

FM DFAS INDIANAPOLIS IN
TO AIG 4579

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SUBJECT: SURCHARGE FOR GOVERNMENT TRAVEL CHARGE CARD (GTCC)
USE AS REIMBURSABLE EXPENSE (TTM 13-01)

REF A: JFTR/JTR APPENDIX G

1. EFFECTIVE JANUARY 27, 2013, MERCHANTS IN THE U.S. AND NON-FOREIGN OCONUS ARE ALLOWED TO INCLUDE A SURCHARGE (UP TO 4%) WHEN A CUSTOMER USES A CREDIT CARD FOR A PURCHASE.
2. WHEN TRAVELERS USE THEIR GTCC FOR OFFICIAL TRAVEL EXPENSES, AND ARE CHARGED THIS SURCHARGE, THE SURCHARGE MAY BE CLAIMED AS A REIMBURSABLE EXPENSE ON A DD FORM 1351-2 TRAVEL SETTLEMENT VOUCHER. FOR TRAVELERS USING THE DEFENSE TRAVEL SYSTEM (DTS), THIS EXPENSE IS CLAIMED AS A NON-MILEAGE REIMBURSABLE EXPENSE.
3. POINT OF CONTACT FOR THIS MESSAGE IS THE TRAVEL FUNCTIONAL AREA, 317-212-5094/4655/3917/5090.

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