

OIX GATEWAY NAPLES IT SUCCESSFUL PROCESSING REPORT: AUTHORITY TO ADJUST GTCC SPLIT
DISBURSEMENTS FOR DTS VOUCHERS
GOES MSG_ID: 320000831167

RTTUZYUW RUOIAAA0021 0931517-UUUU--RHSSUU.

ZNR UUUUU

R 031517Z APR 25 MID320000831167U

FM COMNAVRESFOR NORFOLK VA

TO NAVRESFOR

INFO ASSTSECNAV MRA WASHINGTON DC

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ALNAVRESFOR 011/25 //

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SUBJ/AUTHORITY TO ADJUST GTCC SPLIT DISBURSEMENTS FOR DTS VOUCHERS
IN THE NAVY RESERVE//

REF/A/DOC/DTMO/MAY22//

NARR/REF A IS DEPARTMENT OF DEFENSE GOVERNMENT TRAVEL CHARGE CARD
(GTCC) REGULATIONS.

RMKS/1. Purpose. This All Navy Reserve Force (ALNAVRESFOR)
provides Defense Travel System (DTS) Authorizing Officials (AO) the
authority to change/adjust Government Travel Charge Card (GTCC)
split disbursement amounts on travel vouchers.

2. Pursuant with reference (a) paragraph 041017, all DoD personnel
are required to split disburse all undisputed expenses charged to
the Government Travel Charge Card (GTCC) as a part of the travel
settlement process. To support the split disbursement requirement,
DTS automatically includes air/rail, hotel, rental vehicle, and
other miscellaneous, non-mileage expenses identified by the traveler
in the split disbursement amount paid directly to the travel
card vendor.

3. The amount of any ATM withdrawals and any miscellaneous GTCC
charges, to include, but not limited to meals charged to the travel
card, must also be included in their split disbursement amount paid
directly to the travel card vendor.

4. After careful review of the Department of the Navy Financial
Management Office legal opinion supporting AOs adjusting split
disbursements, COMNAVRESFOR DTS AOs have the authority to adjust

split disbursement for all applicable charges to include any prior outstanding charges. The GTCC Agency Program Coordinator (APC) will review current and prior GTCC statements and coordinate with the DTS AO to confirm expenses align with the DTS Voucher and travel dates, and identify any discrepancies such as unmatched, duplicate, or incorrect charges.

5. The DTS AO will verify the GTCC balance due with the amount placed as split disbursed in the DTS Voucher under Entitlement Summary. In the absence of remarks from the traveler, the current balance of the GTCC will be split disbursed. The DTS AO will add a comment to the approval screen if the GTCC amount was changed and notify the member via email of the completed action. Any DTS AO adjustment to the split disbursement amount in the absence of a requested amount does not alleviate the cardholder responsibility to pay the GTCC balance in full.

6. Standard Operating Procedure (SOP) titled Update Split Disbursements can be found on the N33 SharePoint page at the following CAC enabled link

(<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N33.aspx>).

7. This ALNAVRESFOR will remain in effect until superseded or canceled, whichever comes first.

8. Released by RADM Michael Steffen, Deputy Commander,
Navy Reserve Force.//

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