



Department of Defense **INSTRUCTION**

NUMBER 5154.31, Volume 4
October 16, 2015

USD(P&R)

SUBJECT: Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, assign responsibilities, and provide procedures regarding the commercial travel program within the DoD.

b. Volume. This volume:

(1) Establishes policy, assigns responsibilities, and provides procedures for managing the DoD GTCC Program.

(2) In accordance with the authority in Reference (a):

(a) Renames and reissues Chapter 3 of Volume 9, DoD 7000.14-R, "DoD Financial Management Regulation" (Reference (b)) as the DoD GTCC Regulations (Reference (c)).

(b) Incorporates and cancels Deputy Under Secretary of Defense for Military Personnel Policy, Under Secretary of Defense for Personnel and Readiness, and Deputy Under Secretary of Defense for Civilian Personnel Policy memoranda (References (d) through (f)).

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. It is DoD policy that:

a. Eligible members of the Military Services and DoD civilian employees must be issued a GTCC individually billed account (IBA) pursuant to Public Law 105-264 and section 5701 Note of Title 5, United States Code (References (g) and (i)).

b. New IBA applicants must have their creditworthiness determined before they are issued an IBA in accordance with section 2784a of Title 10, United States Code (Reference (i)). Applicants who do not authorize a creditworthiness evaluation will be issued a restricted card.

c. An IBA must be used for all official travel expenses, pursuant to References (c) and (g). Use of personal credit cards or other forms of payment is not authorized unless the traveler is exempt from mandatory use of the IBA in accordance with Reference (c).

d. All undisputed IBA charges must be split disbursed and paid by the due date of each billing cycle, in accordance with References (g) and (i).

e. Willful misuse of an IBA or a centrally billed account (CBA) may result in disciplinary actions prescribed by local commanders and supervisors pursuant to References (c) and (i).

f. Use of a CBA for temporary duty travel must be restricted to Service members, DoD civilian employees, and other authorized persons using DoD funds to travel who are ineligible to receive an IBA in accordance with Reference (c).

g. Use of the CBA for permanent change of station travel is at the discretion of the DoD Component head in accordance with Reference (c).

h. All undisputed CBA charges must be paid by the due date of each billing cycle pursuant to sections 3901 through 3907 of Title 31, United States Code (also known as the "Prompt Payment Act," (Reference (j))).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume is effective October 16, 2015.

A handwritten signature in black ink, appearing to read "Brad R. Carson". The signature is stylized with large, sweeping letters.

Brad R. Carson
Acting Under Secretary of Defense
for Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD 7000.14-R, “Department of Defense Financial Management Regulation (FMRs),” current edition
- (c) DoD Government Travel Charge Card Regulations, current edition¹
- (d) Deputy Under Secretary of Defense for Military Personnel Policy Memorandum, “Reduction of Centrally Billed Accounts,” May 3, 2007 (hereby cancelled)
- (e) Under Secretary of Defense for Personnel and Readiness Memorandum, “Disciplinary Guidelines for Misuse of Government Travel Charge Cards by Military Personnel,” June 10, 2003 (hereby cancelled)
- (f) Deputy Under Secretary of Defense for Civilian Personnel Policy Memorandum, “Government Charge Card Disciplinary Guide for Civilian Employees,” December 29, 2003 (hereby cancelled)
- (g) Public Law 105-264, “Travel and Transportation Reform Act of 1998,” October 19, 1998
- (h) Section 5701 Note of Title 5, United States Code
- (i) Section 2784a of Title 10, United States Code
- (j) Sections 3901 through 3907 of Title 31, United States Code (also known as the “Prompt Payment Act”)
- (k) DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008
- (l) Office of Management and Budget Circular No. A-123, Appendix B, “Improving the Management of Government Charge Card Programs,” as revised

¹ Available at: <http://www.defensetravel.dod.mil/index.cfm>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, in accordance with DoD Directive 5100.87 (Reference (k)) and in addition to the responsibilities in section 5 of this enclosure, the Director, Department of Defense Human Resources Activity:

- a. Develops, implements, and monitors procedures to manage the DoD GTCC Program.
- b. Has operational oversight of the DTMO in implementing GTCC-related functions. (See Enclosure 3.)
- c. Provides budget management and other administrative, facility, and logistic support for DTMO operations as described in Volume 1 of this instruction.
- d. Provides fiscal management and oversight such that all funds provided for DTMO are separately and visibly accounted for in the DoD budget.

2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE. The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, at the request of the Under Secretary of Defense for Personnel and Readiness, ensures the DoD GTCC Program is compliant with all DoD fiscal policies.

3. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE. The Inspector General of the Department of Defense conducts periodic audits or reviews of travel card programs to analyze risks of illegal, improper, or incorrect purchases and payments in accordance with Reference (g).

4. DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE. Under the authority, direction, and control of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense and in addition to the responsibilities in section 5 of this enclosure, the Director, Defense Finance and Accounting Service:

- a. Manages the Salary Offset Program.
- b. Verifies proper and timely payment to the DoD-contracted GTCC issuer based on approved and certified CBA invoices and IBA travel vouchers.

5. DoD COMPONENT HEADS. The DoD Component heads:

- a. Oversee Component implementation of Reference (c) and this volume.
- b. Provide written designation of Component Program Managers (CPMs) to the DTMO and the DoD-contracted GTCC issuer.
- c. Oversee compliance with IBA and CBA metric goals established in Reference (c).
- d. Oversee commanders and directors, who:
 - (1) Determine disciplinary actions when Service members and DoD civilian employees willfully misuse IBA or CBAs.
 - (2) Determine eligibility requirements for issuing IBAs to Service members and DoD civilian employees.
 - (3) Require Service members and DoD civilian employees to use the IBA for all official travel expenses pursuant to Reference (g).
 - (4) Restrict use of a CBA to use for temporary duty travel of Service members, DoD civilian employees, and other authorized persons using DoD funds to travel who are ineligible to receive an IBA in accordance with Reference (c).
 - (5) Designate the Agency Program Coordinator in writing.
 - (6) Properly train Agency Program Coordinators , CBA managers, and those issued an IBA on the DoD GTCC Program's policies and regulations.
 - (7) Require CBA managers, Service members, and DoD civilian employees issued an IBA to submit refund requests for fully or partially used airline tickets to the Commercial Travel Office in accordance with Reference (g).

ENCLOSURE 3

DTMO FUNCTIONS

The DTMO:

- a. Manages the DoD GTCC Program as part of the General Services Administration's (GSA) SmartPay2® Program master contract, and the DoD Tailored Task Order, in accordance with Volume 1 of this instruction.
- b. Adheres to Government-wide GTCC policies in accordance with Appendix B of the Office of Management and Budget Circular No. A-123 (Reference (1)).
- c. Acts as the DoD GTCC Program liaison to the GSA, the DoD-contracted GTCC issuer, the DoD Components, and CPMs.
- d. Develops, coordinates, and maintains Reference (c).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CBA	centrally billed account
CPM	Component Program Manager
DTMO	Defense Travel Management Office
GTCC	Government travel charge card
GSA	General Services Administration
IBA	individually billed account

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this volume.

Agency Program Coordinator. Personnel responsible to their respective commander or director and CPM for execution and management of the DoD GTCC program at the organization level.

CBA. An account issued to the DoD Components, under the GSA SmartPay2® Program, to pay for official travel expenses. Payment for CBAs is a government liability. There are two types of CBAs:

transportation account CBA. A card-less account issued to a Government transportation office for use in purchasing transportation, to include airline, bus, and rail tickets.

unit travel card CBA. A card that may be issued to an individual or unit for group travel only when it is cost effective and in the best interest of the mission.

commercial travel office. A commercial activity providing travel services under a contract or memorandum of understanding with the DTMO. Commercial travel offices can be contacted via telephone, e-mail, or the Defense Travel System.

CPM. Personnel responsible for management of their DoD Component's GTCC program.

creditworthiness. An evaluation of an applicant's credit history to determine eligibility for issuance of an IBA.

GSA SmartPay2® Program. The Government's charge card program that provides charge cards to Government agencies and departments, as well as tribal governments, through master contracts that are negotiated with major national banks.

GTCC metric goals. Measurements that evaluate IBA and CBA payment timeliness and delinquencies.

IBA. A GTCC, issued under the GSA SmartPay2® Program, used by authorized individuals to pay for official travel and transportation related expenses.

Salary Offset Program. The collection (by deduction from the amount of pay owed to a Service member or DoD civilian employee) of any amount the cardholder owes to the DoD-contracted GTCC issuer as a result of undisputed delinquencies.

split disbursement. A financial management procedure by which the amount of expenses charged to the IBA are paid directly to the DoD-contracted GTCC issuer, with any remainder paid to the Service member or DoD civilian employee. Split disbursement is a mandatory requirement.