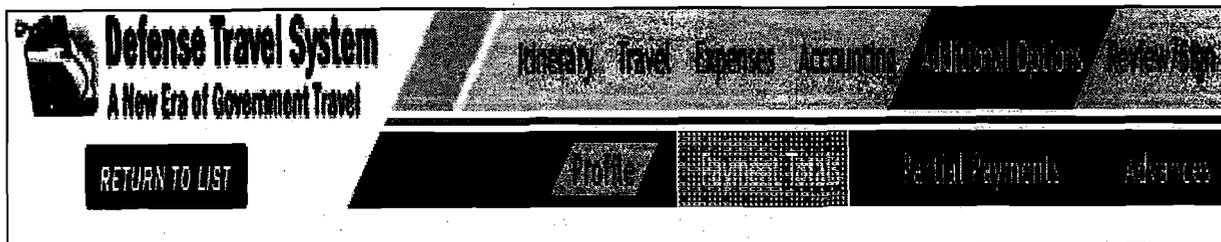
d. Click **OK** for expense to be added to the Expense Summary and click **Save Expenses**

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3. Payment Totals

a. Travelers are also able to adjust payment amounts being made by DTS by entering the **Payment Totals** Screen:

b. The **Payment Totals** feature allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GOVCC or account for payments previously made to the GOVCC.



Note: Any ATM processing fees associated with the GOVCC will need to be entered in the Expenses section. Do not add them in the Payment Totals section.

Enclosure (1)

4. GOVCC ATM Advance. Use the following steps to add a GOVCC ATM Advance:

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00
<hr/>			
Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$100.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC (By Traveler):	<input type="text" value="0.00"/>	\$0.00	<input type="button" value="Calculate"/>
Prev Pmt Adjustments:	\$-100		
Final Distribution (Net to traveler)			
Net Distribution:	\$300	\$282.00	\$582.00

a. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field. The dollar amount entered in the Add GOVCC ATM field will take money that was originally going to the traveler's account and instead send it directly to the traveler's GOVCC account.

b. Click **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amount will be decremented from the **Personal Net Distribution** field.

5. Additional Payment to GOVCC. Use the following steps to add an additional payment to the GOVCC:

a. Enter the amount of the additional payment to the GOVCC into the **Add'l GOVCC Amt** field. The dollar amount entered in the Add'l GOVCC Amt field will take money that was originally going to the traveler's account and instead send it directly to the traveler's GOVCC account.

b. Click **Calculate**. The specified amount will be decremented from the **Personal Net Distribution** field.

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00
<hr/>			
Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="\$450.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	<input type="button" value="Calculate"/>
Prev Pmt Adjustments:	\$-150.00		
Final Distribution(Net to traveler)			
Net Distribution:	\$250	\$332.00	\$582.00

6. Subtracting Payments from GOVCC. Use the following steps to enter an amount paid by the traveler to the GOVCC account before the DTS disbursement was paid.

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$0.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="\$0.00"/>	
Less Prev Pmts to GOVCC (By Traveler):	<input type="text" value="\$80.00"/>	\$0.00	<input type="button" value="Calculate"/>
Prev Pmt Adjustments:		\$-80.00	
Final Distribution (Net to traveler)			
Net Distribution:	\$480.00	\$102.00	\$582.00

a. Enter an amount into the **Less Prev Pmts to GOVCC (By Traveler)** field. In this field, the traveler can enter a dollar amount that will take money that was originally going to the GOVCC account and instead send it to the traveler's account.

b. Click **Calculate**. The specified amount will be incremented to the **Personal Net Distribution** field.

c. This would be used if the traveler had to make a payment to the GOVCC account before being reimbursed by DTS. A document showing the previously paid amount should be included in substantiating documents.

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7. Additional Resources

a. *Document Processing Manual, DTS Version 1.7.1.8,
Updated 5/25/07 Chapter 4.8.2 Payment Totals*
http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_4.pdf

b. Defense Travel Management Office (DTMO) Web Site
<http://www.defensetravel.dod.mil/>

c. Defense Travel System (DTS) Web Site
<http://www.defensetravel.osd.mil/dts/site/index.jsp>

Enclosure (1)



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(e) 150-Day Delinquency. The APC will issue a 150-Day letter. The GTCC holder will continue to be barred from future funded TAD.

(f) 180-Day Delinquency. Accounts not subject to salary offset will enter a pre-charge off status. The 15th MEU Commanding Officer shall take action at his or her discretion. The GTCC holder will continue to be barred from future funded TAD.

(g) 210-Day Delinquency. The account is written off (charged off) as a bad debt and reported to credit bureaus. The 15th MEU Commanding Officer shall take action at his or her discretion.

(5) Misuse. Misuse of the GTCC is not tolerated and will result in adverse command action and/or loss of GTCC use. Examples of misuse include, but are not limited to, paying for a group dinner while on official TAD, use of the GTCC for gas when local mileage is not authorized on official TAD, use of the GTCC during local official travel, etc.

(6) Abuse. Abuse of the GTCC is not tolerated and will result in adverse command action and/or loss of GTCC use. Examples of abuse include, but are not limited to purchasing personal electronics not authorized by a TAD, using the GTCC to "hold" hotel rooms or rental vehicles not for official travel, the purchase of retail items, etc.

(7) Addressing Misuse and/or Abuse. Misuse and abuse will not be tolerated. The following command actions may address deliberate and substantiated cases of misuse and abuse:

(a) First Offense. The GTCC holder is counseled by the officer in charge/platoon commander.

(b) Second Offense. The GTCC holder is formally counseled by the 15th MEU Commanding Officer through a Page 11 6105 counseling for misuse/abuse of GTCC.

(c) Third Offense. The GTCC holder will receive appropriate administrative or punitive action for misuse/abuse of a GTCC. The APC will close the account.

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4. Administration and Logistics

(a) New GTCC Holders. Personnel applying for a GTCC will notify their APC via their chain of command and submit a GTCC application. The application will be signed by the APC and faxed after the member provides a signed Statement of Understanding.

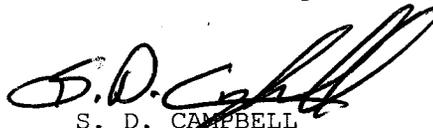
(b) GTCC Holders Transferred to the Command. Personnel transferring to the 15th MEU will provide the APC a signed Statement of Understanding. Upon confirmation of a zero balance, the APC will transfer the GTCC to the 15th MEU hierarchy.

(c) Transfer of MSE GTCCs to the 15th MEU Hierarchy. Per reference (d), upon composite, APC responsibility shifts to the 15th MEU at the time Operational Control shifts, approximately E-180 through R+30. At this time, the MEU APC shall create sub-unit hierarchies under the 15th MEU level 5 hierarchy and request a bulk transfer of the units to their appropriate sub-unit hierarchy (GCE, ACE, LCE).

5. Command and Signal

(a) Command. This Order is applicable to all members of the 15th MEU, permanently assigned or temporarily attached, and the MSEs upon composite.

(b) Signal. This Order is effective the date signed.


S. D. CAMPBELL

DISTRIBUTION: A

Paying Your GTCC in DTS

1. **General.** The Defense Travel System allows the traveler to control where they need reimbursements to be sent (personal or GOVCC accounts). Travelers are **required** to use their GOVCC for payment of items such as lodging, rental vehicles, and all other mandatory TDY expenses. **GOVCC** should be selected on the **Method of Reimbursement** drop down menu for these items.

The screenshot shows the 'Rental Car' interface in the Defense Travel System. It is divided into two main sections: 'Rental Car' on the left and 'Trip Summary' on the right. The 'Rental Car' section includes fields for TDY/TAD Location (NELLIS AFB, NV), Pick-Up Date (23-Jun-05), Pick-Up Time (1230), Drop-Off Date (30-Jun-05), and Drop-Off Time (0500). It also shows the selected rental car as an Alamo Compact Car with a cost of \$90.00. The 'Method of Reimbursement' is set to 'GOVCC'. The 'Trip Summary' section lists multiple flight segments with details such as carrier (United, Northwest, America West), flight numbers, and dates. A callout box on the right side of the screenshot highlights the 'Method of Reimbursement' field, showing a magnified view of the 'GOVCC' selection.

Enter the following details:

Pick-Up Date: 06/23/2005

Pick-Up Time: 1230

Drop-Off Date: 06/30/2005

Drop-Off Time: 0500

Cost: 90.00

Method of Reimbursement: GOVCC

2. Expenses. Beginning on the non-mileage expense screen, use the following steps to add GOVCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

- a. Click **create an expense from a government charge card transaction**. The Charge Card Transactions screen will open

Charge Card (IBA).

→ create an expense item from a government charge card transaction

Leave: 01-Dec-06 Return: 05-Dec-06 **Add Expense**

A New Era of Government Travel

[RETURN TO LIST](#) [Non-Mileage](#) [Mileage](#)

Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering.

Description	Date	Amount	
<input checked="" type="checkbox"/> GoSlow Ferry (0)	05/25/2004	\$ 35.00	
<input checked="" type="checkbox"/> Amco (5172)	05/24/2004	\$ 32.55	Add >
<input checked="" type="checkbox"/> Joe's Taxi Service (0)	05/23/2004	\$ 24.35	
<input checked="" type="checkbox"/> Computers-R-Us (0)	05/22/2004	\$ 126.00	
<input checked="" type="checkbox"/> IIS 50 Toll Both (0)	05/21/2004	\$ 6.50	

Expense Summary: Note, Registry, Taxi, Auth, Total Expense

b. Click **Add** to the right of the transaction to add it to the Expense Summary. A pop-up window opens, prompting you to select an expense type from the drop-down list

Select an Expense Type

Pick an Expense Type for your charge card transaction. If none of the below Expense Types seem appropriate, select the 'Other' Expense Type. Note: When 'Other' is selected for the Expense Type, it is subject to be flagged in the pre-audit.

Pick an Expense type for: Amco (5172)

Expense Type: Gasoline-Rental/Govt. Car

-OR-

c. Click the **Expense Type** drop-down list arrow and select an **expense type**. -OR- Complete the -OR- field with the expense type

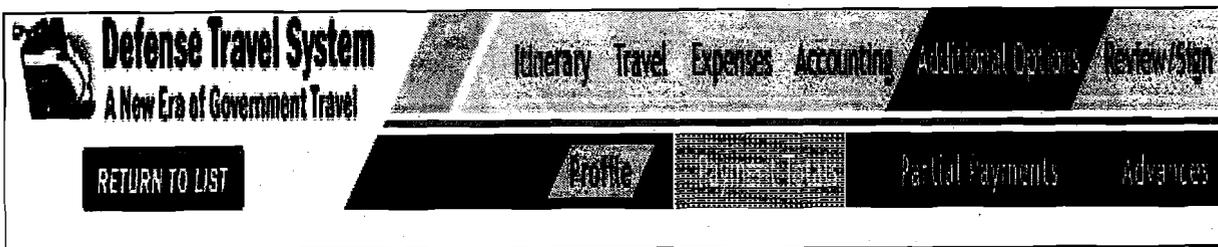
d. Click **OK** for expense to be added to the Expense Summary and click **Save Expenses**

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3. Payment Totals

a. Travelers are also able to adjust payment amounts being made by DTS by entering the **Payment Totals** Screen:

b. The **Payment Totals** feature allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GOVCC or account for payments previously made to the GOVCC.



Note: Any ATM processing fees associated with the GOVCC will need to be entered in the Expenses section. Do not add them in the Payment Totals section.

Enclosure (1)

4. GOVCC ATM Advance. Use the following steps to add a GOVCC ATM Advance:

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00
<hr/>			
Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$100.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC (By Traveler):	<input type="text" value="0.00"/>	\$0.00	<input type="button" value="Calculate"/>
Prev Pmt Adjustments:	-\$100		
Final Distribution (Net to traveler)			
Net Distribution:	\$300	\$282.00	\$582.00

a. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field. The dollar amount entered in the Add GOVCC ATM field will take money that was originally going to the traveler's account and instead send it directly to the traveler's GOVCC account.

b. Click **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amount will be decremented from the **Personal Net Distribution** field.

5. Additional Payment to GOVCC. Use the following steps to add an additional payment to the GOVCC:

a. Enter the amount of the additional payment to the GOVCC into the **Add'l GOVCC Amt** field. The dollar amount entered in the Add'l GOVCC Amt field will take money that was originally going to the traveler's account and instead send it directly to the traveler's GOVCC account.

b. Click **Calculate**. The specified amount will be decremented from the **Personal Net Distribution** field.

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00
<hr/>			
Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="\$150.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	<input type="button" value="Calculate"/>
Prev Pmt Adjustments:	-\$150.00		
Final Distribution(Net to traveler)			
Net Distribution:	\$250	\$332.00	\$582.00

6. Subtracting Payments from GOVCC. Use the following steps to enter an amount paid by the traveler to the GOVCC account before the DTS disbursement was paid.

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00
<hr/>			
Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="\$0.00"/>	
Less Prev Pmts to GOVCC (By Traveler):	<input type="text" value="\$80.00"/>	\$0.00	<input type="button" value="Calculate"/>
Prev Pmt Adjustments:		\$-80.00	
Final Distribution (Net to traveler)			
Net Distribution:	\$480.00	\$102.00	\$582.00

a. Enter an amount into the **Less Prev Pmts to GOVCC (By Traveler)** field. In this field, the traveler can enter a dollar amount that will take money that was originally going to the GOVCC account and instead send it to the traveler's account.

b. Click **Calculate**. The specified amount will be incremented to the **Personal Net Distribution** field.

c. This would be used if the traveler had to make a payment to the GOVCC account before being reimbursed by DTS. A document showing the previously paid amount should be included in substantiating documents.

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7. Additional Resources

- a. *Document Processing Manual, DTS Version 1.7.1.8,
Updated 5/25/07 Chapter 4.8.2 Payment Totals*

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_4.pdf

- b. Defense Travel Management Office (DTMO) Web Site

<http://www.defensetravel.dod.mil/>

- c. Defense Travel System (DTS) Web Site

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

Enclosure (1)