AERRM

SUBJECT: Authority to raise Government Travel Charge Card Credit Limits

1. PURPOSE: To provide information as to the Gov't Travel Charge Card (GTCC) credit limit raising authority.

2. FACTS: Financial Management Regulation, Chapter 3, Section 030503 states: "The Agency Program Coordinator, (APC), Component Program Manager (CPM) and the Travel Program Management Office (TCPMO) may raise the limit to meet mission requirements on a temporary basis." As per 266th FINCOM guidance, credit limits can be temporarily increased as outlined below:

a. Standard Card :

- Standard Default $5,000 / $515

TCPM has authority to increase overall credit limit
CPM has authority to raise limit up to $25,000 / cash $25,000
APC HL3 authority to raise limit up to $15,000 / cash $10,000
APC authority to raise limit up to $10,000 / cash $5,000

b. Restricted Card:

- Restricted Default $2,000 / $265

TCPM has authority to increase overall credit limit
CPM has authority to raise limit up to $10,000 / cash 10,000
APC HL3 authority to raise limit up to $7,500 / cash $4,000
APC authority to raise limit up to $4,000 / $2,000

c. Time frames of Temporary Increase:

- Standard cards can be increased for up to a year.
- Restricted cards can only be raised up to 6 months.

After a year or 6 months credit limits go back to the regular limits.
If still required, credit increase must be requested again.

3. Requests must be in writing from the cardholder's supervisor, stating the reason for the increase, the $ amount of the increase, and the timeframe for which the credit limit needs to be raised. Request must be supported with a copy of the travel order.

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