

USE OF THE GOVERNMENT TRAVEL CARD

The use of the Government Travel Charge Card is based on your authorized travel status and agreement to use the Card only during or in direct support of (advanced reservations, etc.) the period designated by your travel orders and your Agency/Organization.

You agree to use the Card only for Official Government Travel and official travel related expenses away from your official station/duty station in accordance with your Agency/Organization policy.

Charging privileges on the Card are provided pursuant to the GSA contract and the task order of your Agency/Organization.

To avoid inappropriate use of the GTCC:

RULE OF THUMB – if it is not stated on your Travel Order, do not use the GTCC for the purchase. If you cannot claim your purchase on a travel voucher, it may be considered inappropriate use of the GTCC.

- You agree not to use the Card for personal, family or household purposes.
- No other person is permitted to use the Card issued to you for any reason.
- Cash advance may only be obtained three (3) business days prior to your official government travel date.
- Always carry other forms of payments with you.
- **DO NOT USE** the GTCC for personal purchases. For example, shampoo, towels, shower shoes, bed linens, prescription medications, over the counter medications. (Personal purchases are considered inappropriate use of the GTCC)
- **DO NOT USE THE GTCC** at an ATM to remove a credit balance from your account.
- **DO NOT USE THE GTCC** to obtain cash advances in country if you are not going on official government travel.
- **DO NOT USE THE GTCC** for airline upgrades.
- **DO NOT USE THE GTCC** for excess/overweight baggage.
- **DO NOT USE THE GTCC** for postage or shipping of items.
- **DO NOT USE THE GTCC** for/while on R&R or Emergency Leave.