



**DEPARTMENT OF THE ARMY**  
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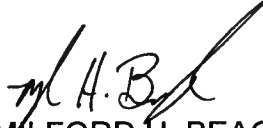
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06 JUL 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Jackson Policy Memorandum # 22 - Mandatory Split Disbursement

1. Reference. Memorandum, Under Secretary of Defense, 23 Apr 2003, subject: SAB.
2. Purpose. Military and civilian personnel will use mandatory split disbursement selection for government travel charge card (GTCC) expenses in conjunction with both permanent change of station (PCS) and temporary duty (TDY) travel settlements.
3. Unit Responsibility. Commanders will ensure personnel use the split disbursement feature when submitting settlements for either PCS (manual voucher) travel or TDY Defense Travel System (DTS) travel. Organizational defense travel administrators will maintain current DTS profile information for travelers with GTCC account information by tracking account numbers and expiration dates. Agency program coordinators will manage inbound personnel to ensure GTCC accounts are received, updated, and monitored for payment.
  - a. PCS Actions. Fort Jackson commanders will brief newly assigned Soldiers on the importance of timely PCS settlements and mandatory use of split disbursement before they submit a travel claim through the Defense Finance and Accounting Service Defense Management Pay Office. Travelers will maintain GTCC receipts and records to ensure document reimbursement.
  - b. TDY Actions. All personnel will utilize DTS and the GTCC for official travel. Travelers will maintain an account of expenditures while TDY to complete settlements within five business days after travel ends. All military and civilian personnel will file DTS vouchers using split disbursement.
4. Point of contact for this memorandum is Mr. Jose Pagan, G8, 803-751-4380, email: [jose.l.pagan.civ@mail.mil](mailto:jose.l.pagan.civ@mail.mil).

  
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Brigadier General, U.S. Army  
Commanding

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