UNDER SECRETARY OF THE ARMY
WASHINGTON

MEMORANDUM FOR SEE DISTRIBUTION

01 JUN 2011

SUBJECT: Army Travel Charge Card Program, Individually Billed Account Use for Official Travel Related Expenses

1. The Travel and Transportation Reform Act of 1998, Department of Defense (DoD) and Army policy require that the Government Travel Charge Card (GTCC) be used by all DoD personnel to pay for all costs related to official Government travel unless they are exempt. Exemptions from mandatory use of the GTCC are contained in the Department of Defense Financial Management Regulation, Volume 9, Chapter 3. The GTCC policies are applicable to all DoD employees and uniformed members.

2. Accordingly, all senior leaders, Soldiers and Army Civilian employees, who meet the eligibility requirements, will obtain an individually billed account (IBA) travel charge card and use it for all official travel related expenses. Use of the centrally billed travel account for airfare is restricted to those individuals ineligible for an IBA.

3. When the Defense Travel System is used to support travel requests, airline tickets will be purchased using the reservation module available in the system. Changes to ticketing, requiring manual intervention by the Commercial Travel Office (CTO), should be kept to a minimum.

4. Points of contact are: Mr. Jorge F. Roca, Director of Management Services, Deputy Assistant Secretary of the Army (Financial Operations), 703-693-2770, , Army Travel Charge Card Program Manager, 703-693-3386

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