



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO
7000
G-1/Ops

19 JUN 2008

FORCE POLICY LETTER 3-08

From: Commander, Marine Forces Reserve
To: General Officers
Commanding Officers
Officers in Charge
Inspector-Instructors

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) DELINQUENCY

Ref: (a) DoD Financial Management Regulation, Vol 9, Chap 3
(b) MCO 4600.40A
(c) MARADMIN 515/03
(d) Force Order 7000.1

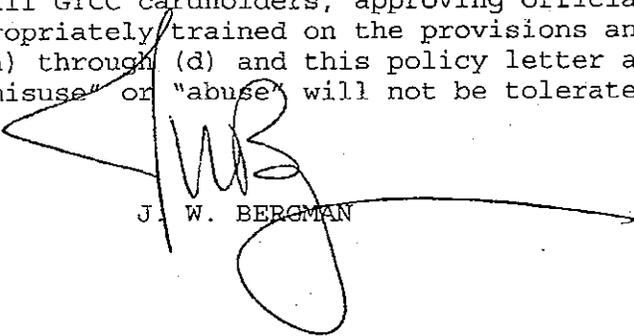
1. Problems of GTCC misuse and abuse/delinquency continue within Marine Forces Reserve. These problems must be corrected. Per references (a) and (b), "misuse" is using the card for other than "official travel related expenses," and abuse/delinquency is "failure to pay charges in a timely manner." Cardholder misuse and abuse may subject the offender to administrative or disciplinary action.

2. a. Per references (a) and (c), split disbursement is required for all GTCC account holders. Split disbursement is a method where a traveler fills out his/her travel claim so that all travel expenses charged to his/her GTCC, such as commercial transportation, lodging, and rental car, are paid directly to the bank to offset their GTCC bill.

b. Individual travelers will ensure the total of their outstanding charges from a period of Temporary Additional Duty (TAD) are split disbursed directly to the GTCC.

c. Approving officials will ensure that split disbursement is properly designated for any outstanding balance of a subordinate from a period of TAD.

3. It is the responsibility of each commander within Marine Forces Reserve to ensure that the GTCC program is properly managed. Commanders are directed to ensure that all GTCC cardholders, approving officials, and their leadership are appropriately trained on the provisions and requirements of references (a) through (d) and this policy letter and are made fully aware that GTCC "misuse" or "abuse" will not be tolerated.


J. W. BERGMAN

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