



# IMPORTANT

Outgoing personnel must complete **ALL** out-processing steps for both the Defense Travel System DTS and Government Travel Charge Card (GTCC) programs.

It is **YOUR** responsibility to ensure all steps are completed!



# Defense Travel System (DTS) OUT-PROCESSING

## ALL USARAK PERSONNEL

1

- ❑ Log into the Defense Travel System (DTS):  
<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>
- ❑ Ensure that you do not have any travel authorizations outstanding (not approved or pending action). Contact your unit Organization Defense Travel Administrator (ODTA) if you need assistance.
- ❑ Ensure that you do not have any outstanding travel vouchers. Contact your unit Organization Defense Travel Administrator (ODTA) if you need assistance.

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- ❑ Out process with your Brigade/Battalion ODTA

You **MUST** out-process Defense Travel System (DTS) with your UNIT Organizational Defense Travel Administrator (ODTA) **before** out-processing with GTCC.

# MANDATORY



Having a Government Travel Charge Card (GTCC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.

DoDI 5154.31-V4, October 16, 2015

PUBLIC LAW 105-264-Oct. 18, 1998: Travel and Transportation Reform Act of 1998

GOVERNMENT TRAVEL CHARGE CARD (GTCC) REGULATIONS, March 2021

If you do not have a GTCC, you will need to apply for a GTCC at least **30 days prior** to your PCS. Contact your local unit APC for further instructions.

# GTCC OUT-PROCESSING

If you are departing:

## FORT RICHARDSON

➔ **All 4/25 IBCT (Abn)** will clear GTCC with your BN APC

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➔ **59th Sig, Meddac, Dentac** will clear GTCC with your unit and do **not** need to clear with G8 TM.

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➔ All others will clear GTCC through G8 Travel Management

**Bldg. 1, Room 226**

**Monday – Friday 0900-1130**

**\*\*\*Only after clearing BN\*\*\***

You **MUST** out-process Defense Travel System (DTS) with your UNIT Organizational Defense Travel Administrator (ODTA) **before** out-processing with GTCC.

# GTCC OUT-PROCESSING

If you are departing:

## FORT WAINWRIGHT

➔ **All 1/25 SBCT** will clear GTCC with your BN APC

➔ **59th Sig, Meddac, Dentac** will clear GTCC with your unit and do **not** need to clear with G8 TM.

➔ All **others** will clear GTCC through G8 Travel Management

**Bldg. 1051, Apt, 14**

**Tuesday and Thursday 0900-1100**

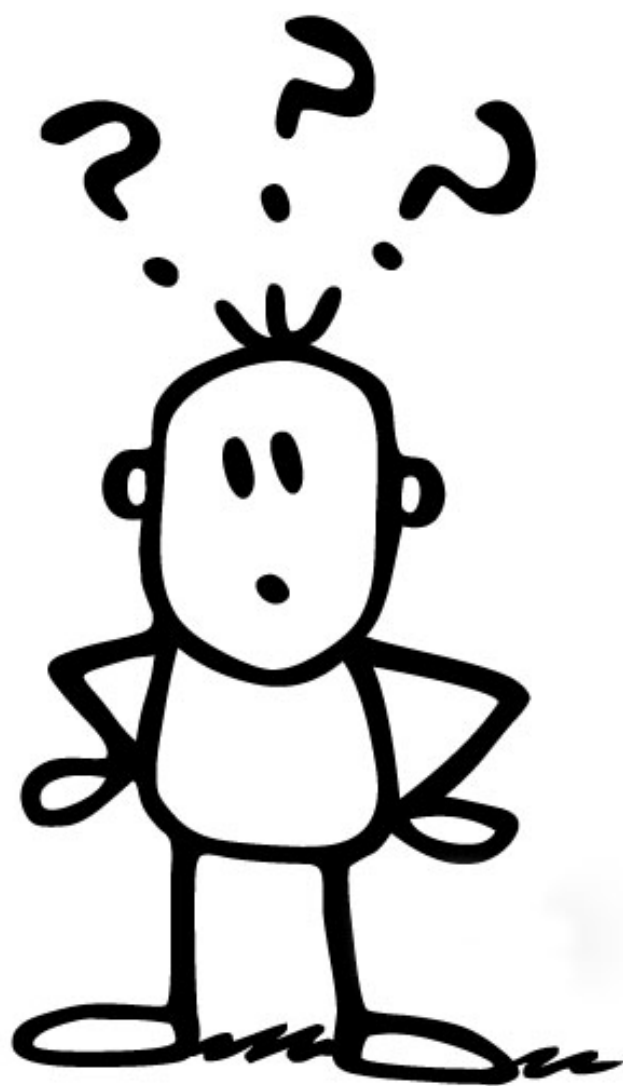
**\*\*\*Only after clearing BN\*\*\***

You **MUST** out-process Defense Travel System (DTS) with your UNIT Organizational Defense Travel Administrator (ODTA) **before** out-processing with GTCC.

# GOVERNMENT TRAVEL CHARGE CARD (GTCC) OUT-PROCESSING BRIEF

**\*\*\*Use of the GTCC for official travel is mandatory per the Travel and Transportation Reform Act of 1998, Public Law 105-264 and DoDI5154.31-V4.\*\*\***

- Your GTCC account will be placed in PCS/Mission Critical status for approx. 120 days. This pushes your billing cycle out to allow for voucher processing. This is **NOT** extra time to file your voucher.
- You are required to file your voucher within **5** days of in-processing.
- Your credit limit will be temporarily increased to \$10k (\$15k if traveling via Alaska Marine Hwy System). **This is a cushion NOT a target!**
- You are required to adhere to GTCC regulations and use your GTCC for PCS travel related expenses: food, lodging, and fuel, or ticketed transportation (airline/ferry) and transportation to and from the airport.
- No alcohol or tobacco purchases are allowed—only incur expenses that are reimbursable per your official orders.
- Know your Citibank GTCC PIN for your card.
- Save your receipts! Receipts are required for purchases \$75 and above and for all gas and lodging charges. Hold on to your receipts until after your voucher is settled.
- Update your profile and change your mailing address with Citibank ASAP to ensure that you get your statements.
- In-process with your new APC (GTCC) and ensure your GTCC account is owned by your new unit or you risk having your account closed after 30 days of your report date.
- You are responsible for any balance on your GTCC. Make sure to check your GTCC statement even after your voucher has settled.

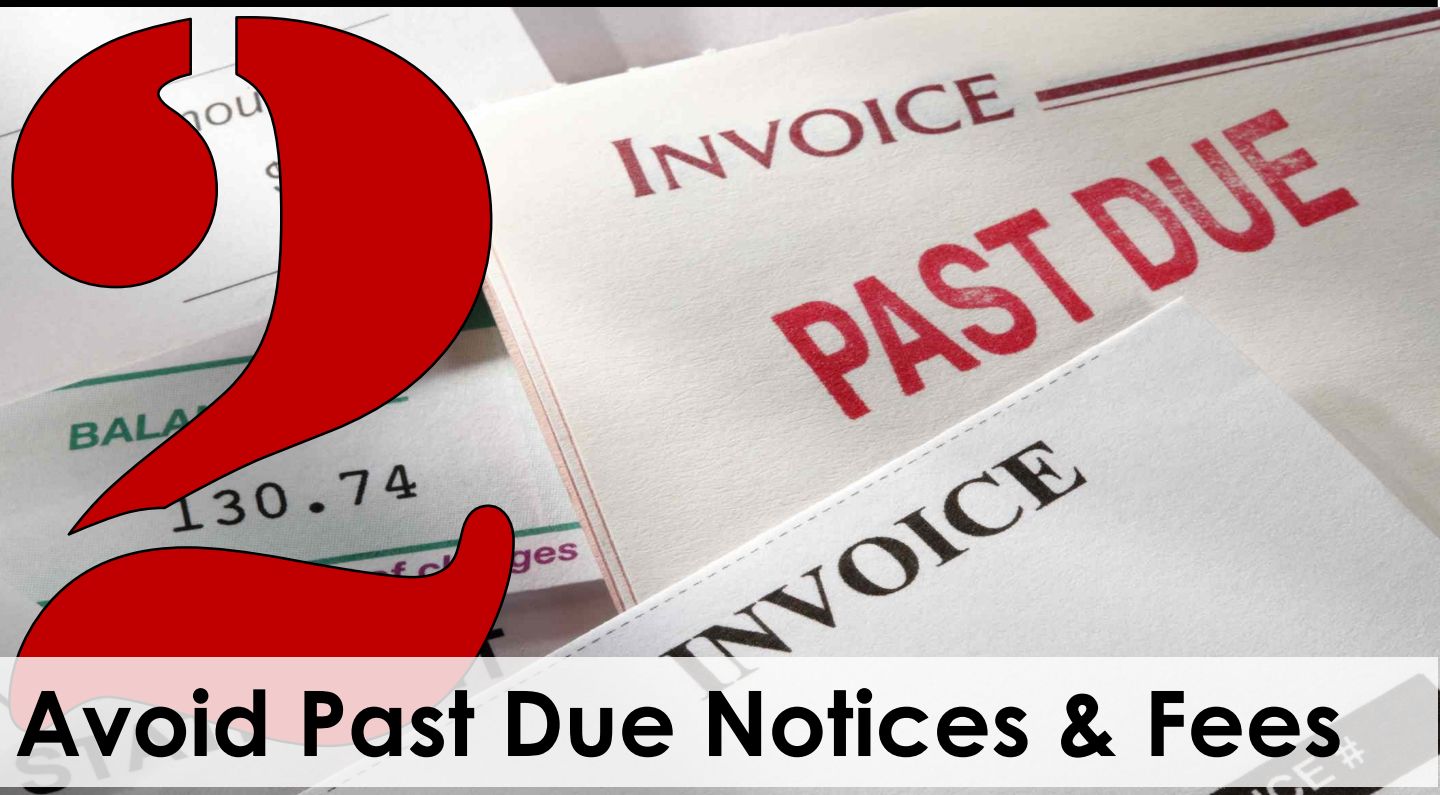


Many of you may be wondering...Why is out-processing travel so important?



## **Avoid Out-of-Pocket Expenses**

PCS travel expenses add up quickly, by ensuring you have a Government Travel Charge Card (GTCC), you avoid out-of-pocket Expenses. Out-processing ensures that you have increased limits to cover expenses.



## **Avoid Past Due Notices & Fees**

Out-Processing ensures your GTCC is set up properly, giving you time to travel to your new duty station before payments are due and ensures your DTS travel has been properly settled before you depart.

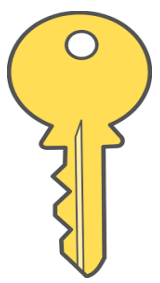




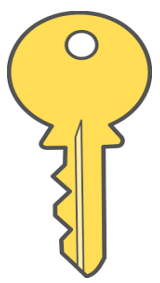
# Receive Your Payments Quickly

Proper out-processing helps ensure timely reimbursement payments. Money back into your pocket!

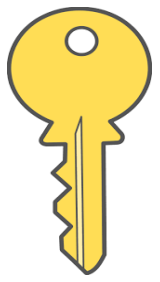
## KEY TAKEAWAYS



Outgoing personnel must complete **ALL** out-processing steps for both the Defense Travel System DTS and Government Travel Charge Card (GTCC) programs.



Proper out-processing benefits you!



It is **YOUR** responsibility to ensure all steps are completed promptly!



If you have any questions, contact your unit APC and/or OTDA.

Happy & Safe Travels!  
The USARAK Travel Management Team

CUI



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Program Administrator**

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Program Administrator**

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(907)384-1135

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**Other Important Information**

CTO Fort Richardson: 1.855.732.8455  
CTO Fort Wainwright: 1.855.729.8688  
CTO After Hours Emergency: 1.800.349.8231  
DTMO / TAC: 1.888.435.7146  
CITI/GTCC Customer Svc: 1.800.200.7056

DTS Website: <https://dtsproweb.defensetravel.osd.mil>

Citi GTCC Website:

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

TRAX PASSPORT for Training:

<https://www.defensetravel.dod.mil/Passport>