

TCPN# FY04-12 Split Disbursement for military and civilian personnel

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO GTCC PROGRAM PARTICIPANTS IN YOUR HIERARCHY.

1. The purpose of this GTCC program update Travel Card Periodic Notice (TCPN) is to promulgate DON policy based on OSD Guidance in use of the split disbursement option.
2. The OSD memo dated 23 April 2003 establishes that the split disbursement option is now mandatory for military personnel. Implementation of mandatory split disbursement shall be accomplished through the travel voucher approval process. Individual travelers are responsible for designating an amount equal to the charges on the travel card to be sent to the card-issuing bank (Bank of America). Approving Officials shall ensure that the traveler is using the split disbursement option to the maximum extent possible. Approving Officials shall return any claims submitted by uniformed service members that do not at a minimum accurately reflect reimbursable charges for which travel card use is mandatory.
3. Cardholders can verify their account balance and the amount to designate for split disbursement by accessing Bank of America's Interactive voice response system by dialing the customer service number printed on the back of the travel card. Cardholders may also access their account information using Bank of America's on-line system. Cardholders that do not already have on-line access to their accounts may request it through their Agency Program Coordinator.
4. Mandatory split disbursement will be implemented for civilian employees after finalization of labor relations bargaining obligations. In the interim, civilian employees shall continue to be strongly encouraged to use split disbursement.

Please send any questions/comments to travel_card@navsup.navy.mil.

Helpdesk
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