The Roverment Travel Charge Carl (GTCC) must be used by DeD personnel to gay for all subhorized segresses, include meals, where not official travel and check off each item below. Cardholder must read and check off each item below. Linderstand that I am being directed to: Confirm receipt of my GTCC and set up my PIN upon delivery. Dispute that my card account is open for use prior to ticketing and travel. Obtain tax exemption information prior to my trip from http://smartpay.gea.gov/content/state-iax-information?search-uga.gov/content/state-iax-information gives from returning to my PDS after completing my travel.gov/content/state-iax-information date and contact information updated in DoD travel systems.gov/content/state-iax-information date and contact information update in povel systems.gov/content/state-iax-information?search-uga.gov/content/state-iax-information date and contact information gives there aretarter.gov/content/state-iax-information date and contact informa	DOD GOVERNMENT TRAVEL CHARGE CARD (GTCC) STATEMENT OF UNDERSTANDING (SOU)
Iunderstand that I am being directed to:	when on official travel unless an exemption is granted. This includes temporary duty travel (TDY), and per Component guidance, local
Confirm receipt of my GTCC and set up my PIN upon delivery. Ensure that my card account is open for use prior to ticketing and travel. Obtain tax exemption information prior to my trip from https://smartpay.gsa.gov/content/state-tax-information?search=gsa.gov. Use my card for only expenses incurred by me while in an official travel status or when authorized for PCS travel, my authorized dependents. Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment. File my travel voucher within five working days from returning to my PDS after completing my travel. Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status. Use split disbursement to pay for all outstanding charges. Keep my account number, expiration date and contact information updated in DoD travel systems. Update my ontact information with the travel card vendor when necessary. Notify the travel card vendor and my APC immediately if my GTCC is lost, stolen or compromised. Complete "Travel Card 101" training initially and refresher training every three years thereafter. Complete a "NEW" SOU upon arrival at each new duty assignment or every three years. I understand that: Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge. I am not allowed to withdraw a credit balance refund from an ATM. If I misuse the c	Cardholder must read and check off each item below.
Ensure that my card account is open for use prior to ticketing and travel. Obtain tax exemption information prior to my trip from https://smartpay.gsa.gov/content/state-tax-information?search-gsa.gov. Use my card for only expenses incurred by me while in an official travel status or when authorized for PCS travel, my authorized dependents. Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment. File my travel voucher within five working days from returning to my PDS after completing my travel. Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status. Use split disbursement to pay for all outstanding charges. Keep my account number, expiration date and contact information updated in DoD travel systems. Update my contact information with the travel card vendor when necessary. Notify the travel card vendor and my APC immediately if my GTCC is lost, stolen or compromised. Complete a "NEW" SOU upon arrival at each new duty assignment or every three years. Iunderstand that: Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge. I am not allowed to withdraw a credit balance refund from an ATM. If I misuse the card, I will be subject to administrative or disciplinary action. Cash withdrawal fees are part of incidental expenses and not separately reimbursable. Online a	I understand that I am being directed to:
Obtain tax exemption information prior to my trip from https://smartpay.gsa.gov/content/state-tax-information?search=gsa.gov. Use my card for only expenses incurred by me while in an official travel status or when authorized for PCS travel, my authorized dependents. Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment. File my travel voucher within five working days from returning to my PDS after completing my travel. Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status. Use split disbursement to pay for all outstanding charges. Keep my account number, expiration date and contact information updated in DoD travel systems. Update my contact information with the travel card vendor when necessary. Notify the travel Card 101* training initially and refresher training every three years thereafter. Complete a "NEW" SOU upon arrival at each new duty assignment or every three years. I understand that: Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge. I am not allowed to withdraw a credit balance refund from an ATM. If I misuse the card, I will be subject to administrative or disciplinary action. Cash withdrawal fees are part of incidental expenses and not separately reimbursable. Online and mobile access to my account is availlable at CitilManager.com. For	Confirm receipt of my GTCC and set up my PIN upon delivery.
Use my card for only expenses incurred by me while in an official travel status or when authorized for PCS travel, my authorized dependents. Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment. File my travel voucher within five working days from returning to my PDS after completing my travel. Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status. Use split disbursement to pay for all outstanding charges. Keep my account number, expiration date and contact information updated in DoD travel systems. Update my contact information with the travel card vendor when necessary. Notify the travel Card 101" training initially and refresher training every three years thereafter. Complete "Travel Card 101" training initially and refresher training every three years. Iunderstand that: Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge. I am not allowed to withdraw a credit balance refund from an ATM. If I misuse the card, I will be subject to administrative or disciplinary action. Cash withdrawal fees are part of incidental expenses and not separately reimbursable. Online and mobile access to my account is available at ChilManager.com. For additional information on the Travel Card, refer to your APC and the DoD GTCC Regulations (htttps://travel.dod.mil/GTCC.Regs). <t< td=""><td>Ensure that my card account is open for use prior to ticketing and travel.</td></t<>	Ensure that my card account is open for use prior to ticketing and travel.
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