



DEPARTMENT OF THE AIR FORCE
52D FIGHTER WING (USAFE)
OPC 9 BOX 24, APO, AE 09126
SPANGDAHLEM AIR BASE, GERMANY

MEMORANDUM FOR 52 LRS/LGRDAP

FROM:

SUBJECT: Government Travel Card Use Exemption to Policy

1. Under the Transportation and Travel Reform Act (TTRA) of 1998 and SecAF/CSAF policy memo dated May 12, 2008 policy dated June, 2017, public law requires all DoD personnel to use Government Travel Card (GTC) for all expenses arising from official government travel. The Centrally Billed Account (CBA) is only used for members that are exempt IAW DoDI 5154.31, Volume 4-0406: *(select one that applies)*

- ☐ Application pending for the travel card
- ☐ Traveling on an invitational travel order/authorization
- ☐ New appointees/recruits
- ☐ ROTC member
- ☐ Government travel card denied, canceled, or suspended
- ☐ Travel card is lost, stolen or damaged
- ☐ Hospital patients/medical-evacs
- ☐ Prisoners
- ☐ Only for travel enroute to a point of departure for deployment and can't file voucher prior to deployment
- ☐ Travel to/in a foreign country where infrastructure doesn't support the use of the GTC
- ☐ Use of the GTC would pose a threat to national security, endanger the life of themselves/others, compromise a law enforcement activity
- ☐ Employed/Appointed on a temporary or intermittent basis
- ☐ Employee is a local national; no GTC issued

Reason for GTC for Transportation Officer review:

2. Therefore, I am requesting the Traffic Management Operations/Passenger Travel Office authorize commercial air travel cost be billed to the Central Billing Account as an exception to the provisions of the TTRA.

"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties."



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☐ I hereby affirm that the information is true and accurate.

☐ I hereby acknowledges that the CBA is utilized as a last resort.

INSERT FIRST MI, LAST, RANK, USAF
CC/CCF

1st Ind, 52 LRS/LGRD
MEMORANDUM FOR 52 LRS/LGRDAP

☐ Approved ☐ Disapproved

SHAMIKA R. HARRELL, GS-12,USAF
Installation Transportation Officer

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THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974