



DEPARTMENT OF THE NAVY  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1320.2L  
SUPPO  
22 Oct 13

NAVCRUITDIST PORTLAND INSTRUCTION 1320.2L

Subj: TEMPORARY ADDITIONAL DUTY (TAD) ORDERS AND GOVERNMENT  
VISA CARD PROGRAM

Ref: (a) COMNAVCRUITCOMINST 4400.1 series (LSO Manual)  
(b) NAVCOMPTINST 4650.8  
(c) JFTR Volume I

Encl: (1) CNRC Travel Request (NAVCRUIT 7130/2 Rev. 2-96)  
(2) Travel Authorization (Sample)  
(3) Lost Receipt Certificate (Sample)

1. Purpose. To establish administrative procedures for Navy Recruiting District (NRD) Portland personnel for requesting and preparing Temporary Additional Duty (TAD) orders, for preparing and submitting travel claims, and for Visa Card program management, as directed per references (a) through (d).

2. Cancellation. NAVCRUITDISTPORTLANDINST 1320.2K.

3. Background. Under the provisions of references (a) through (d), all TAD orders must be approved by the Commanding Officer (CO) via the chain of command prior to executing TAD. In the case of routine travel, the Executive Officer (XO) is delegated as an approving authority in an "Acting" capacity. In case of emergency or short-fuse travel requirements, verbal authorization may be granted by the CO via a Department Head or the Command Duty Officer (CDO).

4. Discussion. Travel orders shall be issued through the Defense Travel System (DTS) for all services members, General Service civilian personnel, and all other civilian travelers (with the exception of enlisted applicants and NRD contract employees) when any portion of official travel is performed outside NRD Portland's area of responsibility and/or the period of travel away from the designated duty station area exceeds 12 hours.

5. Action.

a. Lead-time. All DTS authorizations should be input by the traveler a minimum of 10 days prior to date of departure. This allows time for the authorizing, reviewing and approving officials to process the request prior to commencement of the travel. The traveler is responsible for ensuring that the DTS authorization has been approved prior to commencing travel.

b. Travel requests for enlisted applicants which require commercial airline tickets should be submitted on enclosure (1) a minimum of four working days prior to date of travel to allow the Supply Department and CWTSatoTravel time to make the reservations, prepare the orders and process the airline tickets. Supply will assign tango numbers and accounting data, verify order numbers and prepare the official travel orders (enclosure 2) for approval and signature. All official travel orders must be signed by a command representative designated in writing by the CO.

c. Cancellation or modification of orders. If projected travel is cancelled, the travel orders must be cancelled in DTS to avoid airfare or "no show" lodging charges. Necessary modifications (change in dates, destinations, etc.) to orders shall be coordinated through Supply. Changes to the dates, location, or duration of TAD travel must be approved by the CO via the chain of command. When such permission has been granted, the authorizing official shall call or otherwise notify Supply so the orders and/or voucher may be modified.

d. Airline Tickets. All civilian traveler airline tickets will be handled through Supply. Under no circumstances shall an individual make airline reservations or purchase airline tickets without going through Supply and CWTSatoTravel, Bangor, WA. If problems occur with airline tickets, the traveler must contact Supply or the CWTSatoTravel Help Desk at 1-800-359-9999.

e. Travel Voucher Claims. Within five calendar days upon completion of TAD, personnel shall submit a voucher through DTS with all receipts for all reimbursable expenses. In case of a lost receipt, enclosure (3) must be submitted in lieu of the original receipt. Government Visa cardholders will be

reimbursed for authorized and allowable expenses in accordance with the provisions of references (a) through (d). Split disbursement of funds: payment to the Government Travel Credit Card (GTCC) is mandatory for any charges on the GTCC while on travel (including ATM withdrawals). Funds will be paid to cardholder's Government Visa prior to any electronic transfer to member's savings/checking account, thereby avoiding delinquency of payment to Government Visa.

f. Falsification of Claims. Willfully making a false claim against the government is punishable under the UCMJ and U.S. Title Codes. The penalty for willfully making a false claim is a maximum fine of \$10,000.00 and/or maximum imprisonment of five years. (U.S. Code Title 118, section 287, formerly section 80).

6. Visa Government Credit Card. The purpose of the Government Credit Card is to simplify TAD travel and to allow frequent travelers to charge major expenses while on official travel. Government accounts are exempt from annual fees and interest charges. **The Visa Government Credit Card shall not be used in conjunction with a Permanent Change of Station (PCS) move.**

a. Responsibility. The cardholder is responsible for paying the account balance in full at the end of each billing cycle. Failure to pay the current balance when due will be grounds for cancellation or suspension of credit card privileges and punitive action. Delinquent accounts will be reported to the command and to credit reporting agencies.

. **NOTE: On-time payment of your GTCC bill is critically important, as it is closely monitored from Secretary of Defense down, via the chain of command. Commander, Navy Recruiting Command (CNRC) reports monthly on each command's status of delinquent payments. It behooves each member of NRD Portland to pay his/her bill promptly, since if it is not paid on time, loss of GTCC card privileges can occur at the command's discretion.**

b. Use of the Visa Travel Card. The Visa travel card is authorized only for official travel from the service member's permanent duty station. Purchases with the government card are limited to cash advances, lodging, transportation, car rental,

meals, and other necessary incidental and miscellaneous expenses in connection with government travel orders only. **Cards used for purchasing anything that does not support the TAD mission is not authorized, and is punishable under the UCMJ.**

c. Visa Card Travel Advance. In the execution of official travel orders, card holders may use the card to obtain authorized travel advances from an Automated Teller Machine (ATM); however, travelers shall avoid unnecessary advances in the interest of controlling costs. An ATM usage fee is an authorized reimbursable expense on the travel claim.

d. Transfer/Separation. The Supply Department shall use the Prospective Gains/Prospective Losses tickler provided by the Administrative Officer to determine effective date of deactivation/cancellation. Prior to a member's transfer, the Supply Officer (SUPPO) shall review GTCC reports to determine if a balance exists on the card. If so, the member shall pay the balance prior to transferring. Afterwards, the card shall be deactivated. Prior to a member's separation from naval service, the SUPPO shall review GTCC reports to determine if a balance exists on the card. If so, the member shall pay the balance prior to commencing PTDY househunting/separation leave. Afterwards, the card shall be closed. The member is responsible for destroying the GTCC. Under no circumstances shall the GTCC be turned into the Supply Department.

e. Government Travel Card Limitations. Limitations include: a cash advance limit of \$665.00 per billing cycle from an ATM, not to exceed 80% of what is authorized on the TAD orders.

f. Misuse of the Government Credit Card. The government travel card is for official travel expenses only. Misuse or abuse of the card is a violation punishable under the UCMJ, and may result in administrative or disciplinary action. Card abuse includes unauthorized purchases, delinquent payments, and ATM cash advances for other-than-official travel. Payments for Out-of-Pocket Expense and mini-Delayed Entry Program events are not authorized using the government travel card. The government travel card is closely monitored by Commander, Navy Recruiting Command; Commander, Navy Recruiting Region WEST and Commanding Officer, Navy Recruiting District Portland for possible misuse.

NAVCUITDISTPORTLANDINST 1320.2L  
22 Oct 13

Citibank, the card-issuing organization, may suspend or cancel the card if the cardholder is delinquent and may also notify credit bureaus if the travel card accounts remain delinquent for over 120 days. Citibank may also forward delinquent accounts to credit bureaus for collection or file a lawsuit against the delinquent cardholder to garnish his/her wages.

7. Forms. All forms can be obtained from the Supply Department.

A handwritten signature in black ink, appearing to read 'T. D. Bode', is written over the printed name below.

T. D. BODE

Distribution:  
NAVCUITDIST PORTLAND INST 5216.1U  
Lists A, B, C, and D

CNRC TRAVEL REQUEST					
1. FULL NAME OF TRAVELER _____			2. RATE/RANK: _____		
3. SSN: _____		4. Date of Birth: _____		5. PURPOSE: _____	
5. GOV <input type="checkbox"/>		POV <input type="checkbox"/>		COM AIR <input type="checkbox"/>	
TAXI <input type="checkbox"/>		GOV MESS <input type="checkbox"/>		GOV AIR <input type="checkbox"/>	
GOV BERTH <input type="checkbox"/>		REGISTRATION FEE \$ _____		RENTAL VEHICLE <input type="checkbox"/>	
				# of People _____	
6. ITINERARY			7. PER DIEM		
	DATE	TIME	LOCATION	MI & E	LODGING
DEPART	_____	_____	_____	_____	_____
ARRIVE	_____	_____	_____	_____	_____
DEPART	_____	_____	_____	_____	_____
ARRIVE	_____	_____	_____	_____	_____
DEPART	_____	_____	_____	_____	_____
ARRIVE	_____	_____	_____	_____	_____
<p><b>Suggested lodging:</b>            FREQUENT TRAVELER YES <input type="checkbox"/> NO <input type="checkbox"/>            REQUEST ADVANCE PER DIEM YES <input type="checkbox"/> NO <input type="checkbox"/></p>					
TOTAL: _____					
FOR SUPPLY USE ONLY					
8. # DAYS: _____		# NIGHTS _____		SATO: _____	
POV: \$ _____		PER DIEM \$ _____		MISC: \$ _____	
TOTAL AA \$ _____		TOTAL AB \$ _____		TOTAL COST THIS TRAVEL \$ _____	
<input type="checkbox"/> ADVANCE TOTAL: \$ _____ = _____ %		FLT \$ _____			
<input type="checkbox"/> OTHER GTR		<input type="checkbox"/> DIST GTR # _____			
9. APPROVALS					
DH APPROVAL		YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNATURE _____ Date _____	
XO APPROVAL		YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNATURE _____ Date _____	
CO APPROVAL		YES <input type="checkbox"/> NO <input type="checkbox"/>		SIGNATURE _____ Date _____	
<b>NOTE: CO MUST APPROVE ALL TRAVEL REQUESTS OR ORDERS</b>					
LSO: _____			DATE: _____		
10. ACCOUNTING DATA					
FUNDS AVAILABLE: _____ YES <input type="checkbox"/> NO <input type="checkbox"/> JON: _____ E REIMBURSE NO <input type="checkbox"/> YES <input type="checkbox"/> SOURCE _____					
SDN: N624299 TO4			TANGO # TO4 _____		
AA17 1804.22N5 / 210 /66715 /0 /068688 /2D / 04 _____ / 62429 w _____ E					
AB17 1804.22N5 / 210 /66715 /0 /068688 /2D / 04 _____ / 62429 w _____ E					



## LOST RECEIPT CERTIFICATE

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ RATE/GRADE: \_\_\_\_\_

COMMAND NAME: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_

I certify that the following receipt (s) have been lost, destroyed or are unobtainable and that all the information I am providing is true and correct to the best of my knowledge.

( ) Lodging Receipt: Hotel/Motel: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Daily SINGLE OCCUPANCY rate \$ \_\_\_\_\_  
Dates of Travel: \_\_\_\_\_

( ) Airline Ticket: Name of Airline: \_\_\_\_\_  
From (City/State): \_\_\_\_\_  
To (City/State): \_\_\_\_\_  
Total Cost: \$ \_\_\_\_\_

( ) Car Rental/Taxi: Rental Company: \_\_\_\_\_  
Location: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_  
Daily Rate: \$ \_\_\_\_\_  
Total Amount Paid: \$ \_\_\_\_\_

( ) Other (Specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that this statement is true to the best of my knowledge and that if the original receipt is found, no additional claim will be filed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U.S. Code Title 18, Section 287, Formerly Section 80).

ENCLOSURE(3)