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UNCLAS //N04600//

ALCGPSC 120/16

SUBJ: REQUIRED USE OF THE TRAVEL MANAGEMENT CENTER (TMC) FOR LODGING

A. Department of Homeland Security (DHS) Financial Management Policy Manual

B. 41 Code of Federal Regulations, Chapter 301-11.11

C. Joint Travel Regulations (JTR), 4130, A.4

D. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (SERIES)

1. Per Refs A through C, travelers must make all travel reservations, including commercial lodging, for Coast Guard funded travel through the contracted TMC (ADTRAV). Booking lodging reservations directly with the hotel, using commercial websites such as Expedia.com, Hotels.com, AIRBNB, etc. violates these requirements. DHS requires that all reservations made outside of the TMC be authorized per travel order endorsement.

2. DHS released an updated version of Ref A in March 2016 requiring each component to develop internal policies and procedures documenting the justification of making offline reservations and a system of monitoring the use of offline reservations. In addition, DHS has initiated new travel card transaction audits to flag lodging reservations made outside of the TMC (i.e. ADTRAV) and considers these transactions as misuse of the Government Travel Charge Card (GTCC) unless an authorized exception to using the TMC is documented on the travel orders.

3. Examples of authorized exceptions that an Approving Official may use on the travel orders include:

a. Cases where the traveler is not a travel card holder and the reservation does not include common carrier transportation being charged to the Centrally Billed Account.

b. When use of the GTCC is prohibited by Ref D, such as TDY over 21 days where interim travel claims will not be submitted or PCS duration over 15 days, and the reservation does not include common carrier transportation being charged to the Centrally Billed Account.

c. For military personnel covered by Ref C when lodging is arranged at a lower cost than available through the TMC, such as lodging in conjunction with a conference, mass training evolutions, unit movements, personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, or when arranging lodging on a weekly or monthly basis for long-term TDY. Long Term TDY is considered 30 or more days.

d. Use of government lodging.

e. Cases where the TMC is unable to find lodging reservations for the traveler. In cases where ADTRAV completes a reservation for other services (travel, rental car, etc) then ADTRAV will note that they could not accommodate the lodging requirement via the rezconfirm document. If it is a lodging only reservation, the traveler must specifically request ADTRAV provide an e-mail to document that they were unable to secure the required lodging reservations.

4. Travelers should review the required use of TMC lodging Frequently Asked Questions (FAQ) at the link below or contact their local ADMIN support for travel questions

<https://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/Required-Use-of-TMC-Lodging-FAQs.docx>

5. All other questions should be directed as follows:

a. Cardholders shall direct GTCC questions to their unit GTCC Travel

Manager. Members can determine who their supporting Travel Managers are under the contacts page located at www.uscg.mil/psc/bops/govtrvl/ .

b. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil or Mr. Matt Ruckert at 703-201-3080 or Matthew.T.Ruckert@uscg.mil.

6. Released: RDML M. T. Bell Jr., Commander, Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

7. Internet release is authorized.