



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

30 March 2017

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/FMF and HQ AFIMSC

FROM: SAF/FMFC (AFAFO)  
1500 W. Perimeter Road, Suite 3500  
Joint Base Andrews, MD 20762

SUBJECT: Government Travel Charge Card (GTCC) Use for MilAir Travel

In response to an Air Force Accounting and Finance Office directive, AMC/FM teamed with AMC/A4 to simplify the electronic billing process by requiring travelers to use their GTCC for MilAir travel related expenses. The program, called "Pay-at-the-Port," collects funds up front versus using a fund cite or Customer Identification Code (CIC) associated with travel orders. Travelers will pay using their GTCC when they check in at the passenger terminal. The goal is to eliminate use of CICs obtained from travel orders or letters of authorization. This initiative will streamline the process, improve auditability, reduce Defense Finance and Accounting Service processing to collect travel funds, and collect funds at time of travel versus months or years later.

AMC conducted an evaluation of the new process at Naval Station Norfolk, Joint Base McGuire-Dix-Lakehurst, and Baltimore/Washington International Airport. Following successful pilot programs conducted at these locations, the Air Force has approved use of the GTCC for payment of AMC MilAir related ticketing expenses. Program roll-out to all AMC passenger terminals will occur in the near future.

This means it is imperative that Air Force travelers have: 1) activated their GTCC; 2) know their GTCC PIN; and 3) increased their credit limits to cover all travel related costs, which can be significant, especially for families traveling overseas. Guidance was provided to financial management analysts to ensure all government airlift transportation costs are included on orders. Instructions were also included for financial services offices detailing required receipt and voucher procedures.

Wing Comptrollers are requested to share this information with installation public affairs offices and all base personnel to encourage awareness/compliance of this initiative. All travelers should be advised that the GTCC is the preferred method of payment for official travel costs. However, passenger terminals will continue to accept official orders for payment if they encounter problems with GTCC transactions that may delay an aircraft departure.

Wing FM Offices should contact their respective MAJCOM with accounting process related questions and AFIMSC for voucher related questions. AFIMSC personnel may contact Mr. Jeremy T. Lemaire at [jeremy.t.lemaire.civ@mail.mil](mailto:jeremy.t.lemaire.civ@mail.mil) and MAJCOM personnel can contact Mr. Patrick Patton at [patrick.t.patton3.civ@mail.mil](mailto:patrick.t.patton3.civ@mail.mil).

Eric I. Cuebas  
Director, Air Force Accounting and  
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cc: AF/MAJCOM/Wing A4s

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