



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



November 08, 2017

MEMORANDUM FOR ALL AFIMSC-MAJCOM-FOA-DRU/FM

FROM: SAF/FMFC (AFAFO)
1500 West Perimeter Rd, Suite 3500
Joint Base Andrews, MD 20762

SUBJECT: Mandatory Use of Individual Government Travel Card for Official Government Travel

All travel program administrators (e.g., Defense Travel Administrators, Agency Program Coordinators, Approving Officials) must maximize the use of the Individual Billed Account (IBA) Government Travel Charge Card (GTCC) for all official government travel, thus ensuring compliance with Public Law, Joint Travel Regulation (JTR) Chapter 1, paragraph 010204., and Department of Defense GTCC Regulations, paragraph 040501. Therefore, all travelers eligible for a GTCC should have one and use it to the maximum extent possible for official government travel expenses (TDY, deployment, PCS).

Use of a Centrally Billed Account (CBA) is authorized when the traveler meets the IBA exemption criteria outlined in the GTCC regulation paragraphs 040601 and 040602. The use of CBA should be annotated on the orders. Approving officials must validate whether the airfare and/or Travel Management Company (TMC) fee were billed to the IBA or CBA before approving the voucher, this will prevent unauthorized reimbursements to members. It's highly encouraged that the local Finance Office, who has oversight of the travel card program, and Transportation Office, who has day-to-day management of the CBA, work together to develop a local process to limit CBA usage.

Increased use of the IBA GTCC will reduce the workload required to reconcile the CBA billing statements, mitigate risks associated with unused airline tickets, reduce DFAS processing costs and increase the Air Force rebates associated with the travel card program. AF/A4, AF/A1 and the TMC are all integral components in achieving success in maximizing the use of the IBA GTCC.

Ensure widest dissemination of this policy. Questions should be directed to your Agency Program Coordinator (APC), AFIMSC Detachment or HQ AFIMSC/RMF. AFIMSC please direct your questions to Mr. Darrell Haraway, DSN 612-5289. Thank you for all you do to support our Air Force travelers.

Eric I. Cuebas
Director, Air Force Accounting and
Finance Office