Prescribed by: DoD GTCC Regulations

(Updated 20251117)

DOD GOVERNMENT TRAVEL CHARGE CARD (GTCC) STATEMENT OF UNDERSTANDING (SOU)

The Government Travel Charge Card (GTCC) must be used by DoD personnel to pay for all authorized expenses, to include meals, when on official travel unless an exemption is granted. This includes temporary duty travel (TDY), and per Component guidance, local and permanent change of station (PCS) travel. Refer to the Joint Travel Regulations for authorized and reimbursable travel allowances.

Cardholder must read and check off each item below.

I understand that I am being directed to:

- ☐ Confirm receipt of my GTCC and set up my PIN upon delivery.
- ☐ Ensure that my card account is open for use prior to ticketing and travel.
- ☐ Obtain tax exemption information prior to my trip from https://smartpay.gsa.gov/content/state-tax-information?search=gsa.gov.
- ☐ Use my card for only expenses incurred by me while in an official travel status or when authorized for PCS travel, my authorized dependents.
- ☐ Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment.
- ☐ File my travel voucher within five working days from returning to my PDS after completing my travel.
- ☐ Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status.
- ☐ Use split disbursement to pay for all outstanding charges.
- ☐ Keep my account number, expiration date and contact information updated in DoD travel systems.
- ☐ Update my contact information with the travel card vendor when necessary.
- ☐ Notify the travel card vendor and my APC immediately if my GTCC is lost, stolen or compromised.
- ☐ Complete “Travel Card 101” training initially and refresher training every three years thereafter.
- ☐ Complete a “NEW” SOU upon arrival at each new duty assignment or every three years.

I understand that:

- ☐ Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge.
- ☐ I am not allowed to withdraw a credit balance refund from an ATM.
- ☐ If I misuse the card, I will be subject to administrative or disciplinary action.
- ☐ Cash withdrawal fees are part of incidental expenses and not separately reimbursable.
- ☐ Online and mobile access to my account is available at CitiManager.com.

For additional information on the Travel Card, refer to your APC and the DoD GTCC Regulations (https://travel.dod.mil/GTCC-Regs).

APC's Name:	APC's Phone Number:

Applicant or Cardholder Name/Signature	Date *(YYYYMMDD)*	Supervisor Name/Signature