DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
7200
RFF
15 June 2017

From: Head, Finance Branch, Fiscal Division, Programs and Resources Department, Headquarters, U.S. Marine Corps

Subj: HQMC-P&R (RFF) - MARINE CORPS TRAVEL INSTRUCTION MANUAL (MCTIM)

Encl: MCTIM

1. General. The Marine Corps Travel Instruction Manual promulgates regulations and technical guidance applicable to Regular and Reserve Marines for the maintenance of travel and transportation allowances prescribed in the Department of Defense Financial Management Regulations, Volume 9 (DoDFMR, Vol. 9), and the Joint Travel Regulations (JTR).

2. Revisions. Recommendations for changes to the procedures contained in the MCTIM should be submitted to HQMC P&R (RFF).

3. Certification. Reviewed and approved this date.

W.P.M

W. P. MIZERAK

SUMMARY OF CHANGES

MCTFS MCTIM

SUMMARY OF CHANGES

Changes within the MCTIM are denoted by blue font

Archived procedures will be retained for 2 years.

SECTION	EXPLANATION OF CHANGE	DATE
90401	Clarified EFT change report section	7 Dec 2018
Ch. 3	Removed submission of 11060 for Separation claims/advances	17 Dec 2018
10102	Updated advance decision submission	17 Dec 2018
10102	Included reconsideration request process	17 Dec 2018
40401	Clarified DO/FO responsible for reporting TAD leave	17 Dec 2018
App F	Included instruction for other service LOAs	17 Dec 2018
20702	Specified turnaround time for taxes diary entry	17 Dec 2018
20403, 30404	Included new pre-validation process	17 Dec 2018
20403	Included procedures for PCS Travel to MCTFS process	29 Jan 2019
20405	Update to the Pre-Validation process	15 May 2019
20702	Update to MCTFS PPM/DITY and Storage process	15 May 2019
30101	Update to the entitlements for local separations	15 May 2019
40303	Removed requirement for the four statements on partials	15 May 2019
50201	Clarification of IDT rental car reimbursement	15 May 2019
60111	Update to UDP rates for all locations	15 May 2019
61201	Clarification for NAF employee travel claim reimbursement	15 May 2019
6-7	Update to the Deceased process	15 May 2019
10601	Change from full SSN in the Cost Code to last 4 of the SSN	23 July 2019
10602	Included shared room example	23 July 2019
20104	Update to PCS advances	23 July 2019
20702	Removed requirement for certification by DMO showing actual cost.	23 July 2019
10302	Update to the requirement for obtaining a non-availability confirmation number	16 Aug 2019
20201	Update to the requirement for obtaining a non-availability confirmation number	16 Aug 2019
20301	Update to the requirement for obtaining a non-availability confirmation number	16 Aug 2019
20503	Update to the requirement for obtaining a non-availability confirmation number	16 Aug 2019
40301	Update to the requirement for obtaining a non-availability confirmation number	16 Aug 2019
APP F	Added LOA information for Hurricane Barry	16 Aug 2019
40507	Airfare cost comparison	18 Nov 2019

APP F	*Update to Appropriation data for PCS advances*	*18 Nov 2019*
APP F	*Added LOA information for Hurricane Dorian*	*18 Nov 2019*
50201. G	*Change to (AT) Reserve Allowances*	*18 Nov 2019*
90401	*Update to the Electronic funds transfer Change Report*	*18 Nov 2019*
80301	*Update to Official Distances*	*6 Jan 2020*
40507	*Update to Airfare cost comparison*	*10 Jan 2020*
20109	*Update to PCS Advances*	*16 Jan 2020*
20403	*Update to PCS travel settlement procedures in MCTFS*	*16 Jan 2020*
80601	*Update to 8-6 MCTFS settled Vouchers*	*10 Feb 2020*
100102	*Update to pull the sample for the travel audits*	*10 Feb 2020*
10303	*Update to Conference fees*	*03 Apr 2020*
10401	*Update to Permanent change of station appropriation data*	*03 Apr 2020*
10604	*Update to Foreign currency conversions*	*03 Apr 2020*
20403	*Update to PCS travel settlement procedures in MCTFS*	*03 Apr 2020*
50201. G	*Clarification to (AT) Reserve Allowances*	*03 Apr 2020*
20403.G	*Note added to Reserve mileage only claims*	*08 Apr 2020*
20701	*Added new TTC for GTCC split*	*03 Aug 2020*
APP J	*Updated WinIATS profiles*	*03 Aug 2020*

Chapter 1 GENERAL PROVISIONS

1-1. PROCEDURES

10101. PURPOSE AND APPLICABILITY

A. Reference:

1. JTR

2. DOFMR Vol 9

3. MCO P1000.6

B. General. This manual provides technical guidance to the Commanding Officer, Disbursing Officer/Finance Officers (DO/FOs), and Defense Travel Accountable Officials about the travel allowances payable to civilian employees and members of the Marine Corps. The term "traveler" applies to both military and civilian travelers. Paragraphs referring to “military” or “civilian” use the terms, "member" and "employee" respectively.

1. Relationship to the Joint Travel Regulations (JTR) and the Department of Defense Financial Management Regulation (DODFMR). This manual sets forth provisions that apply to the Marine Corps when the JTR has given individual military departments the authority to establish procedures for processing travel and transportation allowances. Should this manual conflict with the JTR, the JTR will take precedence as appropriate. The JTR contains basic statutory regulations concerning the travel and transportation allowances for members of the Uniformed Services and for civilian employees of the DOD Services, thus, has the force and effect of law; therefore, it cannot be waived. The JTR is issued primarily under the authority.

2. The DODFMR Vol 9 (Travel Policy and Procedures) provides supplemental instructions on the payment of travel allowances. Guidance regarding the intricacies of pecuniary liability can be found in DODFMR Vol 5. If this manual conflicts with DODFMR Vol 9, Vol 5, and the MCO 1000.6 ACTS Manual, then the policy and guidance contain in these manuals takes precedence.

10102. ASSISTANCE IN ADMINISTERING TRAVEL POLICIES

A. Reference:

1. DODFMR Vol 9

2. JTR

B. Allowance Determinations and/or Interpretation of Travel Policy

1. Allowance determinations are regulatory interpretations or clarifications of specific travel allowances within the JTR. Procedural guidance provides the DO/FO with the necessary information to properly process the claim in accordance with current regulations.

2. In order to improve support to the field on various issues, the standard operating procedures for submitting RFIs will be handled via a tier support structure. This will ensure all interested parties are aware of the requests and provide the best possible assistance or recommendation.

a. Tier 1: Operations Section (Ops-KCI). The Internal Control section at the Disbursing/Finance offices will utilize Ops-KCI for all questions regarding financial management issues, systems or policy. All questions may only be submitted through phone calls. The help desk will be responsible for answering all incoming questions. If the inquiry requires further research or higher echelon assistance, Ops-KCI will advise the requestor to submit the issue to the appropriate section and POC via JIRA. The Ops-KCI section can be reached at (816) 394-7277 or (816) 394-7442.

b. Tier 2: Research (RFF-KCI). Requests for information/determination/assistance that Ops-KCI cannot reconcile will be sent via JIRA to the directed POC provided by Ops-KCI. RFF-KCI will conduct research and provide the required assistance as appropriate to their level. Upon completion of the research, if a viable course of action has been determined, a response will be annotated in JIRA with the action taken. If the action to be performed requires a publication or further determination, then the responsible section at RFF-KCI will provide the research and the proposed draft response to RFF-HQ for publishing.

c. Tier 3: Publishing (RFF-HQ). All researched requests will be forwarded to RFF-HQ from RFF-KCI. This will be the final stage where the formatting and publishing will occur. If further determination is still required, RFF-HQ will collaborate with outside entities (e.g. MPO, DFAS, DON, OSD) to resolve the issue. A response will be annotated in JIRA with the action taken. Additionally, all policy/procedure changes will be published and guidance will be sent out to the field.

C. **Doubtful Travel Claims.** If the traveler or DO/FO does not accept the decision of DFAS-IN/JJFT concerning an allowance determination, the traveler may request that the claim be reconsidered. To have a claim reconsidered, forward to DFAS-IN/JJFT the following:

1. Copy of the claim.

2. Letter of explanation from the traveler.

3. Endorsement from the approving officer.

1. Allowance determination letter from DFAS-IN. DFAS-IN will forward the package through DFAS-Headquarters to the Defense Office of Hearings and Appeals (DOHA) for Service Members and the General Services Administration Civilian Board of Contract Appeals (CBCA) for DOD civilian employees.

D. **Advance Decisions**. A DO/FO may request an advance decision on any questionable claim presented for payment. The DO/FO will submit their advance decisions requests through JIRA to the RFF Travel Policy section. All requests must contain a DO/FO endorsement. Upon receipt, RFF will endorse the request and forward to DFAS. RFF Travel Policy will forward the final decision to the requesting DO/FO upon receipt.

E. **Fraudulent Travel Claims**. It is difficult to prescribe exact rules for determining the existence of fraud or misrepresentation since the question of whether fraud exists depends on the facts in each case. Although it is the claimant's responsibility to complete a claim accurately to ensure proper payment. It cannot be automatically assumed that the claim is fraudulent simply because it is not prepared according to the requirements of publications. If fraud is suspected or identified, the voucher will be processed per the DODFMR Vol 9.

F. **Reconsideration Requests.** Travelers who disagree with allowance determinations made by the DO/FO, the traveler may request their claim be reconsidered by DFAS. With the assistance of the DO/FO, the traveler’s claim must contain the following:

1. A copy of the claim;
2. A letter of explanation from the traveler;
3. An endorsement from the approving officer; and
4. An endorsement from the DO/FO explaining their position.

Completed packages will be forwarded to the RFF Travel Policy section through JIRA, who will forward the claim to DFAS. RFF Travel Policy will forward the final decision to the requesting DO/FO upon receipt. If the traveler disagrees with DFAS's decision, the traveler may submit an appeal to DOHA for service members or the CBCA for DOD civilian employees.

G. **Travel Advisory Notices.** Headquarters Marine Corps (HQMC), Programs and Resources (P&R), Resource, Fiscal, Finance (RFF) Branch will issue Travel Advisory Notices (TANs), that are a continuing series of information messages pertaining to Marine Corps travel policy and procedures. Inquiries regarding these TANs and/or recommendations for topics that impact the Marine Corps travel process should be addressed to the RFF Travel Policy section.

10103. AUDIT OF TRAVEL CLAIMS

A. Reference:

1. DODFMR Vol 5 & 9

2. MCO P1000.6

3. MarAdmin 216/13

B. All vouchers submitted to the DO/FO will be audited by an appointed certifying official. Approving officials will make every effort to pay each claim. If any portion of the claim is denied, the remaining authorized expenses shall be paid. Comments will be provided on the travel voucher indicating the reason a portion of the claim was denied and identify the required action necessary in order to receive reimbursement (i.e. submitting a lodging receipt).

10104. CLEAN AUDIT REQUIREMENTS FOR MANUAL TRAVEL COMPUTATIONS

A. Occasionally the DO/FO must compute travel allowances manually. Clean audit procedures require that manual computations be included with the completed travel claim. This applies to but is not limited to: currency conversions for expenses, manually computed per diem or malt, adjustments for deployed per diem, and voucher adjustments or manual work-around for WinIATS systems error.

B. All computations must be shown on paper, scanned and uploaded to the respective travel reimbursement system. Any voucher adjustments or work-around associated with WinIATS system errors must be identified to both RFF and RFF-KCI systems section for appropriate research and corrective action. Any time a DTS claim is removed from DTS and processed via WinIATS, the claim must be computed entirely by WinIATS. The DO/FO will not rely on the DTS figures.

10105. METHOD OF PAYMENT

A. Reference:

1. DODFMR Vol 7A

2. DODFMR Vol 9

3. MARADMIN 465/13

4. MARADMIN 216/13

B. Electronic Funds Transfer (EFT). EFT is the method utilized to pay travel payments for all military members and Federal employees. MyPay is the primary source for updating EFT accounts for travel payments. Marine Corps service members will receive travel payments to their established military pay direct deposit account. Exceptions to this requirement can be found in the DODFMR Vol 7A. Civilians who wish to update their EFT must submit an Alternate EFT form when submitting their travel claim.

C. Alternate EFT Account. The service member may elect to utilize an alternate bank account for reimbursement of their travel payment. Marines will utilize MyPay to establish an alternate EFT account for their travel reimbursement. The alternate EFT information remains resident in the system until it is updated by the Marine. The DO/FO will use the Marine's current military pay EFT account to credit the travel payment when the payment is returned due to incorrect EFT information. Alternate EFT information takes one processing cycle to post to MCTFS D837 remark.

1. Separates/Reserve: Separated members who acquire a reserve commitment are able to create/update their alternate travel EFT information via MyPay. Separated members that are less than thirteen months post discharge are also able to create/update their alternate travel EFT information via MyPay. Separated members with no reserve commitment and thirteen months have elapsed since date of discharge are not able to create an alternate travel EFT account via MyPay. These members must submit a hardcopy alternate EFT form to the DO/FO for their separation travel settlement.

2. DO/FO responsibility: Upon receipt, the DO/FO must notify RFF-KCI via a JIRA request with a subject line "Alternate EFT JAM" in order to manually update the alternate travel EFT information (D837 remark). Once MCTFS reflects the new information, the DO/FO must change the download option back to payroll download in IATS. The IATS payroll download must be performed prior to processing the travel business to ensure the member's elected alternate travel EFT is imported as IATS is programmed to pull in the Alternate Travel EFT if one exists prior to defaulting to the member's Pay EFT. If the travel payment is rejected and that member has an Alternate EFT remark, the DO/FO will need to contact the member to obtain an updated Alternate EFT request and then restart the process. The DO/FO will submit a subsequent JIRA request to RFF-KCI and wait for the on MCTFS D837 remark to be updated so this information can be downloaded into IATS in order to process the separation travel payment.

3. Retirees: Retired members that have not previously established an alternate EFT account (D837) are able to create/update their alternate EFT information via MyPay. Retirees who have previously established an alternate Travel EFT remark (D837) are not able to create an alternate EFT account via MyPay and must submit a hardcopy alternate EFT form to the DO/FO for their separation travel settlement.

4. DO/FO responsibility: Upon receipt, and after validating the member has no D837 remark, the DO/FO must notify RFF-KCI via a JIRA request with a subject line "Alternate EFT JAM" in order to manually update the alternate travel EFT information (D837 remark). Once MCTFS reflects the new information, the DO/FO must change the download option back to payroll download in IATS. The IATS download must be performed prior to processing the travel business to ensure the alternate EFT is imported. If the travel payment is rejected, DO/FO will need to contact member to obtain updated EFT information to start the process all over again of notifying RFF-KCI via JIRA request and waiting until MCTFS is updated and then perform the IATS download.

NOTE: The JIRA ticket will indicate action has been taken and the status is closed once the Jam has been completed.

D. Split Disbursements. A payment option that permits a specific amount to be sent directly to the Government Travel Charge Card (GTCC) contractor. It allows a traveler to split disburse monies owed to the GTCC, while receiving the residual amount of entitlements via EFT. At a minimum, rental car, lodging, and commercial transportation expenses will be paid directly to the GTCC. The traveler may request an alternate amount to be split disbursed, but that amount will not be less than the minimum required and must be approved by the Approving Official.

1. TAD Settlements. If the traveler does not provide a comment in the pre-audit section of their DTS voucher or on the 1351-2, all undisputed charges incurred during the TAD period on the GTCC will be paid directly to the GTCC. The DO/FO will verify the GTCC balance at time of settlement and split disburse the applicable amount, up to and including the entire payable amount.

2. PCS Settlements. When the GTCC has been used for the member's PCS travel, the DO/FO will verify the GTCC balance at the time of settlement and split disburse the applicable amount of all undisputed charges, up to and including the entire amount based on the charges incurred during the PCS travel period. The GTCC may be used for Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) charges associated with the PCS move. The DO/FO must verify the GTCC balance for all associated supplemental travel claims.

1-2. ORDERS

10201. COMPETENT ORDERS

A. References:

1. JTR Chapter 1

2. MCO P1000.6

B. General: The Secretary of the Navy has given the CMC authority to authorize and approve official travel. The CMC issues all orders directing a permanent change of station (PCS), but has delegated the authority to issue orders for temporary duty (TDY) to specified commanders of Bases, Divisions, Wings, and Marine Logistic Groups (MLGs). This authority can be delegated down to the regimental group level when those units must operate independently. Individuals with order issuing authority may not approve orders for themselves; they must go to the next higher level for approval.

C. A single set of orders should be issued for the complete duration of the anticipated TAD trip. For example, if the duration of the TAD period is 34 days, orders must reflect 34 days (to include travel days). This is to ensure appropriate entitlements are accounted for. This does not preclude two separate back to back TAD trips. The order issuing authority must ensure:

1. TDY purpose is essential official business in the Gov't's interest;

2. TDY objective cannot be accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means. ***This must be certified in a statement on the order****;*

3. TDY duration is no longer required to complete the official business;

4. Number of TDY travelers is held to the minimum;

5. Traveler's eligibility is based on official necessity and qualifications to best perform the mission;

6. TDY assignment is not for an unauthorized person to travel at Gov't expense accompanying/joining an eligible traveler ICW the official travel; and

7. Employee is informed of the tax implications ICW Income Tax Reimbursement Allowance (ITRA).

10202. AUTHORIZED FORMS OF ORDERS

A. Reference:

1. JTR Chapter 1

2. DODFMR Vol 5

3. MCO P1000.6

4. MCO 1001R.1

5. MCO 1050.3

6. MCO P1900.16

B. General: A competent order may be in written format or issued as an oral order. An oral order must be subsequently confirmed in writing. Orders must comply with references. Orders should include notice that if the order conflicts with the JTR, the JTR prevails. Temporary duty travel outside of the DTS requires order issuing authorities to use the SABRS order writing system. In cases in which travelers are not within the normal scope of TDY travel, e.g. family members traveling under unusual circumstances, travel may be directed by other written means. Permanent duty travel requires orders generated by basic orders via HQMC (MM), except in cases when local authorities are authorized to issue interdepartmental PCS orders, e.g., Marine Corps Districts or Marine Security Guard Battalion transfers between posts.

10203. TYPES OF ORDERS (ACTIVE COMPONENT)

A. Reference:

1. JTR Chapter 1

2. DODFMR Vol 5

3. MCO P1000.6

4. MCO 1001R.1

5. MCO 1050.3

6. MCO P1900.16

B. PCS. The assignment or transfer of a member or unit to a different permanent duty station (PDS) under competent orders that neither specify the duty as temporary, nor provides for further assignment to a new PDS or directs return to the old PDS.

C. Duty Under Instruction (DUINS). When a member is transferred, or assigned under a PCS order, to a school or installation as a student to pursue a course (or courses) of instruction, and the cumulative duration of which is 20 or more weeks at one location, such school or installation is a PDS. Failure to complete such a course that results in the issuance of a new order prior to the expiration of a 20-week period, does not change the fact that the order based upon the scheduled length of the course, constitutes a PCS orders.

D. TDY.

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, pending assignment, or to return to the PDS or to proceed to a new PDS. See Appendix G for instructions when orders direct “For Further Assignment (FFA)”.

2. The period spent at a location while processing for separation from the service, release from active duty, placement on the Temporary Disabled Retirement List (TDRL), or retirement, when the last PDS is different from the location at which processing is accomplished.

3. Temporary Duty Under Instruction (TEMINS). TEMINS is TDY performed at one or more locations, other than the PDS, at which a member performs TDY at a school or installation as a student to pursue a course(s) of instruction, under an order that provide for further assignment to a new PDS or return to the old PDS upon completion of training/instruction. A TEMINS order is for duration of less than 20 weeks at one location. Justification is required for TEMINS orders for a duration of more than 20 weeks at one location.

4. Permissive Travel. A permissive travel authorization authorizes", rather than "directs", the traveler to proceed on TDY, and indicates that the travel may be performed at the option of the individual. This type of authorization is issued to permit a member to be officially absent from duty and to perform travel at personal expense, for the purpose indicated in the authorization and when the benefit to the service is not sufficient to warrant expenditure of Government funds. The separation manual for examples of occasions when Permissive Travel may be granted. Such an authorization must contain the following statement: "This order is issued with the understanding that the traveler is responsible for any travel or transportation allowances at his/her own personal expense. If the traveler does not desire to accept this authorization under those conditions, the authorization is revoked and must be returned for cancellation."

5. Field duty. Field duty orders may only be issued for members that are participating in maneuvers, war games, field exercises or similar types of operations. Refer to JTR Chapter 3 for field duty entitlements.

a. For any training that must be conducted aboard another installation (i.e. members traveling from Iwakuni to Okinawa for the sole purpose of participating in annual marksmanship training), units must issue members funded temporary additional duty (tad) orders since the duty is away from the permanent duty station. This type of training does not meet the field duty criteria. Under these circumstances, the unit AO must determine if government messing and quarters are available. If government quarters and mess are available, the orders must direct government quarters and messing. If there are two or more members traveling together, the AO may direct no/limited reimbursement for the days of travels. Associated tad entitlements will be paid in accordance with the JTR Chapter 2 & 3. Commands must ensure the appropriate basic allowance for subsistence (BAS) is reported in accordance with the PRIUM.

6. Non-entitlement travel orders. In cases where no entitlement to per diem, travel, and transportation allowances exists, travel vouchers will not be completed and submitted to the DO/FO as it is a waste of valuable resources.

10204. REQUIRED SIGNATURES

A. Reference:

1. DODFMR Vol 5

2. SECNAVINST 5216.5D

3. MCO P1000.6

B. Signatures on letter-type orders and DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) must comply with the Naval Correspondence Manual SECNAVINST 5216. See Chapter 4 of reference A.3 for directions on completing the DD Form 1610 for a civilian employee. Orders issued via SABRS and DTS are electronically signed.

C. An authorized individual must initial an order bearing the Commander's facsimile signature.

This individual must be authorized in writing by the Commander to use the facsimile signature.

D. In accordance with DODFMR Vol 5 travel claims can be substantiated with legible copies of orders. DO/FO will accept signed copies of orders and endorsements when processing travel advances and settlements.

10205. MODIFICATION TO ORDERS

A. Reference:

1. JTR Chapter 1

2. MCO P1000.6

B. The JTR specifies whether an allowance can be authorized or approved. For WinIATS settlements, a written modification to a TDY order is not needed if the AO signs the DD 1351-2 in block 21A or proper justification is provided identifying what is being approved. The DTS systematically captures the historical modifications (amendments) to authorizations. For Reservists on MROWs orders, modifications of the original orders must be processed in MROWS in order to properly account for funding. For example, a CNA does not require a modification in MROWS; however, entitlements that deviate from the original orders such as (but not limited to) adding a rental car, modifying dates, changing/adding duty locations would require a modification. All modifications to original orders must be included in the voucher prior to settlement.

For MROWS DTS-R order only:

The MROWS orders serves as the call to duty order authority therefore, the date range and duty locations are the critical elements. A modification to the MROWS orders will be needed for travel outside of the date range, if a new duty location is added or the authority or type of order is changed. Travel entitlements associated with DTS-R are not reflected in MROWS therefore, changes to travel entitlements within the call to duty dates do not require a modification in MROWS (i.e. rental car and flight changes). Amendments of this nature would follow the DTS amendment process.

A modification to an order when the allowances can be authorized or approved is issued as follows:

1. Authorized. This type of modification must be issued prior to the commencement of the travel status or prior to the time for which the modification would apply.

2. Approved. This type of modification may be issued after the travel has been performed, but cannot create, change, or deny an allowance already authorized.

10206. RETROACTIVE MODIFICATION TO ORDERS

A. Reference

1. JTR Chapter 1

B. General: Except to correct or to complete an order to show the original intent, a travel order must not be revoked or modified retroactively to create, deny, or change an allowance. When an obvious administrative error is made or travel requirements change such that the allowance cannot be authorized before the completion of such travel, a modification to the order can be made. The modification must

provide a statement explaining that due to an administrative error or a change in the travel requirements, the order is modified to allow payment of the proper allowances.

Example: It would be improper to amend a travel order to 'un-authorize' POC travel, after travel had been completed, that the travel order had clearly permitted, or to change a PCS move to TDY after the travel had been completed.

10207. CANCELLATION OF ORDERS

A. Reference:

1. JTR Chapter 1

B. The commanding officer is required to provide a copy of the cancellation of an order or a travel settlement package to the DO/FO in cases when the member has received a travel advance. Upon receipt, the DO/FO must recoup the total unearned portion of the advance.

10208 EFFECTIVE DATE OF ORDERS

A. Reference:

1. JTR Chapter 5

B. The effective date of an order is the first constructive travel date of the last leg of travel. It is the date the Marine must begin travel in order to arrive at the appointed place at the appointed time. It establishes a working date, which affects virtually all travel allowances. For a member being separated or retired, the effective date of orders is the last day of active duty.

For example, a LCPL is ordered to execute a PCS from Camp Lejeune, NC to Camp Pendleton. He detached on 1 June and is ordered to report to his new PDS on 30 June. He is authorized up to 8 days travel, but based on the mode of transportation utilized, he only rates 5. He travels by Privately Owned Conveyance (POC) 1,400 miles 4 days of travel and Commercial Plane (CP) 1 day travel. The effective date of orders would be determined as follows:

1. Date he reported to PDS 30 June.

2. Less 5 days travel time allowed 25 June.

3. Add 1 day 26 June

4. Effective date of PCS orders 26 June

The elapsed time would be computed as follows:

1. DT 6/1.

2. DE 6/2 to 6/25 (24).

3. TR 6/26 to 6/30 (05).

Note: The effective date of orders is the first day charged in the elapsed time as travel.

10209. TRAVEL UNDER CLASSIFIED ORDERS

A. Reference:

1. DODFMR Vol 9

B. All personnel appointed to process classified payments must have the appropriate clearances and must be assigned in writing. A letter from the Security Manager Officer must identify the level of classification and be retained on file with the appointment letter. The travel order classification is determined by the Commander.

C. Process claims involving secret and confidential travel orders as follows:

1. The traveler will prepare a DD Form 1351-2. The traveler must list the complete itinerary on the form, and must attach all orders and receipts.

2. The traveler will hand carry the travel voucher and supporting documentation to the designated travel representative responsible for classified vouchers.

3. After computing the travel entitlements, the responsible individual will prepare a separate "dummy" travel voucher.

4. A classified travel claim is paid on a "dummy" voucher which identifies the payee, the amount to be paid, and the LOA. The itinerary reflects "Classified Location". A statement is made on the face of the voucher that the source documents supporting the payment are maintained at the Classified Material Storage (CMS) vault. The "dummy" voucher reflects the grand total and no computations to identify per diem rates and thus locations. No source documents are attached to the "dummy" voucher, which is the only thing that is processed through WinIATS and DTMS. Computations for the actual classified voucher will be kept with the actual travel voucher and sent to the CMS vault. The classified voucher cannot be maintained within the DO/FO once processing is complete. The classified claim must be processed (i.e. audited and released for payment) on the same day it is received. Upon completion, the classified documents will be moved to the CMS vault by the close of business. Under no circumstances will a classified TAD trip be settled in DTS.

1-3. ENDORSEMENTS

10301. REPORTING AND DETACHMENT ENDORSEMENTS

A. Reference:

1. MCO P1000.6

B. Commanders are responsible for providing an endorsement reflecting the effective date, the time, and the place of receipt. An order or endorsement is not effective unless it is signed. Accordingly, all orders and endorsements must be signed. In a case when the Marine fails to report by the time and date directed on the PCS order, an endorsement either justifying the delay or an endorsement indicating the member was in an unauthorized absence (UA) status must be provided to the DO/FO.

C. In cases when an accession traveler does not have a complete copy of his/her orders and endorsements, the DO/FO may accept a certified page 3 or use the CHRO MCTFS screen. This facilitates the settlement of accession travel claims. Travelers are required to submit all properly endorsed orders.

D. Permissive Recruiters Assistance Program (PRASP) Orders.

1. When there is no deviation between the member's PRASP orders and his travel itinerary on the DD form 1351-2, the travel voucher will be settled without endorsements to the PRASP orders.

2. When the PRASP order is not issued or available, the travel section can utilize either a PRASP endorsement from the recruiting station or a memo for the record from the gaining command. When the gaining command provides the endorsement it must include the point of contacts name, phone number, and the dates and location of the PRASP.

10302. QUARTERS AND MESS ENDORSEMENTS

A. Reference:

1. JTR Chapter 2

2. MCO P1000.6

B. When Government quarters are not available, a DoD Service member is required to obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement of commercial lodging and per diem.

C. Government quarters and messing cannot be directed when the TDY site is not on a Government installation. With certain exceptions such as Schoolhouse Training, TDY aboard ship or JTF Operations and Exercises, if the orders are silent to quarters and messing the Commercial Rate applies.

D. All non-privatized lodging facilities on a military installation are considered Government Quarters. Example: If the traveler is at Quantico and directed to use Government Quarters, the traveler may stay at either the Crossroads Inn or Livers edge Hall as both are considered to be Government Quarters by service determination. The traveler is not required to obtain a SNA from Livers edge prior to staying at the Crossroads Inn.

Note: Privatized housing/lodging of any style or type and in any location is not government quarters except for the navy barracks privatization test http://www.defensetravel.dod.mil/site/govLodging.cfm.

E. If a Member uses commercial quarters when government quarters have been directed and are available, limit the lodging cost to the government quarters rate. The member must submit the government quarters rate from the TDY location along with the travel settlement.

F. Members that have use of a dining facility on weekends are NOT authorized the proportional meal rate just because the facility offers brunch and dinner. Brunch hours are extended long enough to encompass both, breakfast and lunch hours, and individuals are not limited to a single meal.

G. A member who is issued non reporting orders is not exempt from obtaining a CNA/SNA.

H. Some OCONUS lodging locations do not meet the force protection requirements, but are still listed within the DTS module. In those cases, the Approving Official may approve lodging using the reason code "Mission" citing "IAW Diplomatic Security Standards" and will be reimbursed for the lodging obtained.

10303. CONFERENCE FEES

A. Reference:

1. JTR Chapter 3

B. Background. When attending a conference a traveler must identify whether or not meals were provided per the DODFMR Vol 9 and JTR. An inconsistency was identified when a traveler attended a conference where meals were provided and no conference fee was accessed.

C. Administrative office actions. Ensure that all conference travel claims have a statement on whether or not meals were provided to the traveler while attending the conference. This requirement exists whether or not a conference fee is accessed.

D. DO/FO actions. If the conference travel claim does not have a meal statement, then the DO/FO may only reimburse incidentals only on the travel claim for the days of the conference. This action will avoid overpaying the traveler.

E. .

1-4. APPROPRIATION DATA

10401. PERMANENT CHANGE OF STATION APPROPRIATION DATA

A. Reference:

1. Marine Corps Fiscal Instruction Manual (MCFIM)

2. DODFMR Vol 4

B. General: The CMC funds PCS travel with TDY in route if it is an integral part of the PCS. General guidance for accounting data can be found in reference FIM. The members PCS basic orders will contain the PCS appropriation data. The PCS appropriation data will also be available for view within MCTFS (D860 remark).

C. Action. Utilize the PCS line of accounting (LOA) and standard document number (SDN) listed on the basic orders.

(Note) In absence of the LOA on the basic orders the D860 will be utilized and attached into DTMS.

1. Charge the appropriation according to current policy. Cite the current subheads and Functional Account Numbers (FANs) as identified in FIM. Note that expenses for taxis or buses to and from the local terminals, and miscellaneous reimbursable expenses such as tolls should be charged to the per diem FAN.

2. If a non-accession PCS claim involves TDY en-route (TEMINS) the orders must contain a distinct LOA for the TDY period. When the TECOM Funding is not issued at the time of the BASIC ORDERS, TECOM will issue a funding letter that will contain the member's information and LOA for the specific course. The TECOM funding letter will be added to the supporting documents for settlement of the member's travel claim. If the TEMINS spans fiscal years (FY), there must be an LOA for both FYs.

3. Checkages: if a claim results in an amount due the U.S. report the MilPay LOA for the amount of the checkage for the FY of the checkage.

4. When processing W95 travel claims, all TAD entitlements are to be charged against the PCS LOA. Entitlements for the TAD period are charged under the per diem and mileage LOA.

D. Separation Travel: The LOA for all separation travel will be reflected in MCTFS on the D860 screen. The Separation orders must cite the LOA from the D860. Use the LOA and SDN from the D860 and the object class and FANs from for orders dating FY08 and earlier.

E. Deployed Disbursing System (DDS) Reject Report.

1. The fiscal section will make available any reject reports produced during the processing of the travel business. These payments will be returned to the travel section for correction and resubmission. The DO/FO is required to research and correct rejects within 48 hours (two working days). Each reject is to be annotated and dated with corrective action. Annotate rejects found to be discrepancies returned to admin. The DO/FO is to retain the DDS Reject Report for 10 years. The DO/FO will establish procedures for correcting these types of entries. The Internal Control Section can analyze trends by reviewing the section’s corrective action annotations and provide guidance to prevent future errors.

2. A reject is created when any element (e.g., subhead, object class, cost code, dollar value etc.) of the appropriation data is incorrectly reported on a settlement. Below are examples of the corrective actions for the most common rejects:

a. "Invalid - Accounting data not on CMET, FY: 8 Dept Cd: 17 Appn: 1105 Subhead: 2731 BCN: 43690 SA: AAA: 067443":

1) Verify WinIATS line appropriation (LOA) data element against original orders to ensure LOA were typed correctly.

2) Verify LOA against obligation in SABRS to identify any inconsistencies with the LOA.

3) If previous two steps don't identify any inconsistence contact responsible comptroller to ensure LOA is obligated using procedures.

b. "Invalid Treasury data"

1) Validate the document data element against the results from the Centralized Master Edit Table (CMET). If accounting data isn't in the Centralized Master Edit Table (CMET) then contact RFF for guidance. https://cmet.csd.disa.mil/search.asp

c. "Invalid – Accounting Line Amount. 00000000000000":

1) : Review all LOAs processed on travel claim to ensure they contain a dollar value. (I.E. $13.00 or -13.00)

d. "Sum of Accounting Lines Amount must equal the Voucher Amount" (1033.73) or (-45.00):

1) Verify that all LOAs are input to identify all travel entitlements (i.e. 2D, 1K, 2I and 2D credits) and add up to the total dollar amount of the voucher settlement.

2) Validate travel claim to ensure the claim didn't result in a checkage and the required 2I line is required to balance out LOAs.

e. "Transaction Already Exists in DDS":

1) Research and verify that a duplicate travel claim isn't being processed for the same travel order and dates. Then either delete off business or reprocess on a different business day.

f. Duplicate Payments found

1) Research and verify that duplicate travel payment wasn't previously processed for the same travel order and dates. Then either delete off business or reprocess on a different business day.

g. If a settlement was paid utilizing an incorrect SDN/LOA and the transaction did not reject within DDS, an unmatched disbursement (SDN/LOA error), will be generated in the accounting system (SABRS) and reflect on the Problem Disbursement report. These errors will be processed by the paying DO/FO.

10402. TEMPORARY ADDITIONAL DUTY APPROPRIATION DATA

A. General: The command that benefits from the TDY funds the TDY travel. For active duty personnel and Marine Corps Government employees, DTS is the official order writing system. Only when DTS cannot be used will the SABRS order writing sub-system by used. For Marine Corps Reserve Personnel, MROWS is the official order writing system. Before issuing orders to personnel under their respective jurisdictions, Commanding Officers must ensure that their commands have sufficient funds available to fund the orders and that a correct obligation is posted in the official accounting system.

1. Advances. Advances for TDY must be charged to the fiscal year in which the TDY is performed. Advances are paid utilizing the appropriation on the TDY orders.

2. Incorrect Appropriation Cited on TDY Order. A separate funding document or a letter/email can support any changes to the incorrect appropriation listed on the order.

3. Modification of TDY Order While the Traveler is in a Travel Status. When an order is modified while the traveler is in a travel status, with a different appropriation being used to fund the change, but not absolving the previous funding cite of its responsibilities, charges against the first appropriation cease the day before the traveler's revised order become effective. In such cases, the appropriation chargeable under the revised order is not required to reimburse the appropriation chargeable under the preceding orders for travel expenses incurred before the effective date of the revised order.

10403. TWO FISCAL YEARS INVOLVED

A. Operations and Maintenance Appropriations (O&M). When O&M funds are used, charge travel, per diem, and miscellaneous expenses for the fiscal year the allowances accrue. Example: If travel begins 29 September 2015and ends 3 October 2015, 29 and 30 September 2015 are charged to fiscal year 2015, and 1 through 3 October are charged to fiscal year 2016.

B. Transportation Expenditures. Charge transportation expenses to the appropriation for the fiscal year in which these services were purchased.

C. Mileage/Monetary Allowance in Lieu of Transportation (MALT). Charge mileage for TDY to the fiscal year in which the travel for each leg of the journey began. Charge MALT for PCS based on current guidance.

1-5. NON-DTS CLAIM PREPARATION AND SEPARATION OF DUTIES

10501. NON-DTS CLAIM PREPARATION

A. Reference:

1. DODFMR VOL 9

B. Fill in the blocks with the required information on the DD1351-2. Members must ensure their point of contact information reflects current information in the Blocks 6-7. This will be the primary method of contact for any questions that may arise on your travel claim. **Reserve members on ADOS orders will annotate their plead/primary address in Block 6 of the DD1351-2. This address should be the same address cited on the orders; no other address should be accepted.** Annotate any advances received for the respective travel in Block 9. Block 11 must contain the previous command information. Claims must contain a complete itinerary in Block 15, which covers the entire period of travel.

1. PCS. The departure location in Block 15 will be the member's detaching PDS, as applicable for Reserve members. For further information on specific requirements needed on a PCS claim, refer to Chapter 2 and 5 of this manual.

2. NON-DTS TAD. Travel claims will begin at the member's residence or PDS as applicable. There is no requirement to identify travel from the residence/PDS to a carrier terminal unless the amount claimed is extremely doubtful. Any applicable mileage or taxi fee will be claimed as a reimbursable expense; however, the member is required to list the date of departure from and arrival to a port of embarkation/port of debarkation. For further information on specific requirements needed on a TAD claim, refer to Chapter 4 and 5of this manual.

10502. SEPARATION OF DUTIES

A. Reference:

1. DODFMR Vol 9

2. DODFMR Vol 5

B. The traveler assumes responsibility for the accuracy of the claim upon signing block 20A of the DD 1351-2, even if someone else prepares the voucher on their behalf. The traveler is attesting that the claim is true and that they are aware of their personal liability for filing a false claim. Commanders and offices involved in the travel claim process may have clerks assist travelers by preparing their travel claims. Clerks must annotate in Block 10.D "Travel claim prepared by (legible rank and name)".

1. ***PCS. Effective immediately, PCS claims only require the signature of the member.*** The travel is validated through the command orders and reporting endorsements.

2. NON-DTS TAD. Personnel who review, authorize, and approve travel are considered Department Accountable Officials (DAO) and must be appointed via a DD577 per reference (2). A

Commanding Officer may retain any single position (not multiple) within the routing process, but must be appointed via a DD577 by the next higher commander. An assumption of command letter will not suffice. Clerks that assist in preparing NON-DTS TAD travel claims may be appointed as reviewing officials (RO). Block 20.C will contain the legible printed rank and name and will sign Block 20.D. All NON-DTS TAD travel claims will be signed a properly appointed approving official (AO) in Block 21.B.

1-6. OVERPAYMENTS, LOST RECEIPTS, AND TRAVEL EXPENSES OF OTHERS

10601. WinIATS OVERPAYMENTS

A. General: If a travel settlement results in an overpayment, a master military pay account (MMPA) checkage must be initiated. The Leave and Earnings Statement (LES) is used to notify the member of the overpayment prior to establishing the delayed checkage, which allows the member to change the payment schedule.

B. The following are two examples of how to charge the LOA when claims result in overpayments:

Overpayment Resulting from an Advance Payment.

AA17*1105.2750 021 41690 067443 2D 074125 FROMSABRSDNL $100.00
AA17*1105.2750 021 41690 067443 1K 000000 PCS00000LAST4SSN $200.00CR
AA17*1105.2702 011 12691 067443 2I IATSTA 41TRVLADVENL (FOR ENLISTED) $100.00

The SDN for the 2I LOA M00027**MO002TA (Enlisted)
(**=FY, 10th digit is Alpha "O")

Overpayment Resulting from an Incorrect Payment.

AA17*1105.2750 021 41690 067443 2D 074172 FROMSABRSDNL $200.00CR
AA17*1105.2701 011 11691 067443 2I IATSTA 41TRVLADVOFF (FOR OFFICER) $200.00

The SDN for the 2I LOA M00027**MO001TA (Officer)
(**=FY, 10TH digit is Alpha "O")

NOTE: When processing a 2I line for PCS the cost code will be PCS followed by five zeros and the last four of the members SSN. For TAD 2I line the cost code will be the code cost from the TAD orders.

C. If a traveler desires to remit the payment by cash, check or money order after being notified of the checkage, refer the member to the Fiscal section.

10602. VALID RECEIPTS

A. Reference:

1. JTR Chapter 1

2. DoDFMR Vol 9

B. General: Current regulation mandates travelers to obtain an itemized receipt for lodging expenses (regardless of the amount) and for any individual expenditure of $75.00 or more. Receipts must contain the name of the company providing the service (e.g. the name of the hotel, airline, and rental car agency) and the date the specific services were rendered or articles purchased, and the unit price.

C. Hotel Receipts: The name of the lodging facility is only required for commercial lodging facilities. Receipts received from lodging facilities aboard a government installation, for example BOQ aboard Camp Lejeune, are not required to have the name of the facility on the receipt. Lodging receipts from

OCONUS locations, in a foreign language, must be accompanied by a statement in lieu of lost receipt.

a. When a room is jointly occupied, the traveler must state if the additional occupants were official or non-official travelers. When jointly occupied with a person(s) not under official orders, the single room rate plus taxes must be included. If occupied jointly with an official traveler, the member is reimbursed half the room rate and taxes. Example: Two official travelers share a room -each is responsible for 50% of the room cost; three official travelers share a room each is responsible for 33% of the room cost.

b. There must be positive proof of payment or method of payment for the document to be a receipt. In the case of some receipts, immediately after the AMT DUE on the receipt it states "WILL BE CHARGED TO VISA xxxxxxxxXXXX" which constitutes a positive indication of payment. If the traveler utilizes an express checkout option that shows only the amount due, the traveler will need to procure a paid in full receipt from the hotel. If the document shows an amount due, with nothing to indicate the traveler paid the amount then it is assumed that the traveler has not paid.

D. **Rental Car Receipts**: A rental car receipt of less than $75 is not required per the JTR; however, a receipt is necessary to validate expenses were incurred, regardless of amount. CONUS GPS, insurance, additional fuel, unjustified upgrades, and rental car damages not ICW official business are not reimbursable. OCONUS GPS, insurance, additional fuel, and unjustified upgrades maybe reimbursed. If the traveler utilizes an express checkout option that shows only the amount due, the traveler will need to procure a paid in full receipt from the rental car company.

E. **Statement in Lieu of Lost Receipts**: If a required receipt is lost, the traveler must sign and attach a statement or certificate in lieu of receipts including all required information. For example, a lost lodging receipt must include the complete name, address, phone number of the place of lodging, dates of occupancy, and number of occupants. The statement must specify a separate cost for the daily amount for lodging and taxes. Lost rental car receipts will identify the type of car (compact, full size, van, etc...) and optional purchases such as insurance. For most claims the traveler will not be required to provide a duplicate copy of a receipt and his statement or certificate will suffice. (I.E. there is no need to contact the airline or hotel for a duplicate receipt). A lost receipt statement cannot substitute for an online-booking hotel receipt.

10603. TRAVEL EXPENSES OF OTHERS

A. Reference

1. DoDFMR Vol 9 (080401.H)

B. The DoDFMR prohibits government traveler reimbursement for expenses incurred by or on behalf of other government personnel. Approving Officials must immediately cease approving travel vouchers in which travel expenses of other personnel are claimed. These approvals expose officials to potential pecuniary liability for resultant erroneous payments. Furthermore, GTCCs are not authorized for use to pay the travel expenses of individuals other than the cardholder.

10604. FOREIGN CURRENCY CONVERSIONS

A. Reference:

1. DODFMR Vol 9

B. For OCONUS travel purchases, the traveler must provide the following: the total amount of

the expense in foreign currency, the exchange rate on the day of purchase for cash purchases or the exchange rate the credit card was billed for credit card purchases, and the bank charge for conversion of U.S. dollar to the foreign currency. OANDA is the only acceptable currency conversion website for exchange rate validation of purchases where the GTCC was not used.

C. If the traveler has not provided the required information per the reference; the DO/FO will utilize and attach the GTCC bank statement to validate the accuracy of the conversion for all purchases made with the GTCC or OANDA screenshot for all other purchases (i.e. cash, personal card). For any amounts claimed that do not match the exchange rate on the day of purchase, adjust the claim to match the accurate rate and annotate all actions taken within the comment section of DTS.

1-7. BUSINESS PROCESS

10701. SYSTEM GENERATED DIARIES AND MCTIR

A. Upon completion of the daily travel business, the DO/FO creates a Marine Corps Travel Interface Record (MCTIR) and online diary files from DDS. The DO/FO that computed the payment must ensure that the MCTIR and DDS diary files are electronically transmitted daily for each business day, but no later than the close of the following business day.

B. The DO/FO responsible for computing the travel voucher must verify that all the entries from the DDS diary file post correctly.

C. After the MCTIR posts, the DO/FO must delete the '99999' diary in MCTFS.

D. DO/FOs will be responsible for the correct reporting of all rejected entries from their diaries.

E. Once validated, the DO/FO will sign and date the Diary Transaction Report. The Diary Transaction Report will be maintained on file along with the DSR for 10 years.

F. DO/FO will review all travel diaries utilizing the Diary Transaction Report to identify which transactions failed because the member has separated from active duty. The DO/FO must contact RFF-KCI to reset the "A" flag prior to re-running the transaction. Once the transaction has successfully posted, coordination should be made with the Separation section in order to follow the procedures outlined in section 90103 of the APSM.

1-8. DEFENSE TRAVEL SYSTEM WORKLOAD MANAGEMENT APPLICATION

10801. PURPOSE

A. Effective 1 August 2016, the use of the Defense Travel System Workload Management Application (DWMA) is mandatory for all DO/FOs and Training and Education Command's Formal Schools Travel Support (FSTS) section. The DWMA provides DTS voucher approval offices with a means of receiving, tracking, and distributing the daily DTS authorization and voucher workload. The DWMA also provides reporting capability for key workload related metrics and makes that information available to the DO/FO, FSTS, and higher headquarters. Each office administers access for personnel assigned to their office. The DWMA can be accessed through DTMS by selecting the Tools link. A User Guide will be distributed to each office.

Chapter 2 PERMANENT CHANGE OF STATION (PCS)

2-1. GENERAL PROVISIONS

20101. TYPES OF ORDERS (PERMANENT DUTY TRAVEL)

A. Accession – Travel from entry on active duty to the first permanent duty station.

B. Operational – Travel performed CONUS to CONUS and CONUS to OCONUS.

C. Rotational - Travel performed OCONUS to OCONUS and OCONUS to CONUS.

D. Separation – Travel performed in conjunction with end of active service.

E. Training – Travel performed to a DUINS location.

20102. SUMBISSION OF TRAVEL CLAIMS

A. General: Units are mandated to submit all travel claims via DTMS-T.

B. Submission to the DO/FO organizational mailbox is the preferred method for separation settlements for tracking purposes.

C. Separation settlements may be submitted via U.S. Mail, fax, or a commercial carrier (i. e. FedEx, UPS, DHL, etc.).

In the event that DTMS is inoperable for more than 3 consecutive business days, submit travel claims via the DO/FO organizational mailbox.

NOTE: Indicate the date of submission for each travel claim received via the DO/FO organizational mailbox with a date stamp or printed copy of the email.

20103. PERMANENT DUTY TRAVEL TIMELINES

A. Reference:

1. DODFMR Vol 9

B. PCS Advances – Cannot be submitted 5 days prior to processing of payment. Advances will be processed by the DO/FO no earlier than 10 business days prior to detaching the PDS.

C. Separation Advances – Cannot be paid more than 10 business days prior to the projected commencement date of travel.

D. Personally Procured Move (PPM) Advances – Cannot be paid more than 10 business days prior to the pick-up date annotated on the DD form 2278.

E. PCS Settlements – DO/FO must process vouchers within 10 business days for claims processed in WinIATS and 5 business days for claims processed in MCTFS from the date voucher was submitted.

F. Separation Settlements – DO/FO must process vouchers within 10 business days for claims processed in WinIATS and 5 business days for claims processed in MCTFS from the date voucher was submitted, but cannot be paid prior to the traveler's end of active service (EAS).

NOTE: A business (working) day is defined as a standard Monday through Friday weekday from 0001-2359. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. Despite the cutoff time for processing vouchers, the last processing day is still counted in the settlement process because the day of receipt is not counted. Extenuating circumstances such as system problems and non-workdays due to holiday schedule (96/72) are not included in the days of processing time. A memorandum for the record must be produced and retained.

20104. PCS TRAVEL ADVANCE GENERAL

A. Reference:

1. DODFMR Vol 9

B. Advances will no longer be paid due to the implementing procedures to leverage the GTCC program and improve service for Marines executing a PCS move. Immediately upon receipt of orders, if not already a cardholder, the Marine must apply for a GTCC. When a Marine is not able to obtain a GTCC due to reasons outlined in paragraph 4b of MARADMIN 001/16, the commander will clearly document the circumstance(s), which must be included as a manually created endorsement to the PCS orders when the advance PCS travel request is submitted to the FO/DO for payment. This endorsement is not required for advance payment of dependents travel allowances when they are travelling non-concurrently. If the traveler does not execute orders any advances issued to the traveler and/or their dependents will be checked.

C. Member and Family Members Do Not Travel Concurrently. An advance for family member travel and transportation allowances cannot be paid if the family members will not complete their travel with or travel before the member reports to the new PDS. Otherwise, the advance can be paid no more than 10 days (date of payment) prior to when the family member(s) will commence their travel.

20105. PCS ADVANCE REQUIRED SUPPORTING DOCUMENTS

A. Reference:

1. OMB Circular-123

B. A copy of the member's orders, all endorsements, NAVMC 11115 and pertinent information must be submitted in order to properly determine the amount payable is required. The DO/FO maintains an electronic copy of all documents in DTMS. DO/FOs will create a memorandum for the record in cases where DTMS is inaccessible. The travel settlement voucher is the authority for disbursing and finance officials to make payments of Government obligations. It is imperative that disbursement vouchers contain complete and accurate data. Retains must be stored for 10 years. Utilization of DTMS satisfies this retention requirement.

20106. PCS TRAVEL ADVANCE RESTRICTIONS

A. Do not pay advance for PCS travel under the following circumstances:

1. If the member has not submitted a claim to settle an advance paid on a previous travel

order. The commander may authorize an exception if circumstances prevented the member from submitting the claim when due.

2. Before an order is issued.

3. More than 10 working days (date of payment) before the travel begins, unless specifically authorized by the authority directing the travel due to extenuating circumstances causing the demand (for example, the member moves dependents before detaching) or at the discretion of the DO/FO).

20107. GOVERNMENT TRAVEL CHARGE CARD (GTCC)

A. Reference:

1. DODFMR Vol 4

2. DODI 5154.31

B. Travelers who are not directed by their servicing Installation Personnel Administration Center (IPAC) to use the outbound interview will not use the GTCC during PCS travel. This includes separation travel advances. The Agency Program Coordinator (APC) must deactivate the member's GTCC, prior to detaching from the old PDS to prevent GTCC usage during separation travel. Advances for PCS and separation travel should be obtained from the servicing DO/FO prior to detaching the PDS. This does not preclude an advance from being paid after the member's date of detachment from the old PDS.

C. Active duty and active reserve travelers who completed an outbound interview prior to detaching for PCS travel will use the GTCC in lieu of a traditional travel advance. The GTCC will be used for all official PCS related travel expenses for the member and concurrently traveling dependents. Use of the GTCC for personally procured moves is not authorized. For frequently asked questions, see Appendix H.

20108. PCS TRAVEL ADVANCE GUIDELINES

A. Reference:

1. DODFMR Vol 5

B. Advance the traveler 80 percent of the amount anticipated to be earned for PCS travel. The order writing official may authorize an advance in excess of the 80 percent limitation on a case by case basis in order to prevent a financial hardship for the traveler. For separations travel, see Chapter 3 of this manual. Advances are paid via EFT. See Figure 3-1 for an example of an Advance Request.

NOTE: System administrator must ensure WinIATS is configured to process PCS Advance payments at 80% and Separation Advance payments at 100% of the mileage entitlement.

20109. PCS ADVANCE

A. TTC 593 002 is used to pay an advance for PCS travel. This transaction can be used to pay MALT and Per Diem along with DLA or just MALT and Per Diem or DLA only. It can also be used to pay a precomputed amount. The precomputed amount will be put in the OTHER field. All computed advance amounts (MALT, Per Diem, OTHER and DLA) are paid at 80%.

Example: If you input a precomputed amount in the OTHER field, MCTFS will pay 80% of the precomputed amount. If you are only paying DLA, input the ZIP codes as 00000 and the mode of travel as NA. An advance PCS will not process if the detach date is greater than 12 days from the current cycle date.

B. MCTFS will build a 460 (TRAVEL ADV CALC) remark showing the computations of the advance. A 463 (TRAVEL PAYMENT) remark will also be built showing the payment amount, payment date and DOV number.
This can only be reported via DTMS using a MCTFS NAVMC 11115.

ADV PCS|SDN M7000217CTA3NMT TVL M00 DLA O MODE P1 OTHER 55.00 DEP ZIP 64151 ARR ZIP 14513 DET DATE 20191224 DOCID 007024017

593 002 ADV PCS|SDN (1) TVL (2) DLA (3) MODE (4) OTHER $ (5) DEP ZIP (6) ARR ZIP (7) DETACH DATE(8) DOCID (9)

(1) - SDN
(2) - TRAVELERS (M=MARINE ONLY, D=DEPENDENT ONLY, B=BOTH (CONCURRENT) THE APPROPRIATE VALUE IS IN THE FIRST POSITION OF THIS 3 BYTE FIELD, POSITION 2 INDICATES THE # OF DEPENDENTS TRAVELLING THAT ARE 12 YEARS OF AGE OR OLDER, POSITION 3 IS THE # OF DEPENDENTS UNDER THE AGE OF 12 TRAVELLING. EXAMPLES OF THE FORMAT OF VALUES FOR FIELDS SHOWN BELOW FOR CLARIFICATION:
MARINE ONLY = **M00**
MARINE W/1 DEP OVER 12 ONLY = **B10**
MARINE W/3 DEP OVER 12 = **B30**
MARINE W/1 DEP OVER 12 AND 3 UNDER 12 = **B13**
DEPN ONLY OVER 12 = D10
DEPN ONLY UNDER 12 = D01
DEPN SPOUSE WITH TWO CHILDREN (ONE OVER 12 AND ONE UNDER 12) = D21
DEPN SPOUSE WITH TWO CHILDREN (UNDER 12) = D12
(3) – DLA (W = WITH DEPENDENTS, O = WITHOUT DEPENDENTS, N = NONE)
(4) – MODE (P1 = 1 POV, P2 = 2 POV OR NA = NONE)
(5) – OTHER
(6) – DEPART ZIP
(7) – ARRIVAL ZIP
(8) – DETACH DATE
(9) – DOCUMENT ID

20110. GOVERNMENT PROVIDED TRANSPORTATION ISSUED (EXCLUDING AUTO)

A. Reference :

1. JTR Ch. 2 & 5

B. General. A member, traveling by Government issued ticket (e.g. TP/GB), is allowed per diem for the actual time needed to travel over the most direct route, including necessary delays. Please see examples below for per diem computation:

EXAMPLE 1:

TRAVEL PERFORMED BY TP (GOVERNMENT PROVIDED AIRFAIR)

Order: MCT Camp Pendleton, CA to NAS Pensacola, FL

Itinerary: Accession Middle leg of PCS Travel Claim

Date	Place	Mode	Reason

5 Feb	DEP MCT Camp Pendleton, CA	TP	
6 Feb	ARR NAS Pensacola, FL		TD

The member would be entitled to 100% per diem on February 5th and 6th. During the leg in which government transportation was provided, the member was in a travel status.

EXAMPLE 2:

TRAVEL PERFORMED BY TP (GOVERNMENT PROVIDED AIRFAIR)

Order: Camp Johnson, NC to Camp Pendleton, CA

Itinerary: CONUS PCS Travel Claim

Date	Place	Mode	Reason
5 Feb	DEP Camp Johnson, NC	TP	
6 Feb	ARR Camp Pendleton, CA		MC

The member would be entitled to 75% per diem on February 5th and 75% per diem on February 6th. During the leg in which government transportation was provided, the member was in a travel status.

EXAMPLE 3:

TRAVEL PERFORMED BY TP (GOVERNMENT PROVIDED AIRFAIR)

Order: Camp Johnson, NC to Camp Pendleton, CA

Itinerary: CONUS PCS with Leave in Conjunction Travel Claim

Date	Place	Mode	Reason
5 Feb	DEP Camp Johnson, NC	TP	
5 Feb	ARR San Diego, CA		LV
9 Feb	DEP San Diego, CA	PA	
9 Feb	ARR Camp Pendleton, CA		MC

The member would be entitled to 75% per diem on February 5th. The member's official travel status ended upon arrival to vicinity of the PDS since leave was taken in conjunction.

2-2 TLE AND DLA ADVANCES

20201. TEMPORARY LODGING EXPENSE (TLE) ADVANCES

A. Reference:

1. JTR Chapter 5

B. Advance TLE may be paid for the average number of days (as determined by the Commander at the new PDS) for which TLE is normally paid in connection with a PCS to the new PDS. This advance may be paid at the old or the new PDS. A member is not to exceed TLE for ten days if the new PDS is in CONUS, regardless of location of the old PDS. Members in CONUS transferring OCONUS are limited to a maximum of five days. See Chapter 2 of this manual.

1. The member must provide the DO/FO with the following information:

a. The dates of the anticipated TLE and location

b. The anticipated lodging expense (member is required to check Government quarters availability).

2. The number of family members that will be utilizing TLE.

3. If the member is executing a PCS order to a military installation, the Service member is required to obtain a non-availability confirmation number provided by the Service's lodging reservation process to justify reimbursement for commercial lodging.

4. Advance should not exceed 100% of member's total potential entitlement.

20202. DISLOCATION ALLOWANCE (DLA) ADVANCES

A. Reference:

1. JTR Chapter 5

B. Payment. DLA is only payable when the member cannot receive a GTCC and specifically requests payment. DLA is paid in accordance with Chapter 2 of this manual.

1. A traveler with family members authorized to travel in the member's PCS order may request DLA at the "with dependent" rate. DLA for E6 and below without family members will not be paid before travel is completed unless a statement from the gaining command is provided stating that Government quarters at the new PDS will not be assigned.

2. DLA at the "without dependent" rate for E7 and above can be paid based on a statement from the member that Government quarters will not be utilized. However, E7 and above traveling OCONUS without dependents must contact their gaining command to validate that government quarters will not be assigned. Additional documents are not required to pay an advance. If a member does not move into government quarters they are still entitled to DLA.

3. A statement from the gaining command is not required for members on TEMINS en route orders who are graduating Recruiting school with follow on orders to a Recruiting Station.

2-3. PCS SETTLEMENT

20301. TRAVEL SETTLEMENTS

A. Reference:

1. DODFMR Vol 9

2. JTR Ch. 5

B. General. The DD Form 1351-2 must be used to submit an individual claim for official travel. The voucher is prepared and submitted, with necessary attachments and required approvals, to the servicing Disbursing Officer/Finance Officer (DO/FO) for computation and settlement. A legible facsimile of a signed copy of the original voucher and supporting documents is acceptable.

C. Traveler Responsibilities. The traveler must carefully review and sign the original voucher, signature maybe with ballpoint pen or digital. The traveler assumes legal responsibility for the claim once he/she signs the voucher, even if he/she did not prepare the voucher.

D. Claims Prepared by the Administrative Command. An administrative office preparing a DD Form 1351-2 for a Marine must not place any statements on the claim without the traveler's advice and consent. The administrative office must advise the traveler that he/she becomes legally responsible for the truth and validity upon signing. An administrative office must not accept a signed, blank claim to be completed for the claimant.

E. Supporting Documents. Include a copy of the order, all endorsements, previous payments or advances, required certificates, leases, transportation receipts, and receipts for lodging/rent (regardless of the amount) if the member is claiming reimbursement for lodging while in a TDY/AT status or when requesting payment of Temporary Lodging Expense (TLE) or for employee's travel. Additionally, the member is required to obtain a non-availability confirmation number when Government quarters are directed but not available. Without a non-availability confirmation number, lodging costs can be paid but they must be limited to the rate for government quarters. A receipt is required for any expenditure of $75 or more.

F. Submission Requirements. The member must submit a properly completed travel claim with required supporting documents within 5 working days of reporting to the new PDS. The office receiving the claim has 4 working days to forward a properly completed travel claim to the DO/FO. If the claim is not correct, DO/FO receiving the claim has 10 working days to return the claim for correction. For the DO/FO, a history statement on the IATS voucher when an item is denied is not a proper discrepancy notice. If a voucher is not returned and a claimed entitlement is not paid the DO/FO will make a statement on the IATS voucher detailing items not paid.

G. Travel section is responsible for reviewing MCTFS diary entries (i. e. summary screens for leave, deployed per diem, PDMRA) that are associated with each travel voucher.

NOTE: The DO/FO cannot retain a completed copy of the traveler’s separation voucher (signed or unsigned) prior to the member actually traveling to his HOR or HOS. DODFMR Vol 9 directs that the voucher must be completed after travel is completed.

20302. SUPPLEMENTAL CLAIMS

A. General: A claim for additional payments on a travel claims previously settled by the DO/FO.

Supplemental claims will be processed as follows:

1. Items previously claimed but not paid due to member error (e.g. lack of proper supporting documentation such as missing receipt). The member must submit a copy of the previously paid travel voucher, the original DD form 1351-2, and all other supporting documentation. The member must annotate the claim with the statement "supplemental claim" and make a note of the following:

a. The item(s) still requiring payment on the face of the DD form 1351-2 to clearly identify what reimbursement is being requested for on the supplemental.

b. The member must submit a new signed travel claim, DD form 1351-2, when requesting payment for items not reflected on a previously signed travel claim. The new claim can be the original claim submitted but it must be re-signed by the member to support the newly claimed item. The member must ensure that the new claim is annotated with the statement "supplemental claim". Regardless a complete copy of the previously paid claim with supporting documentation must be included with the new claim as supporting documentation.

c. The member is not required to submit a newly signed travel claim, DD form 1351-2, when the DO/FO erroneously paid the claim or when the member is requesting payment for items claimed on a previously signed travel claim. The DO/FO will use the previously submitted claim in order to reimburse item(s) not reimbursed due to error if otherwise supported by the original claim.

2-4. RESPONSIBILITIES AND DOCUMENT DISTRIBUTION

20401. COMMANDING OFFICER'S RESPONSIBILITIES (PCS)

A. Ensure the member completes a travel claim within 5 working days of reporting. Notify the member that failure to submit a claim within the required time frame results in pay being checked for all travel advances.

B. The travel claim must be reviewed once the traveler completes the travel claim. Review the claim for accuracy to ensure the travel package contains the required information, statement and documentation needed by the servicing DO/FO to process the settlement. Travel claims must be submitted within 4 working days from the date the traveler submits the claim. The traveler will be notified within 10 days of submitting his/her claim of any discrepancies or receive payment of all entitlements.

1. In cases of travel advances being paid to members for family member(s) travel, but due to unforeseen circumstances, the family member(s) did not perform travel concurrently with the member, the following guidance is provided:

a. If the family members are not scheduled to arrive for more than 30 days after the member's reporting date, submit the claim to the DO/FO. Annotate on the 1351-2 that the family member(s) will not travel within 30 days and have the member sign the statement. Inform the traveler that the DO/FO will collect all advances paid for member and dependent travel.

b. If the family members will arrive within 30 days of the member's reporting date, submit a copy of the DD 1351-2 and orders to the DO/FO. Annotate on the 1351-2, "for elapsed time purposes only; awaiting dependent travel". Hold the complete travel claim in suspense until the member completes the portion of the claim for the family members' travel at which time it will be submitted to the DO/FO for processing. If the member has not submitted the family members' travel claim within 30 days of the member's reporting date, submit the claim to the DO/FO for settlement.

20402. DO/FO RESPONSIBILITIES FOR PCS TRAVEL SETTLEMENT PROCEDURES IN WINIATS

A. Upon receipt of a properly completed travel claim, the servicing DO/FO must annotate the business date of receipt on the face of the DD Form 1351-2. When the DO/FO is utilizing DTMS, there is no requirement to annotate the date of receipt on the DD Form 1351-2 since the date of receipt is documented within DTMS. A business (working) day is defined as a standard Monday through Friday weekday. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. Despite the cutoff time for processing vouchers, the last processing day is still counted in the settlement process because the day of receipt is not counted. DTMS operates under Central Standard Time (CST). In order to take into account the time zone difference, PCS travel claims received by 3rd MLG Disbursing Office will establish their first processing day as the second day proceeding the date reflected in DTMS.

B. Prior to processing the claim for payment, the DO/FO must review MCTFS IATS On-line View, DTMS, and EDA (if applicable) to determine if all previous payments were properly downloaded into IATS. If all previous payments did not download, ensure that the advances and partial payments are properly accounted for when the claim is computed.

C. The DO/FO's retain files are uploaded and processed through DTMS. The DO/FO must ensure that the source documents supporting the payment are properly scanned. If a claim has been submitted with

numerous copies of the same documents, the DO/FO will ensure that all excess documentation is removed prior to scanning. This includes supplemental claims that may have two or more copies of the same orders, endorsements, and receipts.

D. Prior to scanning the source documents, they will be arranged as follows: WinIATS generated cover sheets, DD 1351-2, orders and endorsements in date sequence, modifications, transportation documents, and receipts. For DTMS Travel, the DO/FO should request that the IPAC review their documents prior to submission so that excess copies are removed and that the source documents are arranged as above, less the WinIATS cover sheets. Failure of submitting documents in requested order does not constitute a DN.

1. Copies of the Diary and Elapsed Time source documents must be provided to the respective section for completion of the Join Audit.

20403. DO/FO RESPONSIBILITIES FOR PCS TRAVEL SETTLEMENT PROCEDURES IN MCTFS

A. Travel claims being processed within MCTFS will not require packaging/blocking within DTMS, each of these claims will be worked and routed independently. DO/FOs have 5 business days to settle these claims. An unsettled, accurately submitted claim will begin to accrue interest upon the 31st day after the claim has been submitted to DO/FO (since the administrative office is not involved with this process, the DO/FO assumes the responsibility as the approving official). All Prompt Payment Act regulations apply.

B. The auditor will have the ability to either certify the transaction(s) (which will be pre-populated), reject the claim back to the administrative office for further action, or switch to an IATS claim. The auto-populated document will appear on the auditor's console in DTMS under the 1351-2 tab as a MCTFS sub-type. The auditor has the discretion of rerouting a MCTFS identified voucher through IATS when deemed appropriate. If rejected to the administrative office or assigned to a preparer, the document routing will follow the behavior which currently exists.

C. The following TTC will be prepopulated within the DTMS online transaction link. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Member Travel/Per Diem transaction:

TTC **0594** SEQ **000**

ENGLISH STATEMENT (NORMAL)

TSET SDN __(1)__TVL __(2)__ DEP ZIP __(3)__ARR ZIP__(4)__ DEP DATE __(5)__ ARR DT __(6)__ MODE __(7)__DOC ID __(8)__PLEAD ZIP__(9)__HOR ZIP__(10)__

(1) SDN

(2) TRAVELERS (M=MARINE ONLY, B=BOTH (CONCURRENT). D (DEPN ONLY TRAVEL). THE APPROPRIATE VALUE IS IN THE FIRST POSITION OF THIS 3 BYTE FIELD, POSITION 2 INDICATES THE # OF DEPENDENTS TRAVELLING THAT ARE 12 YEARS OF AGE OR OLDER, POSITION 3 IS THE # OF DEPENDENTS UNDER THE AGE OF 12 TRAVELLING. EXAMPLES OF THE FORMAT OF VALUES FOR FIELDS SHOWN BELOW FOR CLARIFICATION:

MARINE ONLY = **M00**
MARINE W/1 DEP OVER 12 ONLY = **B10**
MARINE W/3 DEP OVER 12 = **B30**
MARINE W/1 DEP OVER 12 AND 3 UNDER 12 = **B13**
DEPN ONLY OVER 12 = D10
DEPN ONLY UNDER 12 =D01
DEPN SPOUSE WITH TWO CHILDREN (ONE OVER AND ONE UNDER 12) = D21
DEPN SPOUSE WITH TWO CHILDREN (UNDER 12) = D12

(3) DEPART ZIP
(4) ARRIVE ZIP
(5) DEPARTURE DATE
(6) ARRIVAL DATE
(7) MODE = **P1** = 1 POV, **P2** = 2 POV
(8) DOCUMENT ID
(9) PLEAD ZIP
(10) HOR ZIP

TTC 594 002 is used when a previously settled claim needs to be modified to include an additional traveler or reduce a traveler. Example would be: Previous claim had the number of travelers as B10. The claim should have been paid as B11. The following transaction will need to be reported. You will obtain the previous DOV number from the 462 Remark (TRAVEL ITINERARY 462 REMARKS).

TTC 594 002 TSUP|SDN M7000220CTB1234 DOV 850123 TVL B11 DOCID 007002557

TTC 594 002 TSUP|SDN ___ DOV ___ TVL ___ DOCID ___|
(1) (2) (3) (4)

(1)– SDN
(2)– PREVIOUS SETTLED DOV (FROM 462 REMARK)
(3)– TRAVELERS (NEW INFO)
(4)– DOC ID (CURRENT DOC ID FROM DTMS)

TTC 594 003 is used when a previously settled claim needs to be modified to include a change to the mode of travel. Example would be: Previous claim had a mode of travel of P1 or P2 and it needs to be changed to either P1 or P2. The following transaction will need to be reported. You will obtain the previous DOV number from the 462 Remark (TRAVEL ITINERARY 462 REMARKS).

594 003 TSUP|SDN M7000220CTB1234 DOV 850123 MODE P2 DOCID 007002558

003 TSUP|SDN ___ DOV ___ MODE ___ DOCID ___|
(1) (2) (3) (4)

(1) – SDN
(2) – PREVIOUS SETTLED DOV (FROM 462 REMARK)
(3) – MODE OF TRAVEL (NEW INFO)
(4) – DOC ID (CURRENT DOC ID FROM DTMS)

TTC 594 004 is used when a previously settled claim needs to be modified to include a change to the date(s) of travel (Departure date, Arrival Date or both dates). Example would be: Previous claim had departure date of 20190915 and an arrival date of 20190930. The adjusted dates reflect a departure date of 20190915 and an arrival date of 20191005. The following transaction will need to be reported. You will obtain the previous DOV number from the 462 Remark (TRAVEL ITINERARY 462 REMARKS).

TTC 594 004 TSUP|SDN M7000220CTB1234 DOV 850123 DEP DT 20190915 ARR DT 20191005 DOCID 007002559

004 TSUP|SDN ___ DOV ___ DEP DT ___ ARR DT ___ DOCID ___|
(1) (2) (3) (4) (5)

(1) – SDN
(2) – PREVIOUS SETTLED DOV (FROM 462 REMARK)
(3) – DEPARTURE DATE (NEW INFO)
(4) – ARRIVAL DATE (NEW INFO)
(5) – DOC ID (CURRENT DOC ID FROM DTMS)

TTC 594 005 is used when a previously settled claim needs to be modified to include a change to the ZIP codes (either Departure, Arrival, PLEAD and HOR). A change to the PLEAD or HOR ZIP codes will only be used for separation type claims. When using this transaction zero fill the PLEAD and HOR ZIP code fields when not being used. Example would be: Previous claim (Separations) had departure ZIP of 92055 and an Arrival ZIP of 55616. The PLEAD ZIP was 85065 and the HOR ZIP was 85125. The Marine was authorized a Home of Selection move, so the PLEAD and HOR ZIP codes should not have been used. The following transaction will need to be reported. You will obtain the previous DOV number from the 462 Remark (TRAVEL ITINERARY 462 REMARKS.

594 005 TSUP|SDN M7000220CTB1234 DOV 850123 DEP ZIP 92055 ARR ZIP 55616 PLEAD ZIP 00000 HOR ZIP 00000 DOCID 007002559

594 005 TSUP|SDN (1) DOV (2) DEP ZIP (3) ARR ZIP (4) PLEAD ZIP (5) HOR ZIP (6) DOCID (7)

(1) – SDN
(2) – PREVIOUS SETTLED DOV (FROM 462 REMARK)
(3) – DEPARTURE ZIP (NEW INFO)
(4) – ARRIVAL ZIP (NEW INFO)
(5) – PLEAD ZIP (NEW INFO)
(6) – HOR ZIP (NEW INFO)
(7) – DOCID (CURRENT DOC ID FROM DTMS)

D. The following TTC will be utilized for any authorized miscellaneous expenses incurred and claimed by the member. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Miscellaneous Expense transaction:

TTC **0595** SEQ **000**

ENGLISH STATEMENT (NORMAL)

TRVL EXPENSE MISC- SDN ___(1)___ AMOUNT ___(2)___ TYPE ___(3)___ DATE ___(4)___ DOC ID XXXXX ___(5)___

(1) SDN
(2) AMOUNT
(3) TYPE (VALID VALUES: 'AIRTAX', 'COMMTIK', 'EXCBAG ', 'LODGING', 'PETQUAR','PUBTRAN', 'RENTCAR', 'TAXI', OR 'OTHER ')
(4) DATE INCURRED
(5) DOC ID

TTC 0595 SEQ 001

ENGLISH STATEMENT

TRVL EXPENSE MIS-SDN __(1)___ AMOUNT __(2)___ TYPE __(3)*__ DATE__(4)__ DOC ID__(5)__

(1) SDN
(2) AMONUNT
(3) TYPE ((VALID VALUES: 'AIRTAX', 'COMMTIK', 'EXCBAG ', *'**FERRY**', 'LODGING', 'PETQUAR', 'PUBTRAN', 'RENTCAR', 'TAXI', *"**TOLLS**', OR 'OTHER')
(4) DATE INCURRED
(5) DOC ID

*NOTE: ONLY FERRY AND TOLLS ARE VALID FOR SEQUENCE 001.

TTC 595 002 is used to adjust/delete a previously paid reimbursable expense or to pay a reimbursable expense that was not previously paid on the original settlement. Example would be: Previous claim paid a reimbursable expense of $15.00 for TAXI. The $15.00 needs to be deleted since TAXI is not authorized reimbursable expense when traveling via POV. The following transaction will need to be reported. You will obtain the previous DOV number from the 467 Remark (TRAVEL MISC EXPENSE 467 REMARKS).
If you need to pay a reimbursable expense that was not previously paid you will use the PURPOSE code of 'C' (credit).

595 002 ADJUST TRVL REIM EXPENSE MISC-SDN M7000220CTB1234 DOV 850123 AMT 15.00 PURPOSE D TYPE TAXI DATE 20191001 DOCID 007002559

595 002 ADJUST TRVL REIM EXPENSE MISC-SDN (1) DOV (2) AMT (3) PURPOSE (4) TYPE (5) DATE (6) DOCID (7)

(1)– SDN
(2)- PREVIOUS SETTLED DOV (FROM 467 REMARK)
(3)– AMOUNT
(4)- PURPOSE ('C' FOR CREDIT OR 'D' FOR DELETE)
(5)- TYPE (VALID VALUES: 'AIRTAX', 'COMMTIK', 'EXCBAG ', 'FERRY ', 'LODGING', 'PETQUAR', 'PUBTRAN', 'RENTCAR', 'TAXI ', 'TOLLS ', OR 'OTHER ')
(6)– DATE INCURRED (OBTAIN DATE FROM THE 467 REMARK)
(7)– DOC ID

E. The following TTC will be prepopulated within the DTMS online transaction link. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Temporary Lodging Expense:

TTC **0591** SEQ **000**

ENGLISH STATEMENT (NORMAL)

TEMP LODGE EXPENSE-SDN __(1)__ LODGE AMT $__(2)__ FM DT __(3)__ TO DT __(4)__ ZIP __(5)__TVL __(6)__

(1) SDN
(2) LODGING AMOUNT
(3) FROM DATE
(4) TO DATE
(5) ZIP CODE
(6) TRAVELERS

TTC 591 001 is used when a previously settled claim needs to be modified to include a period of TLE or the previously paid TLE needs to be adjusted/deleted. Example would be: Previous claim did NOT pay TLE. To pay the TLE, the following transaction will need to be reported. If TLE wasn't originally paid with the original voucher obtain the previous DOV number from the 462 Remark (TRAVEL ITINERARY 462 REMARKS). If it is a change to a previous paid claim, you can obtain the previous DOV number from the 469 Remark (TRAVEL TEMP LODGING EXPENSE 469 REMARKS). The 469 remark also contains the ZIP code used, lodging amount, traveler's information and dates paid.

591 001 ADJUST TLE-SDN M7000220CTB1234 LODGE AMT $99.50 PURPOSE A FM DT 20191001 TO DT 20191003 ZIP 92055 TVL B11 DOV 850123 DOCID 007002557

If the previously paid TLE needs to be adjusted because the incorrect lodging amount was paid (or the wrong ZIP code was used or the incorrect number of travelers was used), report the following:

591 001 ADJUST TLE-SDN M7000220CTB1234 LODGE AMT $99.50 PURPOSE C FM DT 20191001 TO DT 20191003 ZIP 92055 TVL B11 DOV 850123 DOCID 007002557

If the previously paid TLE needs to be deleted because the TLE was erroneously paid, report the following:

591 001 ADJUST TLE-SDN M7000220CTB1234 LODGE AMT $99.50 PURPOSE D FM DT 20191001 TO DT 20191003 ZIP 92055 TVL B11 DOV 850123 DOCID 007002557

591 001 ADJUST TLE-SDN (1) LODGE AMT $(2) PURPOSE (3) FM DT (4) TO DT (5) ZIP (6) TVL (7) DOV (8) DOCID (9)

(1) – SDN
(2) - LODGING AMOUNT
(3) – PURPOSE ('A' = ADD, 'C' = CHANGE, 'D' = DELETE)
(4) – FROM DATE
(5) – TO DATE
(6) – ZIP CODE

(7) - TRAVELERS
(8) - DOV
(9) - DOCID

F. The appropriate value is in the first position of this 3 byte Field (M=marine only or B=both (marine and dependent travel = concurrent), Position 2 indicates the # of dependents travelling that are 12 years of age or older, position 3 is the # of dependents under the age of 12 travelling. Examples of the format of values for fields shown below for clarification:

MARINE ONLY = M00
MARINE W/1 DEP OVER 12 ONLY = B10
MARINE W/3 DEP OVER 12 = B30
MARINE W/1 DEP OVER 12 AND 3 UNDER 12 = B13
DEPN ONLY OVER 12 = D10
DEPN ONLY UNDER 12 = D01
DEPN SPOUSE WITH TWO CHILDREN (ONE OVER 12 AND ONE UNDER 12) = D21
DEPN SPOUSE WITH TWO CHILDREN (UNDER 12) = D12

G. The following TTC will be prepopulated within the DTMS online transaction link. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Reserve Mileage only travel claim:

NOTE: If the DO/FO receives an IATS voucher for Reserve mileage only travel, they can process it via MCTFS and are not required to validate the GTCC balance for these specific claims.

TTC 599 SEQ 000

ENGLISH STATEMENT (NORMAL)

RESERVE MILEAGE-SDN __(1)__ TRVL DT __(2)__ DEP ZIP __(3)__ ARR ZIP __(4)__ AUTH MILES __(5)__ ACT MILES __(6)__ MODE __(7)__ DOC ID __(8)__

(1) SDN
(2) TRAVEL DATE
(3) DEPARTURE ZIP CODE
(4) ARRIVAL ZIP CODE
(5) AUTHORIZED MILES
(6) ACTUAL MILES
(7) MODE
(8) DOCUMENT ID

Report TTC 599 000 for each leg of travel. Typically each reserve claim has two legs (home to HTC/HTC to home).

15. ITINERARY a. DATE 2020		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
2/7	DEP	HOR CHICAGO, IL 60629	PA			
2/7	ARR	HTC GREAT LAKES, IL 60088		TD		45
2/20	DEP	3D CIVIL AFFAIRS GROUP	PA			
2/20	ARR	HOR CHICAGO, IL 60629		MC		45
	DEP					

TTC 599 SEQ 000 RESERVE MILEAGE-SDN M2014320TOE0MHQ TRVL DATE 20200207 DEP ZIP 60629 ARR ZIP 60088 AUTH MILES 0045 ACT MILES 0045 MODE PA DOC ID 007123881|

TTC 599 SEQ 000 RESERVE MILEAGE-SDN M2014320TOE0MHQ TRVL DATE 20200220 DEP ZIP 60088 ARR ZIP 60629 AUTH MILES 0045 ACT MILES 0045 MODE PA DOC ID 007123881|

The AUTH MILES field is the DTOD mileage and the ACT MILES is the mileage the member claimed. When MCTFS processes the transaction it will pay the ACT MILES. MCTFS does NOT determine the DTOD mileage so you will need to put in amount on the AUTH MILES field.

Input the SDN in the SDN field (if not prepopulated). When MCTFS processes the transaction it will validate the SDN is valid on the 861 remark (the preparer will also get an error (upfront edit) if the SDN is not on the 861 remark).

Input the ZIP codes (departure and arrival). MCTFS does NOT valid the ZIP codes.

Input the mode of travel (only PA or PM are valid).

Input the DTMS DOC ID (if not prepopulated).
The DTMS document will be reviewed and certified just like a MCTFS PCS or Separation claim is (certify and close).

If you receive a claim requesting reimbursement for tolls or ferry (these are the only two authorized reimbursable expenses), you will need to report TTC 595 001.

Dislocation Allowance:

TTC **596** SEQ **000**

ENGLISH STATEMENT (NORMAL)

TRVL DISLOC ALLOW-SDN __(1)__ TYPE __(2)__DATE__(3)__

(1) SDN
(2) TYPE
(3) DATE INCURRED (USE REPORT DATE TO NEW COMMAND)

TTC 596 001 is used to change/delete DLA (with or without) that was previously paid. TTC 596 01 is also used to add DLA (with or without) that was not paid on the original claim. Example would be: Previous claim did NOT pay DLA. Claim paid Member and Dependents Travel but no DLA with dependents. The following transaction will need to be reported. You will obtain the previous DOV number from the 462 Remark (TRAVEL ITINERARY 462 REMARKS) for DLA which wasn't previously paid or the 468 Remark (TRAVEL DISLOCATION ALLOWANCE 468 REMARKS) for DLA that needs to be adjusted.

596 001 MOD DISLOC ALLOW-SDN M7000220CTB1234 TYPE W DOV 850123 PURPOSE A DOCID 007002559 |20191001| *This will pay DLA with dependents*

If the Marine was previously paid DLA without dependents and should have been paid DLA with dependents, report the following:

596 001 MOD DISLOC ALLOW-SDN M7000220CTB1234 TYPE W DOV 850123 PURPOSE C DOCID 007002559 |20191001| *This will pay DLA with dependents and check the without. End result the Marine will be paid the difference of with and without dependents*

If the Marine was previously paid DLA without dependents and should not have been paid DLA, report the following:

596 001 MOD DISLOC ALLOW-SDN M7000220CTB1234 TYPE O DOV 850123 PURPOSE D DOCID 007002559 |20191001| *This will check the DLA that was previously paid*

596 001 MOD DISLOC ALLOW-SDN (1) TYPE (2) DOV (3) PURPOSE (4) DOCID (5) YYYYMMDD (6)

(1) – SDN
(2) – TYPE (‘W’ WITH OR ‘O’ WITHOUT)
(3) – DOV (FROM 468 REMARK)
(4) – PURPOSE (‘A’ Add, ‘C’ Change, ‘D’ Delete)
(5) – DOCID

(6) - DATE INCURRED (GET DATE (EFFECT DATE OF ORDERS) FROM 468 REMARK)

H. The following TTC will be prepopulated within the DTMS online transaction link. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Government Travel Charge Card:

TTC **598** SEQ **000**

TVL GOV CHARGE CARD AMT $__(1)__ MIS-SDN__(2)__DATE __(3)__

(1)- AMOUNT
(2)- SDN
(3)- DATE (USE CURRENT DATE)

I. **THE FOLLOWING TTC IS FOR RFF-KCI USE ONLY**. This TTC/SEQ will back out the entire travel settlement for the specific DOV number identified. It will build a debt to the MMPA (this will only be used in rare cases and will not be auto populated to a DTMS record).

NOTE: The DO/FO must submit a MAN Document to RFF-KCI (D0018) in order to process this TTC. The MAN Document must contain justification for the request along with all pertinent information.

Travel DOV Checkage

TTC **0594** SEQ **001**

ENGLISH STATEMENT

TRAVEL DOV CHECKAGE SDN ___(1)___ DOV ___(2)___ DOC ID ___(3)___

(1) SDN
(2) DOV
(3) DOCUMENT ID

J. A Travel Payment Remark will reflect all travel payments made out of MCTFS. The remark will reflect the amount paid, date paid and the DOV number. The travel payment will post to the D463 remark (travel settlement payment). The trace number and bank information will be available on the DD/EFT trace inquiry using the travel option.

K. During the processing of the travel claim in MCTFS, if there is an outstanding travel advance on file in MCTFS for the specific SDN, the advance will be deducted from the settlement and any overpayment automatically posted to the MMPA. MCTFS payment will build a voucher for the specific SDN and DOV number. MCTFS transaction feedback will be provided back to DTMS. DTMS will reflect the payment information on the travel document and retain all supporting documentation within DTMS.

20405. PRE-VALIDATION PROCESS

A. Prior to processing the claim for payment, the DO/FO must pre-validate the SDN. Pre-validation will be accomplished by verifying the SDN and the LOA against the SABRS prior to certification of the travel payment. Pre-validation is required for each submitted travel reimbursement request to include supplemental claims.

B. The DO/FO will receive WinIATS travel claims with a message stating "SDN was not validated in SABRS" in DTMS. In order for the SDN to be validated through SABRS, the DO/FO will need to select "Ready to package". If the SDN is found on the SABRS Active File, DTMS will allow the DO/FO to block the claim and a message stating "SDN was validated in SABRS" will be displayed. If the SDN is not found on the SABRS Active File, DTMS will not allow the DO/FO to block the claim. The DO/FO must follow the instructions outlined in paragraph C to re-activate/obligate the SDN. For claims that cannot be systematically validated (i.e. other service SDN/LOA; Foreign Military Student), the DO/FO will first contact the Tier-1 help desk (RFF-KCI) so the pre-validation process can be disabled. If the Tier-1 help desk in unavailable, RFF-HQ (Systems/Travel policy section) may be contacted. The DO/FO will have sufficient time to block these claims; however, must notify the granting entity upon completion so the pre-validation can be enabled.

C. Re-activation/re-obligations will be requested by completing the spreadsheet in the RFF-KCI website. The re-activation /re-obligation request will be cited as the "Corrective Action" for the line item on the spreadsheet. Basic Symbol 1105/1108 MilPay appropriations modifications will be serviced by MCPRT. Basic Symbol 1106/1107 O&M appropriations modifications will be serviced by MCFMOS.

D. All spreadsheets will be archived by month and calendar year for audit log purposes. Spreadsheets are organized by basic symbol, request type, and requesting DSSN. Appropriate comments must be added to DTMS travel packages citing the delay in a claim settlement due to an obligation correction. The DO/FO will follow the steps in paragraph 2 once corrective action has been completed.

E. The DO/FO has the capability to overwrite DTMS logic by editing the SDN. DTMS will allow edited SDN claims to be blocked; however, the DO/FO is assuming responsibility for any UMDs resulting from the overwrite. The Document History will capture all SDN edits, along with the editor's name.

2-5. TEMPOARARY LODGING EXPENSE (TLE)

20501. TLE ALLOWANCE DETERMINATION

A. Reference:

1. JTR Chapter 5

B. Time limitations:

1. CONUS: TLE reimbursement is limited to 10 days for a member who:

a. PCS to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (JTR par. 9150)

b. Report to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS

2. OCONUS TLE reimbursement is limited to 5 days for a member who:

a. PCS to an OCONUS PDS. A member may split the days between old OCONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (JTR par. 9150)

b. Report the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and OCONUS designated place, but not OCONUS (JTR par. 9150)

20502. TLE CLAIMS

A. General: A member must claim TLE on the DD 1351-2 in the reimbursable expenses section.

B. The claim may be included with the member's and/or the family members' travel, unless temporary lodging was not occupied until more than 5 days after the member reported.

C. When temporary lodgings are occupied more than 5 days after the member reports, the member must submit the claim as a supplemental travel claim following the guidelines of Chapter 2 of this manual.

D. If the TLE is not being claimed for the entire family the member must indicate so when submitting the claim.

20503. TLE SUBMISSION REQUIREMENTS/SUPPORTING DOCUMENTS

A. Reference:

1. JTR Chapter 5

B. General: A claim for TLE should be submitted with the PCS settlement claim. The following

supporting documents are required when the claim is submitted:

1. When Government quarters are available and the member chooses to use commercial quarters, the member is limited to the cost of the Government quarters. When Government quarters are not available, the Service member is required to obtain a non-availability confirmation number provided by the Service's lodging reservation process to justify reimbursement for commercial lodging. This is not required when the old or new duty station is not located on a U.S. Military installation.

2. Residing with Friends/Relatives. When member/family member(s) stay with friends or relatives, lodging costs are not authorized.

20504. TLE EFFECTED BY COVID-19

2-6. DISLOCATION ALLOWANCE

20601. DLA COMPUTATION

A. Reference:

1. JTR Chapter 5

B. General: DLA rates are prescribed in Chapter 5 of the JTR.

C. Marines Authorized DLA at the "With Dependent" Rate.

1. If the Marine and family members travel concurrently or a family member(s) travel(s) in advance of the Marine, the request for payment of DLA w/Dependents on the DD Form 1351-2 should be annotated when settling the PCS travel claim.

2. If the Marine relocates to the new PDS in advance of the family members, DLA at the "without dependent" rate may be claimed on the DD Form 1351-2 for the member provided he is not residing in Government Quarters and has established a residence on the economy. Once the family members arrive to the new PDS, the member may claim the difference between both rates.

D. Member Authorized DLA “Without Dependent”.

1. A single member E6 or below must provide a statement of non-assignment of Government quarters at the new PDS from the new PDS Commanding Officer or housing office.

2. A single member E7 or above can choose not to utilize government quarters and must provide a statement that Government quarters at the new PDS have/will not be assigned.

3. A geographical bachelor may be entitled to DLA at the "without dependent" rate if he is not residing in government quarters at the new duty station. A member is not entitled to DLA while residing in single type government quarters even if there is an occupancy charge.

20602. DLA SETTLEMENTS

A. Reference:

1. 37 USC §477

2. JTR Chapter 5

B. General: In order for the member to be reimbursed DLA they must request it on the 1351-2. Members without dependents require appropriate statements as described in Chapter 2 of this manual. Block 14, which identifies the movement household goods move, has no bearing on the entitlement of DLA.

C. Supporting Documents. Include a copy of the orders, all endorsements, and required statements.

D. Fiscal Year Limitation. In accordance with JTR Chapter 5 and 37 USC §477, a member may be entitled to receive more than one DLA payment in the same FY under the following conditions:

1. The Secretary concerned finds that the exigencies of the service required the member to make more than one change of permanent station during the fiscal year.

2. Member is ordered to a service school as a change of permanent station.

3. Exceptional Family Member Program (EFMP). Based on SECDEF memo “Waiver Authority for Dislocation Allowance Entitlements” of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.

E. If a claim for a second DLA in a FY does not meet one of the exceptions, it will be denied. The DO/FO will verify by reviewing MCTFS IATS-Online-View, DTMS, and EDA (if applicable) to determine if the member has already received DLA for a previous PCS move.

20603. PARTIAL DISLOCATION ALLOWANCE (DLA)

A. Reference:

1. JTR Chapter 5

B. Claims. Partial DLA is payable to a member who is ordered to occupy/vacate Government family-type quarters. Normally payable if a member is authorized to relocate the household at Government expense. Refer to JTR Chapter 5 for specific cases when partial DLA is/is not authorized.

1. The DD Form 1351-2 must be used to submit an individual claim for partial DLA. In block 18, "Partial DLA request" must be clearly stated.

2. The DD Form 1351-2 and the document directing the move is submitted to the member's servicing DO/FO.

3. Partial DLA is a flat rate. Current rates can be found in JTR Chapter 5

20604. PARTIAL DISLOCATION SUBMISSION REQUIREMENTS

A. General: The member must have a statement from the housing office containing the reason for the move and that the move was in the Government's interest.

B. The member and the approving official are both required to sign the DD Form 1351-2.

C. The member must provide a copy of the quarters form stating the date that the quarters were vacated and/or occupied. A housing letter or NAVMC 11051 is acceptable.

20605. PARTIAL DLA APPROPRIATION

A. General: The following appropriation data is utilized when processing a partial DLA claim. The claim is paid through WinIATS. The appropriation data is as follows:

The SDN is "M70000**MD006K0"

17 * 1105 2760 0021 51691 067443 2D 000000 000000071006

NOTE: The asterisk(s) signifies the appropriate fiscal year.

2-7. PERSONALLY PROCURED MOVEMENT

20701. PERSONALLY PROCURED MOVEMENT (PPM) OF HOUSEHOLD GOODS ADVANCES

A. Reference:

1. JTR Chapter 5

B. General: Advance payment is authorized for personally-procured movement of household goods.

C. Documentation Required for Personally Procured HHG Movement Advance. The member must provide an estimated advance cost on the DD Form 2278, Application for Personally Procured HHG Movement, a counseling checklist certified by the Personal Property Processing or Shipping Office (PPPO/PPSO), located in Distribution Management Office (DMO) and a copy of the PCS orders.

D. Payment of Personally Procured HHG Movement Advance. The servicing DO/FO pays the advance amount authorized by the DMO office on the DD Form 2278.

E. The paying FO/DO must verify if member received a PPM advance by checking in DTMS and/or the EDA (if applicable) prior to paying PPM advance and completing the PPM settlement.

F. TTC 593 003 is used to pay an advance PPM/DITY move. This transaction will pay 100% of the advance PPM amount reported. MCTFS will build a 473 (ADVANCE PPM CALC) remark showing the computations of the advance. A 463 (TRAVEL PAYMENT) remark will also be built showing the payment amount, payment date and DOV number. An advance PPM/DITY will not process if the move date is greater than 12 days from the current cycle dat. This can only be reported via DTMS using a MCTFS NAVMC 11115.

ADV PPM|AMOUNT 10000.00 SDN M7000219CTB8K76 DATE 20191217 DOCID 007024075

593 003 ADV PPM|ADV AMT $(1) SDN (2) MOVE DATE (3) DOCID (4)

(1) - ADVANCE AMOUNT
(2) - SDN
(3) - MOVE DATE
(4) - DOCUMENT ID

G. TTC 593 004 is used to check an advance (PCS or PPM) that was not liquidated because the orders were cancelled, or a settlement was not submitted or the advance was not deducted from the PCS or PPM settlement. The advance must be on the 461 (TRAVEL ADVANCE) remark for the transaction to process. You can obtain the DOV number and advance type from the 461 remark). Currently, MCTFS has all advances listed on the 461 remark that were paid from FY 2018 to present. Once the transaction processes, MCTFS will build a 464 (TRAVEL CHECKAGE) remark and the debt will be put in suspense allowing for notification via the leave and earning statement. This can only be reported via DTMS using a MCTFS NAVMC 11115.

CHECK ADV|AMOUNT $3763.04 SDN M7000219CTB8EXQ DOV 850067 TYPE PCS DOCID 007044340|

593 004 CHECK ADV|ADV AMT $(1) SDN (2) DOV (3) TYPE (4) DOCID (5)

(1) – ADVANCE AMOUNT

(2) - SDN
(3) - DOV # OF ADVANCE BEING CHECKED
(4) - ADVANCE TYPE (PPM OR PCS)
(5) - DOCUMENT ID

H. TTC 593 005 is used to report an advance that was paid via manual process (not via IATS or MCTFS). This process will build a 461 remark so the advance can be deducted via MCTFS when the PCS or PPM settlement is settled. The transaction will NOT build a voucher or make an additional payment, it will ONLY build a 461 remark. This can only be reported via DTMS and it recommend that you use a Transaction Document. Ensure to attach the supporting documents to the DTMS document.

593 005 LOCAL ADV|ADV AMT $(1) SDN (2) DOV (3) TYPE (4)
(1) – ADVANCE AMOUNT
(2) - SDN
(3) - DOV # OF ADVANCE
(4) - ADVANCE TYPE (PPM OR PCS)

LOCAL ADV|ADV AMT-$6600.00 SDN M7000219CTA8MND DOV 456456 TYPE PCS

I. TTC 598 002 is is used to make a split disbursement payment to the Government Travel Charge Card (GTCC). Enter the amount that should be paid to the GTCC along with the SDN used on the PPM settlement and the DTMS DOCID (if not prepopulated). The transaction (TTC 598 002) MUST be processed/certified on the same cycle as the PPM settlement. If the amount requested to be sent to the GTCC is greater than the amount due member (after taxes/advances are deducted), MCTFS will automatically limit the amount that is sent to the GTCC. Example: Amount entered is $2500.00 and the amount due member after the claim is computed by MCTFS is $2000.00, MCTFS will limit the amount sent to the GTCC to $2000.00. The split disbursement will show on the settlment voucher as a split payment (see below). The split payment will also be displayed in MCTFS on the 470 remark (see below). TTC 598 002 can be used for PPM settlements and Storage settlements. You cannot report TTC 598 002 if the orders type are equal to SEPARATION.

```
598 002   PPM GCC AMT $XXXXXXX.XX|SDN XXXXXXXXXXXXXXXX|DOC ID XXXXXXXXX|
                         (1)               (2)                (3)

                        (1) - AMOUNT
                        (2) - SDN
                        (3) - DOCUMENT ID
```

20702. LOCAL PPM SETTLEMENTS

A. Reference:

1. DODFMR Vol 9

2. MCO P4600.39

3. MCO P4600.7

B. Settlement of Local Personally Procured HHG Moves. Local Personally Procured HHG moves are defined as a relocation of household goods within and around the vicinity of the PDS. They are paid on a OF 1164 (Optional Form) per MCO P4600.39 Marine Corps Personal Property Transportation Manual. The traveler must submit the following documents for payment:

1. DD Form 2278.

2. A OF 1164 properly certified by DMO.

3. Copies of all applicable orders, statements, power of attorney, or written authorization.

4. Weight tickets and appropriate receipts.

C. DO/FO Responsibilities for Processing Local Personally Procured HHG Moves for Marine Corps Personnel.

1. Review certified OF 1164 and all pertinent supporting documentation for accuracy. If any errors in the amounts are found, return the OF 1164 to DMO for correction.

2. Process payments via WinIATS for the amount certified on the OF 1164 by the DMO. DO/FO must process the OF 1164 within 10 business days from the date it was submitted.

3. WinIATS computes the payment based on the estimated weight, the actual weight, and the operating expenses as entered from the OF 1164. It will compute and deduct the applicable tax amount for the monetary allowance made to the member.

4. The DO/FO will make no adjustments to the certified amounts. If the WinIATS computed amounts differ from the amounts certified by the PPPO/PPSO the DO/FO must reconcile the difference with the PPPO/PPSO and return the OF 1164 to the DMO for correction. If it is determined that WinIATS is in error then the DO/FO must coordinate with HQMC (RFF) for instructions.

5. A diary entry must be reported within 5 working days of the settled claim adjusting the Year-To-Date (YTD) taxable wages and the YTD taxes withheld for the applicable Federal taxes in accordance with MCO P4600.7 (PERSPROPMAN).

D. DO/FO Responsibilities for Processing Local Personally Procured HHG Moves Funded by the Marine Corps for Other Than Marine Corps Personnel.

1. Process payments via WinIATS for the amount certified on the OF 1164 as directed above.

2. The appropriation data is entered as two separate lines. The first line is paid to the LOA reflected on DD Form 2278, charging the total Personally Procured HHG Movement allowance. The second LOA is a 2D credit to the same LOA reflecting the amount withheld for taxes.

3. As applicable, a copy of the settlement voucher, supporting documentation and W-2 must be forwarded to the respective service DFAS to credit the taxes withheld. These copies will be forwarded to the following address:

DFAS-CLEVELAND
USMC Records Service Division
Room 2583 ATTN: (PAY)
1240 East Ninth Street
Cleveland, OH 44199

E. Settlement of All Other Personally Procured HHG Moves. All other Personally Procured HHG Moves are settled through the Commanding General, Marine Corps Logistics Base (MCLB) Albany, Georgia.

Commanding Officer Attn: Code 470(TVCB)
814 Radford Blvd
Marine Corps Logistics Base
Albany GA 31704-1128
http://www.logcom.usmc.mil/tvcd/

Note: Refer to DODFMR, Volume 9, and Chapter 6 for more detailed information on required documentation.

F. The appropriate paying office will pay the PPM settlement via MCTFS via TTC 578 000. This transaction must be reported via DTMS and is only reportable when the document sub type is MCTFS-SEPS PPM/DITY TRAVEL or MCTFS-PCS PPM/DITY TRAVEL.

```
CRED PPM-SDN XXXXXXXXXXXXXXX DOC ID XXXXXXXXX MOVE DT YYYYMMDD ACT WT XXXXXX PRO WT XXXXX
                    (1)           (2)              (3)            (4)          (5)

                    EXP AMT $XXXXXXX.XX GOV COST $XXXXXXX.XX|
                               (6)                 (7)

                       (1) - SDN
                       (2) - DTMS DOCUMENT ID
                       (3) - MOVE/PICKUP DATE
                       (4) - ACTUAL WEIGHT
                       (5) - PRO WEIGHT
                       (6) - MOVING EXPENSE AMOUNT
                       (7) - GOVERNMENT CONSTRUCTED COST
```

G. MCTFS will compute the incentive based off of the government constructed cost.

H. Both Federal and State (if applicable) taxes will be withheld and a 944 remark (MISC INCOME) will be built and the taxable income and taxes withheld will be included in the W2 issued at the end of the year.

I. The appropriate paying office will pay the storage settlement via MCTFS via TTC 578 001. This transaction must be reported via DTMS and is only reportable when the document sub type is equal to MCTFS-SEPS PPM/DITY TRAVEL or MCTFS-PCS PPM/DITY TRAVEL.

```
CRED STORAGE-SDN XXXXXXXXXXXXXXX DOC ID XXXXXXXXX TYPE XXX FROM DT YYYYMMDD TO DT YYYYMMDD
                    (1)                 (2)          (3)          (4)           (5)

                    REIM AMT $XXXXXXX.XX|
                              (6)

                       (1)- SDN
                       (2)- DTMS DOCUMENT ID
                       (3)- TYPE OF STORAGE (NTS-NON TEMP STORAGE/POV-PRIVATELY OWNED VEHICLE/PPM-PERSONALLY
                          PROCURED MOVE/SIT-STORAGE IN TRANSIT)
                       (4)- FROM DATE
                       (5)- TO DATE
                       (6)- REIMBURSEMENT AMOUNT
```

J. MCTFS can currently pay storage claims as long as the SDN used is equal to the TRAVEL SDN (it must contain the digits CTB (bytes 9-11). Example of Travel SDN: M7000218CTB98UE

K. When paying storage claims on a re-occurring basis (monthly or quarterly), the FROM and TO dates cannot overlap a previous period. Example: If you are paying storage for a POV and the dates claimed are 20190101-20190331 then the next claim would have to have a FROM date greater than 20190331 or else the transaction will fail.

20703. DETERMINATION OF EXCESS COST

A. General: The Commanding General (470), Marine Corps Logistics Base (MCLB), Albany, Georgia will determine when the cost of shipping a Marine's household goods or PCS Personally Procured HHG move exceeds the Marine's authorized allowances. If the move exceeds the Marine's allowance, the MCLB prepares a DD Form 139: Pay Adjustment Authorization, and forwards the original to the Special Processing Team C/JFLAFC IN DFAS-CL and a copy to the Marine.

20704. TOUR CONVERSIONS

A. Reference:

1. JTR Chapter 5

B. General: Tour Conversion for a member stationed OCONUS is a modification to the basic orders that authorized the travel to that location.

C. The entitlement to dependent travel and DLA is determined by the member's dependency status on the effective date of the original orders.

1. No dependents on the effective date of the original order. If a member on an unaccompanied tour acquires dependents after the effective date of the orders, and is granted a tour conversion, he will be entitled to Station Allowances per JTR chapter 9. He has no entitlement to transportation, per diem, or DLA per reference JTR chapter 5. It is the member's responsibility to get the dependents to the OCONUS location. If the member is issued transportation on a GTR or CBA the cost of the transportation must be recovered.

2. Member has dependents on the effective date of the original orders. If a member with dependents on the effective date of the original orders is granted a tour conversion, he is entitled to dependent travel and DLA.

a. If the dependents moved to a designated place on the original move, a Secondary DLA is payable on the Tour conversion per JTR Chapter 5. The Secondary DLA is only payable if the member has not yet completed the dependent restricted tour length prior to the Tour Conversion.

b. b. If the member has already completed the initial dependent restricted tour length, and is granted a Tour Conversion then he is entitled to full DLA when the dependents relocate.

20705. PCS TEMINS EN ROUTE

A. If a member performed TEMINS en route during a PCS move, the DO/FO that receives their final settlement is responsible for validating the accuracy and proper payment of the entire travel claim to include all previous partials and advances.

B. PCS with TEMINS en route travel claims will be processed via WinIATS only no other portion will be processed via DTS. However, DO/FO are still required to review all available systems (i. e. DTMS, EDA [if applicable], DTS, MCTFS, etc.) to ensure accuracy of payments.

Chapter 3 SEPARATIONS

3-1. SEPARATIONS

30101. GENERAL

A. A Marine must perform separation travel before a travel claim can be submitted for payment. There is no entitlement to per diem or transportation for those Marines who remain in the same residence upon separation/retirement. Upon completion of travel to an HOS, the member may submit a voucher for reimbursement. If the HOS is determined to be within the local commuting distance of the previous residence, there will be an entitlement to a short distance move of HHG. This type of move creates no entitlement for per diem or transportation allowances. Actual settlement of the claim is not authorized upon receipt of the separation claim. Separation claims cannot be settled until the member's EAS.

B. Allowances are based on the type of separation and how much of the contract was fulfilled. The different types of separations are grouped into three categories.

30102. CATEGORY I SEPARATEES

A. Reference:

1. MCO P1900.16

B. Category I separates is honorably separated under the following conditions:

1. Completed at least 90 percent of the initial active duty enlistment period or other initial service commitment.

2. Medical reasons.

3. Hardship as determined by the separation approval authority. (See chapter 6 of Separations manual MCO P1900.16)

4. Initial enlistment contract or other initial service commitment reduced by the CMC or the Secretary of the Navy.

5. VEERP (See annual MARADMIN when applicable)

30103. CATEGORY II SEPARATEES

A. A Category II separates is separated under the following conditions:

B. Honorably, having completed less than 90 percent of the initial active duty enlistment or other initial service commitment.

C. Discharged under other than honorable conditions.

NOTE: Category II does not apply to a member's dependents.

30103. CATEGORY III SEPARATEES

A. General: A Category III separates is separated under the following conditions:

1. Retired.

2. Transferred to the FMCR.

3. Placed on the TDRL/PDRL.

3-2. SEPARATION SETTLEMENT

30201. SEPARATION ADVANCES (effective 1 October 2014)

A. Reference:

1. JTR Chapter 5

B. A Category I Separates (including retirees) is authorized an advance payment of transportation allowances to the place to which travel is expected to be performed, not to exceed the MALT to the member's home of record (HOR) or place of enlistment. The member is allowed an advance payment of 100 percent of transportation allowances for both the member and family member(s) that intend to actually relocate with the member.

C. A Category II Separates is authorized to elect either transportation by the least expensive mode available or an advance payment of this amount to the place to which travel is expected to be performed, not to exceed the member's HOR or place of enlistment. If an advance payment is elected, it is limited to 50 percent of the least expensive transportation mode available. There is no authorization for per diem for a member discharged under this category. Authorization for Family Member(s) Travel is the following:

1. Member Completed Less than 90 Percent of Initial Contract and Discharged Under Honorable Conditions.

2. The member may be provided either transportation by the least expensive mode available or, a partial payment of 50 percent of this amount to the place to which travel of the family member(s) is expected to be performed, not to exceed to the HOR or place of enlistment. Family member travel is based on the intent to establish a permanent residence. There is no authorization for per diem for family members of a member discharged under this category.

3. Member Discharged Incident to a Court Martial Sentence /Under Other than Honorable Conditions. The dependents are authorized to receive a partial payment of 50 percent of transportation allowances for family member(s) based on the transportation mode to be used. Transportation is authorized from the place to which the family members were last transported at Government expense to a place specified by the authorizing official.

4. When the family member(s) travel is by privately owned conveyance (POC), the discharged member is not an authorized traveler. The dependent is allowed the applicable mileage rate for the subsequent vehicle.

5. When the family member(s) travel by commercial means or by transportation request, the family members are authorized an advance of transportation allowances not to exceed MALT to the member's home of record (HOR) or place of enlistment.

D. A Category III Separates and family members are authorized an advance payment for transportation allowances for the transportation mode the member and his/her family member(s) actually plan to use. A member in this category is authorized to select travel from the place of separation to a home of selection. Travel to home of selection is based on actual travel performed and permanent residence established. Upon final settlement, the per diem is based on actual travel time used, not to exceed maximum travel time authorized.

30202. PERMISSIVE TRAVEL/TERMINAL LEAVE AWAITING SEPARATION

A. Advances of separation travel allowances may be paid to members up to 10 days prior to the authorized permissive travel (PTAD) detach date when the permissive travel and terminal leave (Leave awaiting separations (LWAS)) are taken consecutively.

30203. AUTHORITY FOR FAMILY MEMBER TRAVEL/SHIPMENT OF HOUSEHOLD GOODS PRIOR TO THE MEMBER'S SEPARATION DATE

A. If family members have been authorized to travel and/or the shipment of a member's household goods have been authorized prior to the member's separation/retirement date, and orders have not been issued, the Commanding Officer must prepare a statement authorizing the family member travel and/or shipment of household goods. The statement must include the full LOA and reflect that the Member has been advised that orders will be issued. A member may receive an advance/partial payment for dependents' travel prior to the date of separation after the statement or orders have been issued.

3-3. SEPARATION TRAVEL ADVANCES

30301. COMMANDERS AND ADMINSTRATIVE UNITS RESPONSIBILITIES

A. General: Travel advances for separation/retirement travel will no longer be available except under extenuating circumstances. The Commander (Battalion/Squadron level) may approve exceptions to this policy in writing given the Marine's extenuating circumstances.

B. Issue an advance according to what the member has elected and the limitations contained in paragraph 3-30201. Prepare the payment voucher utilizing separation appropriation data. The separation appropriation data will be found on the D860 remark screen in MCTFS.

C. Ensure the advance request includes the following items:

1. Commander's approval letter

2. Ensure that requests for a separation or retirement travel advance include the Marines' certification of their estimated date of departure (travel begin date) and estimated completion of their travel (travel end date) on the NAVMC 11115.

3. Ensure the Marines signed statement of understanding is included with the NAVMC 11115.

4. Statement of Understanding (SOU): The mandatory SOU required for all separation advances is found in Appendix B. Ensure the traveler is informed of the following:

a. The maximum amount of a separation advance.

b. The estimated travel claim settlement total.

c. The earliest date that the advance can be paid.

d. Travel claims must be submitted within 5 days after their ECC or within 5 days after completing final travel, otherwise; recoupment action will be initiated 30 days after EAS or estimated completion of travel (whichever occurs later).

5. Travel advance request should not be submitted to the serving DO/FO no earlier than 5 days prior to payment.

30302. DISBURSING/ FINANCE OFFICE RESPONSIBILITIES

A. The DO/FO will not pay a separations travel advance any earlier than 10 days prior to the estimated travel begin date. Advances submitted 5 days prior to the 10 day authorization must be held by the DO/FO and paid no more than 10 business days prior to the estimated date of departure.

B. Ensure the request for advance has a signed statement of understanding. See Chapter 4 of this manual.

C. Pay 100 percent of the amount anticipated to be earned for PCS travel transportation to the Marine for his/her separation advance. No per diem, DLA, or TLE is authorized for separation advances.

D. Maintain a suspense file for all separation or retirement advances paid. Electronic suspense files may be used in lieu of hardcopy files.

E. Issue an advance according to what the member has elected and the limitations contained in Chapter 4 of this manual. Prepare the payment voucher utilizing separation appropriation data. The separation appropriation data will be found on the D860 remark screen in MCTFS.

NOTE: If the claim has been received by DO/FO and has been sent back (regardless of discrepancies) then it is considered to have been received and is in the liquidation process; therefore, it should not be checked. If the claim is not received back in Finance within 30 days of the DN, then recoupment procedures should be implemented unless Finance has documentation for further delay (letter, email, or phone log).

30303. COORDINATION WITH TRANSITION ASSISTANCE

A. The administrative units and DO/FO must coordinate with the transition assistance program offices to ensure updated information is provided during the transition assistance program brief.

3-4. SEPARATION PROCESS

30401. CLAIM/SETTLEMENT CAT I SEPARATEES

A. Reference:

1. JTR Chapter 5

B. Category I Separates is authorized the following:

2. Travel and transportation allowances for the transportation mode used from the place of separation to the place to which they actually traveled. This cannot exceed the authorization to the home of record (HOR) or place of enlistment (as selected by the member).

3. Per Diem based on the transportation mode used. This cannot exceed the authorization if travel was performed entirely by POC to the HOR or place of enlistment (as selected by the member).

4. Travel allowances for family members, computed as prescribed by the Chapter 5 of the JTR. These allowances cannot exceed the authorization to the member's HOR or place of enlistment (as selected by the member).

30402. CLAIMS/SETTLEMENT CAT II SEPARATEES

A. Reference:

1. JTR Chapter 5

B. A Category II Separates is provided transportation by the least costly transportation mode available. The transportation cannot exceed the cost to the HOR or place of enlistment (as selected by the member).

C. A Category II Separates not provided transportation is authorized the following:

1. The cost of transportation from the place of separation to the place to which the separates actually traveled. This cannot exceed the cost of transportation by the least expensive mode of common carrier transportation to the HOR or place of enlistment (as selected by the member). Per Diem is not payable.

2. Travel allowances for family members of a member who has completed less than 90 percent of his initial contract, but was discharged under honorable conditions, are limited to the same amounts and conditions as the separates.

3. Travel and transportation allowances for family members of a member discharged under other than honorable conditions are based on the transportation mode actually used. These allowances are authorized from the place to which the family members were last transported at Government expense to a place specified by the individual who has authorized the transportation.

a. When the family members travel by POC, the discharged member is not an authorized traveler. The spouse is allowed the applicable per mile mileage rate and the standard CONUS per diem rate per day. Additional family members are authorized to applicable rates.

b. When the family members travel by commercial means, they are authorized travel and transportation allowances including per diem.

30403. CLAIMS/SETTLEMENT CAT III SEPARATEES

A. Reference:

1. JTR Chapter 5

B. A Category III Separates is authorized to the following:

1. Travel and transportation allowances for the transportation mode actually used from the place of separation to the place to which they travel with intent to establish a permanent residence. If the HOS endorsement is blank, the completed and signed 1351-2 serves as certification of the member's HOS election. Reimbursement will be limited to what the member actually did. In a case where a completed HOS endorsement is submitted which differs from the 1351-2, DO/FOs will reimburse what the member actually did.

2. Per Diem is based on the transportation mode actually used. If mixed mode travel is used, the actual cost cannot exceed the allowance payable if travel had been performed by POC.

3. For family members, refer to Chapter 5 of the JTR.

30404. SEPARATION SETTLEMENT PROCEDURES IN WINIATS

A. Upon receipt of a properly completed separation claim, the DO/FO must annotate the business date of receipt on the face of the DD Form 1351-2. DO/FOs have 10 business days to settle these claims. An unsettled, accurately submitted, separation/retirement claim will begin to accrue interest upon the 31st day after the claim has been submitted to DO/FO (since the administrative office is not involved with this process, the DO/FO assumes the responsibility as the approving official). All Prompt Payment Act regulations apply.

B. Prior to processing the claim for payment, the DO/FO must access the IATS On-line View mainframe application and the DO/FO's WinIATS database to identify any previous travel advances/payments associated with the travel claim being processed for payment. In the case of a Category III Separates (retiree claim), ensure the suspense file documents are pulled. Refer to paragraph 020403 for pre-validation procedures.

C. The DO/FO must process and compute the claim utilizing WinIATS. Refer to paragraph 20109 for document distribution.

30405. SEPARATION SETTLEMENT PROCEDURES IN MCTFS

A. Travel claims being processed within MCTFS will not require packaging/blocking within DTMS, as each of these new claims will be worked and routed independently. DO/FOs have 5 business days to settle these claims. An unsettled, accurately submitted, separation/retirement claim will begin to accrue interest upon the 31st day after the claim has been submitted to DO/FO (since the administrative office is not involved with this process, the DO/FO assumes the responsibility as the approving official). All Prompt Payment Act regulations apply.

B. The auditor will have the ability to either certify the transaction(s) (which will be pre-populated), reject the claim back to MOL for further action by the member, assign it to a preparer, or switch to an IATS claim. The auto-populated document will appear on the auditor's console in DTMS under the 1351-2 tab as a MCTFS sub-type. The auditor will have the option of settling the voucher via MCTFS or IATS. Only those vouchers clearly identified as a MCTFS claim can be processed through MCTFS. All other vouchers will be processed through IATS. The auditor has the discretion of rerouting a MCTFS identified voucher through IATS when deemed appropriate. If rejected to the member or assigned to a preparer, the document routing will follow the behavior which currently exists.

C. The following TTC will be prepopulated within the DTMS online transaction link. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Member Travel/Per Diem transaction:

TTC **0594** SEQ **000**

ENGLISH STATEMENT (NORMAL)

MBR TVL POV SDN ___(1)___ DEP ZIP ___(2)___ DEP DATE ___(3)___ ARR ZIP ___(4)___ ARR DATE ___(5)___ DOC ID ___(6)___

(1) SDN FROM MCPDT (15 digit alpha-numeric)
(2) PDS ZIP CODE (5 digit numeric)
(3) ACTUAL DATE OF DEPARTURE (YYYYMMDD)
(4) ARRIVAL ZIP CODE (5 digit numeric)
(5) ACTUAL DATE OF ARRIVAL (YYYYMMDD)
(6) Doc ID (this is automatically populated)

D. The following TTC will be utilized for any authorized miscellaneous expenses incurred and claimed by the member. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

Miscellaneous Expense transaction:

TTC **0595** SEQ **000**

ENGLISH STATEMENT (NORMAL)

MBR MISC EXP SDN ___(1)___ AMOUNT ___(2)___ TYPE ___(3)___ DATE ___(4)___ DOC ID XXXXX ___(5)___

(1) SDN FROM MCPDT (15 digit alpha-numeric)
(2) ACTUAL AMOUNT ($000.00)
(3) TYPE OF EXPENSE (drop down menu)
(4) DATE INCURRED (YYYYMMDD)
Note: accepted values: ferry, tolls, other
(5) Doc ID (automatically populated DTMS Doc ID)

E. **THE FOLLOWING TTC IS FOR RFF-KCI USE ONLY**. This TTC/SEQ will back out the entire travel settlement for the specific DOV number identified. It will build a debt to the MMPA (this will only be used in rare cases and will not be auto populated to a DTMS record).

NOTE: The DO/FO must submit a MAN Document to RFF-KCI (D0018) in order to process this TTC. The MAN Document must contain justification for the request along with all pertinent information.

Travel DOV Checkage

TTC **0594** SEQ **001**

ENGLISH STATEMENT

TRAVEL DOV CHECKAGE SDN ___(1)___ DOV ___(2)___ DOC ID ___(3)___

(1) SDN
(2) DOV
(3) DOCUMENT ID

F. A Travel Payment Remark will reflect all travel payments made out of MCTFS. The remark will reflect the amount paid, date paid and the DOV number. The travel payment will post to the D463 remark (travel settlement payment). The trace number and bank information will be available on the DD/EFT trace inquiry using the travel option.

G. During the processing of the travel claim in MCTFS, if there is an outstanding travel advance on file in MCTFS for the specific SDN, the advance will be deducted from the settlement and any overpayment automatically posted to the MMPA. MCTFS payment will build a voucher for the specific SDN and DOV number. MCTFS transaction feedback will be provided back to DTMS. DTMS will reflect the payment information on the travel document and retain all supporting documentation within DTMS.

3-5. SUSPENSE FILES

30501. SUSPENSE FILE GENERAL

A. General: The DO/FO must maintain a suspense file for each member who was issued a travel advance for separation or retirement.

B. Contents: The suspense file must include the following:

1. Copy of Windows Integrated Automated Travel System (WinIATS) advance payment voucher.

2. Copy of all orders and endorsements (i.e., permissive TDY, terminal leave, retirement orders, and notification letter).

NOTE: The suspense file may be maintained electronically or via hardcopy files.

C. Maintenance: Marines that separate have 180 days from the date of discharge to execute their travel and one year from the date of retirement to execute their travel.

1. If the member does not submit their travel claim within the required timeframe, then recoup the outstanding advance.

30502. CLEARING SUSPENSE FILES (SEPARATIONS)

A. Member Submits Final Settlement Package to DO/FO. Upon receipt of a separation package from the member, the DO/FO must pull the suspense file and process the claim for settlement.

B. Review orders and use the listed permanent mailing address. If the notification is returned as undeliverable or the member fails to respond, establish a debt in accordance with Chapter 3, 7 and 9 of this manual to clear the obligation in IATS and SABRS. Include a copy of the notification as part of the source documents in DTMS.

1. DO/FO reports the checkage using the applicable system generated TTC if the member's MMPA record is still active in MCTFS. If the entries fail to post to the member's MMPA due to the "A" flag, then contact MCPRD to have the "A" flag reset and report the entry. If the member's MMPA record is no longer resident in MCTFS then prepare a DD Form 139 after processing the voucher in IATS.

2. If there is no MCTFS, record attach an IATS cover sheet and any applicable documents to DD Form 139 and forward to:

DFAS-IN/Debt & Claims
8899 East 56th Street
ATTN: Department 3300, Customer Care Center
Indianapolis, IN 46249-3300

NOTE: Refer to Chapter 9 of this manual for the reserve debt process.

3-6. RESPONSIBILITIES (SEPARATIONS)

30601. GENERAL SEPARATIONS RESPONSIBILITIES

A. Marine Responsibilities: The member must provide the Commanding Officer the necessary information to process their separation advance and settlement.

1. Advance submissions: the member is required to submit a Statement of understanding, a complete NAVMC 11115, and all endorsements (i. e. LWAS and PTAD orders).

2. Travel submissions: the member is required to submit a Statement of understanding, a complete NAVMC 11115, and all endorsements (i. e. LWAS and PTAD orders).

B. Commanding Officer's Responsibilities: The Commanding Officer is responsible for ensuring the accuracy and completeness of the Separation Advance package. The Commanding Officer is required to ensure all LWAS and PTAD orders are signed. The complete package is referenced in Appendix C. The Commanding Officer is responsible for ensuring the completed Separation Advance package is forwarded to the servicing DO/FO at least 10 working days prior to commencement of travel incident to separation/discharge. The Document Travel Management System (DTMS) is mandated for use when submitting the Separation Advance package as required to the DO/FO.

C. DO/FO Responsibilities:

1. Travel Section's Action. Upon receipt of a Separation package, but prior to processing the advance/partial payment, access MCTFS, IATS On-line View application, to identify any previously paid unliquidated travel advancement.

a. If no outstanding advances are identified, process the advance/partial payment.

b. In a case in which an outstanding advance exists, do not pay the travel advance/partial payment; instead notify the member's Commanding Officer of the requirement for the member to submit a voucher for settlement of a previously paid advance prior to issuance of any further advances/partial payments. Do not issue an advance/partial payment more than 10 days prior to the member's date of detachment or 12 days via EFT except under unusual circumstances (i.e., the member moves dependents before the member detaches).

3-7. DEBT NOTIFICATION AND OFFSET

30701. DEBT OFFEST PROCEDURES

A. General: For processing a debt related to a separations claim, the DO/FO is responsible for clearing the obligations in IATS and SABRS and establishing the debt. Below are the procedures to process vouchers and establish the debt once the travel claim has been received:

Scenario 1: Travel claim covers MMPA debt
Create 2D Credit in IATS citing MilPay Appn
Credit cash deposit
Credit funds to MMPA
1351-2 is the collection voucher

Scenario 2: Travel claim does not cover MMPA debt
Create 2D Credit in IATS citing MilPay Appn
Credit cash deposit
Credit funds to MMPA
1351-2 is the collection voucher
617 to pay for the remaining balance
"None" voucher for travel

Scenario 3: Travel debt and MMPA debt
Create 2I for travel
No offset
Create 617 for travel and pay

NOTE: Using the residual travel payment to offset a debt can only be accomplished provided the separation package has not been forwarded to DFAS-CL.

30702. OVERPAYMENT NOTIFICATION PROCESS

1. Offset Indebtedness. If the member was overpaid on Separation Pay and is due money for Separation Travel, the amount of the Travel Payment used to offset the debt will be reported on Diary as a credit cash deposit using TTC 513/000. Coordinate within the DO/FO as necessary. MilPay will not be used to inherit travel debt.

2. The amount to be credited will be entered into WinIATS as an accrual under the Standard Document Number (SDN) for the Separation Claim.

3. When entering the appropriation data into WinIATS use the applicable 2D and 1K LOA's for the member's allowances, and use a 2D credit for the MMPA LOA (MilPay) for the amount that is being applied towards the debt. For example, if an enlisted member is entitled to $500.00 for Separation Travel but had a debt of $400.00 upon separation for Pay and Allowances, the LOA's would be entered as follows:

17*1105.2750 021 41690/0 067443 2D 074125 FRMSABRSDNL $350.00
17*1105.2750 021 41690/0 067443 2D 074123 FRMSABRSDNL $150.00
Refer to Appendix F for Credit/Cash Deposit LOA

In this example a payment of $100.00 is generated and paid to the member. The miscellaneous credit of

$400.00 must be reported on Diary to properly offset the debt and complete the process. If the Separations debt is greater than the value of the travel claim, enter an accrual that equals the value of the Travel Claim and credit the entire amount to the MMPA to reduce the debt. The MilPay LOA will equal the value of the travel claim and WinIATS will process the claim as a "none" voucher.

4. Prior to processing checkage ensure the appropriate checkage line of appropriation is used and validate that the member's "A" flag is resident in the MMPA. If the member's "A" flag is not resident in MCTFS contact RFF-KCI to have the "A" flag populated. The "A" flag must be populated prior to certifying the claim if the member's MMPA record is no longer resident in MCTFS then prepare a DD Form 139 after processing the voucher in IATS.

5. If there is no MCTFS record then attach an IATS cover sheet and any applicable documents to the DD Form 139 and forward to:

DFAS-IN/Debt & Claims
8899 East 56th Street
ATTN: Department 3300,
Customer Care Center
Indianapolis, IN 46249-3300

30702. DUE PROCESS PROCEDURES

A. Once TTC 542/590 has posted and the travel checkage is resident in the MMPA, refer to section 90105 of the APSM for due process procedures.

3-8. RESPONDING TO DFAS DEBT PROTEST

30801. RESPONDING TO DFAS-CLEVELAND DEBT-PROTEST ISSUES

A. The DO/FO that placed the member in debt is responsible for responding to any "debt protest" inquiries received from DFAS-Cleveland.

B. The issue must be researched thoroughly to determine the validity of the debt and an official response is required to be sent back to DFAS-Cleveland within a timely manner. If the issue cannot be resolved by the DO/FO, the case may be forwarded to DFAS-IN, travel policy and procedures for review and final determination.

Chapter 4 TEMPORARY DUTY (TDY)

4-1. TEMPORARY DUTY (TDY)

40101. TDY TRAVEL ADVANCE

A. Reference:

1. DODFMR Vol 5

2. JTR Chapter 2 & 3

B. General: At the DO/FO's discretion, the traveler may be issued a travel advance when ordered to execute a TDY order/authorization. Refer to Chapter 3 and Chapter 5 of the DOFMR Vol 5 for further guidance.

C. Supporting Documentation: A copy of the traveler's orders and endorsements are required. The orders must contain proper Lines of Accounting (LOA).

D. Restrictions: Do not pay an advance for TDY travel under the following circumstances:

1. If the traveler has not submitted a claim to settle an advance paid on a previous travel order. The Commander may authorize an exception if circumstances prevented the traveler from submitting the claim when due.

a. Before the order is issued.

b. More than 10 workings days (date of payment) before the travel begins, unless specifically authorized by the authority directing the travel as necessary because of early departure incident to leave and Service exigencies.

c. When TDY costs are estimated to be less than $50.00.

40102. GOVERNMENT TRAVEL CHARGE CARD (GTCC) ADVANCE

A. Reference:

1. MCO 4600.40B/DoDI 5154.31 Vol 4./MARADMIN 691/13

B. All DOD personnel are mandated to use the Government Travel Charge Card (GTCC) for all expenses arising from official Government travel unless otherwise exempted.

C. ATM withdrawals Fees are no longer reimbursable (for travel on or after October 2014). This includes Government and non-Government ATM fees. This expense is now included as part of the daily incidental expense rate.

40103. TDY TRAVEL ADVANCE COMPUTATION GUIDELINES

A. Review the traveler's order to determine the TDY site, Government quarters and messing availability, and for authorization of a rental car and other reimbursable expenses. Determine whether or not there are any periods for which travel entitlements are not payable (e.g., field duty, leave, sea duty, members traveling together or hospital time).

B. Determine the applicable per diem rate(s). Adjust according to Government quarters and messing availability, lodging costs (if included on the orders), etc.

*NOTE: Per diem consists of the lodging, meals, and incidentals.

C. Multiply the applicable per diem rate by 80 percent and then by the number of days of TDY for which you are advancing the traveler. (Calculate the applicable M&IE rate for the day of departure and the day of return at 75 percent, all other days are advanced in whole days.)

D. Add 80 percent of the estimated miscellaneous expenses (taxis, tolls, parking, etc.), and 100 percent of the estimated rental car expenses, if authorized.

E. Add 80 percent of conference/registration fees, if authorized.

F. Add 80 percent of mileage allowance, if travel by Privately Owned Conveyance (POC) is authorized as being to the Government's advantage. If authorized for the traveler's convenience, advance the mileage allowance not to exceed the cost of the authorized transportation mode.

NOTE: A member should be cautioned that if travel by a mode(s) other than the one(s) on which the advance was based, their pay might be checked for the difference between authorized and allowed travel time when the claim is settled.

G. The order writing official may authorize in excess of 80 percent on a case by case basis in order to prevent a financial hardship for the traveler.

40104. TDY TRAVEL ADVANCE INVOLVING MULTIPLE FISCAL YEARS

A. General: If the travel commences in the current FY, process the advance voucher on the current FY's business. If the travel commences in the next FY and the advance is being paid at the end of the current FY, process the advance payment utilizing the next FY appropriation.

1. Ensure that multiple advances cite the proper LOA. If the TDY spans the period from September through November and a traveler requests an advance in September and again in October, each advance would report a different LOA provided for each FY.

2. For TAD extending beyond 30 days, Traveler may request an advance prior to the commencement of the first 30 day period but advance must be recouped on the beginning partial settlement. Sequential payments from then on will be processed as partial payments vice issuing advance payments.

40105. TDY TRAVEL ADVANCE AND SETTLEMENT DOCUMENT DISRIBUTION

A. General: All TAD travel advance documents will be maintained within DTMS. The Commanding Officer may obtain settled claims via DTMS. An individual traveler may obtain a copy of the TAD travel voucher via MyPay if the voucher was paid within the last 180 days.

4-2. MONITORING ADVANCES

40201. MONITORING TDY ADVANCES

A. Reference:

1. DODFMR Vol 9

B. General: When an advance has been issued, monitor it to ensure that a corresponding travel claim is filed within 10 working days (5 days for traveler to submit; 4 days Commanding officer to submit to DO/FO; 10 days for DO/FO to process payment) of the traveler's return/arrival at the PDS, or immediately when an order is cancelled.

1. The DO/FO will utilize a tickler filing system to manage the paid advances; or

2. The DO/FO can create a suspense file to manage the paid advances.

C. If a traveler has not submitted a claim within 15 days of the estimated date of return/arrival the following actions must be taken:

1. Member: 15 days after the member's estimated date of return/arrival, recoup the total amount of advance creating a zero voucher in WinIATS. This creates the necessary MMPA travel checkage.

2. Employee: 15 days after the traveler's estimated date of return/arrival, prepare a letter advising the traveler of his/her responsibility to submit a travel claim and/or repay the travel advance. If no response is received from the traveler on the 30th day from the estimated date of return, initiate the collection action. Refer to Chapter 8 of this manual for additional instructions.

4-3. TDY SETTLEMENTS

40301. TDY TRAVEL SETTLEMENTS GENERAL

A. General. The DD Form 1351-2 must be used to submit an individual's claim for official travel. The voucher is prepared and submitted, with necessary attachments, and required endorsements, to the DO/FO for computation and settlement. In addition to the traveler, the AO must sign the voucher. A legible copy of the original voucher and supporting documents is acceptable.

B. Supporting Documents. Include a copy of the order, all endorsements, previous payments or advances, required certificates, leases, transportation receipts, and receipts for lodging/rent (regardless of the amount) if the member is claiming reimbursement for lodging while in a TDY/AT status. Additionally, the member must provide a non-availability confirmation number when Government quarters are directed but not available. Without a non-availability confirmation number, lodging costs can be paid but they must be limited to the rate for government quarters. All lodging receipts, airfare, rental car, and receipts for any expenditure of $75.00 or more are required. All rental car receipts are required for the validation of upgrades and insurance.

C. The member must submit a properly completed travel claim with required supporting documents within 5 working days of returning to the PDS or after 30 days of TDY for a partial settlement. The office receiving the claim has 4 working days to forward a properly completed claim to the DO/FO. If the claim is not correct, the DO/FO will notify the traveler via a Discrepancy Notice (DN) or a detailed history statement on the WinIATS voucher explaining why the travel voucher was denied or why certain expenses were omitted from the travel settlement.

D. Upon receipt of a properly completed travel claim, the servicing DO/FO must annotate the business date of receipt on the face of the DD Form 1351-2. When the DO/FO is utilizing DTMS, there is no requirement to annotate the date of receipt on the DD Form 1351-2 since the date of receipt is documented within DTMS. A business (working) day is defined as a standard Monday through Friday weekday. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. Despite the cutoff time for processing vouchers, the last processing day is still counted in the settlement process because the day of receipt is not counted. Extenuating circumstances such as system problems and non-workdays due to holiday schedule (96/72) are not included in the days of processing time. A memorandum for the record must be produced and retained.

40302. MFR PHASES FOR TRAVEL CLAIM SUBMISSIONS

A. The purpose of this section is to state the phased closure of the MFR finance office and provide amplifying financial support guidance for the reserve community.

B. Background. Force structure review group and force optimization review group structure and grade reductions to the financial management community have led to a comprehensive restructuring initiative to balance the financial management structure with the varied financial management missions throughout the Marine Corps. As part of that effort, the MFR finance office was closed on 30 June 2014 and the existing finance structure and workload shifted to the remaining CONUS finance and disbursing offices.

C. Finance Support.

1. 1st MLG Disbursing Camp Pendleton: DSSN 6187

a. CLR-45, 4th MLG (and all subordinate units)

b. 4th MAW (and all subordinate units, except for 4th MAW Headquarters)

2. Quantico Finance: DSSN 6105

a. All MARFORRES IPAC (HQ MARFORRES, HQ MARFORNORTH, HQBN MARFORRES, 4TH MARDIV HEADQUARTERS, 4TH MAW HEADQUARTERS, 4TH MLG HEADQUARTERS, & FHG HEADQUARTERS; Active, SMCR, and IMA accounts)

b. INTEL SPT BN, FHG (and all subordinate units)

3. San Diego Finance: DSSN 6798

a. FORCE HEADQUARTERS GROUP (except for INTEL SPT BN, FHG HEADQUARTERS and all subordinate units)

b. 4th LAW ENF BN (and all subordinate units)

c. RSU Miramar, EAST, and WEST

4. Parris Island Finance: DSSN 5153

a. 4th MLG (except for CLR-45, 4th MLG HEADQUARTERS, and all subordinate units)

5. 2nd MLG Disbursing Camp Lejeune: DSSN 6092

a. 4th MARDIV (and all subordinate units except for 4th MARDIV HEADQUARTERS)

D. Special instructions. Administrators should pay special attention to those personnel returning from TAD excess due to the potential of MCTFS system logic rejoining them to an old DSSN despite the DSSN being closed.

40303. PARTIAL SETTLEMENTS

A. General: In the case of extended TDY (over 45 days), the traveler must submit a claim for each 30 day period to the DO/FO. When circumstances have prevented the member from submitting the travel voucher every 30 days, the DO/FO can issue partial payments for periods greater than 30 days. Order writing activities must ensure the travel orders include the travel computation office (location/address), to which travel vouchers must be forwarded (faxed/emailed).

NOTE: DTS authorization needs to encompass the entire travel period from the first travel day to the last travel day. Travelers need to select partial payments in order for DTS to make the automatic payments. Traveler will settle upon completion of TAD.

1. TDY at or Near Marine Corps Installations. The traveler may be provided administrative guidance by the local administrative office or DO/FO in conjunction with the traveler's parent command/unit to facilitate payments.

2. TDY to a Location not at or Near a Marine Corps Installation. Submit travel claim for partial settlement to the DO/FO supporting the traveler's parent command/unit. The claim will be submitted through DTMS.

B. Submission: Dates of Partials

1. Initial partial settlements for orders that begin on the 1st through the 20th of the month will terminate at the end of the month in which travel commenced. Initial partial settlements for orders that begin on the 21st through the 31st of the month will be carried over to the travel voucher for the following month.

Example 1: Traveler with 180 day orders commencing on 12 Oct will submit an initial travel voucher for 12 to 31 Oct and the subsequent monthly voucher from 1 to 30 Nov.

Example 2: Traveler with 180 day orders commencing on 23 Oct will submit an initial travel voucher for 23 Oct to 30 Nov and the subsequent monthly voucher from 1 to 31 Dec.

2. The second and all sequential partial settlements will encompass whole calendar months. Ending partial settlements can encompass up to 59 days as needed.

3. No partial settlement can cross over fiscal years.

4. End of Fiscal Year. All partial settlements will end on 30 September at the end of the fiscal year regardless if that voucher is less or more than 30 days. The next partial settlement will begin 1 October for the new fiscal year.

C. Current Traveler’s Partials

1. Support administrative units should extend all current sequential partials settlement to the end of the current calendar month or the end of the following calendar month, not to exceed 59 total days. This will allow future submission to encompass whole calendar months.

D. Exceptions to Partial Dates

1. DO/FO has the discretion to pay partial payments in any number of day increments as needed.

E. Individual Partial Requirements.

1. Start the itinerary with the date of departure. Claim only the reimbursable expenses applicable to that period, to include lodging and rental car costs. Advances/partial payments are required to be annotated in the appropriate block. When claiming reimbursement for any expense covered by a previous payment, submit a copy of the previously paid voucher. Leave and concurrent TDY will be handled in the same manner as in Chapter 4 of this manual.

2. All advances received must be annotated in the appropriate block of the DD Form 1351-2. All leave and concurrent TDY taken during this period must be reflected on the travel voucher (i. e. Leave 1630/03/17/05 to 0730/03/20/05) regardless of whether or not it has been reported in MCTFS.

3. Final Settlement Claim. The itinerary for the traveler's final settlement must begin with the day following the last date documented on the prior partial settlement and must include the travel back to the member's PDS/Place from which entered (or called) to active duty (PLEAD). Ensure the statement "Final Claim" is included on the voucher. The traveler is responsible for submitting all lodging receipts, and any other substantiating documentation for expenses claimed for the timeframe covered in the final settlement. Leave and concurrent TDY are handled in the same manner as described in Chapter 4 of this manual.

40304. SUPPLEMENTAL CLAIMS

A. Claims for supplemental payments must be submitted to the servicing DO/FO who settled the original claim. Submission requirements for supplement payments:

1. Items Previously Claimed. Submit a copy of the previously paid payment voucher, the DD Form 1351-2 and all other supporting documentation. Ensure the claim is annotated with the statement "Supplemental Claim" and make note of the item(s) still requiring payment on the face of the DD Form 1351-2 to clearly identify what the traveler is requesting payment for (I.E. "Dual Lodging was not paid").

2. Items Not Previously Claimed. Submit a new DD Form 1351-2 with signature requesting payment for the item(s) not previously claimed. Ensure the claim is annotated with the statement "Supplemental Claim for _____". Submit a complete copy of the previously paid claim with the supporting documentation.

4-4. TDY LEAVE

40401. TEMPORARY DUTY LEAVE

A. When TAD or Initial Active Duty for Training (IADT) travel claims are submitted for settlement, the DO/FO will verify any periods of leave to ensure they have been properly reported in MCTFS.

B. If the DO/FO settling the travel claim determines that the leaves dates were not reported or they were reported incorrectly, that DO/FO is responsible for reporting the leave dates on the TAD travel claim whether it is DTS or non-DTS travel within 5 working days from the date paid. The travel claim will be used as supporting documentation for reporting or correcting the leave dates.

4-5. REIMBURSABLES EXPENSES

40501. EXPRESS (HOT) LANES

A. The JTR does not authorize the reimbursement for the use of Express lanes, also known as Hot Lanes. These are express travel lanes that that run adjacent to major highways and charge a fee to the traveler for express travel, such as I-95 in the Washington DC area. Express lanes are considered to be a personal choice and convenience vice a required expense.

NOTE: Express (HOT) Lanes fees are not considered tolls.

40502. RENTAL CAR PRE-PAID REFUELING OPTION

A. Reference:

1. JTR 020209 Table 2-8 row 14

B. Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars. Travelers should refuel prior to returning the rental vehicle to the drop-off location. If it is not possible to refuel completely prior to returning the vehicle due to safety concerns or the location of the closest fueling station, travelers will be reimbursed for vendor refueling charges.

40503. LODGING TAX

A. Reference:

1. JTR Ch. 2

B. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on government business. Travelers should visit the General Services Administration (GSA) website (https://smartpay.gsa.gov/content/state-tax-information) prior to commencing their travel. Detailed tax information and tax exemption forms for participating states are available on this site. All travelers shall request a lodging tax exemption upon arriving to the lodging facility. If a lodging facility does not accept a tax exemption form, the tax charged in CONUS and non-foreign OCONUS commercial lodging facilities is a separate reimbursable expense.

40504. DUAL LODGING

A. Reference:

1. JTR Chapter 2 020303 Table 2-16 row 4, 7 & 8

B. The purpose of dual lodging is to compensate the member for lodging expenses.

C. The max limitation is 7 consecutive days (see exceptions concerning long term TDY in the JTR Chapter 4).

D. Dual lodging is not to exceed the per diem plus lodging tax that would have been paid had the traveler remained at the original overnight TAD location. Dual lodging is a miscellaneous expense.

E. Funding:

1. Under contingency mobilization (M00091) the funding for the dual lodging is charged to the M00091 appropriation.

2. Under non-contingency mobilization the funding for the dual lodging is charged to the entity that is ordering the concurrent TAD.

40506. TERMINAL PARKING

A. Reference:

1. JTR Chapter 2 020213 Table 2-13 row 6

B. When a traveler parks at a terminal, they may be reimbursed actual expense up to the cost of two one-way taxi fares. Terminal mileage is not taken into consideration when doing the cost comparison.

40507. AIRFARE COST COMPARISON

A. Reference:

1. JTR Chapter 2

B. When a member fails to use a TMC, they will be limited to the cost the government would have paid for the flight. The member will be limited to the GTR cost for the airports utilized, provided they are servicing terminals. If the member does not utilize a servicing terminal, they will be limited to the closest servicing terminal.

Example:

1) Member procures their own flight from Salt Lake City to Quantico. Quantico has 4 servicing terminals. (RIC, BWI, DCA, IAD) Member flew into DCA. The City pair cost for IAD is lower than DCA. However, because DCA is a servicing terminal and the member used it, they will be limited to that airport.

2) Member drives from Salt Lake City to Quantico, which was not more advantageous to the Government. DCA is the closest airport to Quantico, therefore the GTR used for the cost comparison will be DCA.

C. When a member drives to the TAD site instead of flying, they must provide a cost comparison. With AO approval the cost comparison provided will be used by the DO/FOs. If no cost comparison is provided, the member will be limited to the closest servicing terminal to either the residence or duty station.

Example:

1) Member drives from Quantico to Chicago, and they provide a cost comparison from BWI to ORD. Since BWI is a servicing terminal to Quantico and the comparison was approved by the AO that cost comparison will be used for payment.

4-6. RESPONSIBLITIES

40601. COMMANDING OFFICER'S RESPONSIBILITIES (TDY)

A. Ensure the member completes a travel claim within 5 working days of completion of TDY/return to PDS. Notify the member that failure to submit a claim within the required time frame will result in an MMPA checkage for any travel advances paid.

B. After the traveler completes the claim, review the travel claim before submitting it to the servicing DO/FO. The traveler's supervisor or approving official must sign the DD Form 1351-2. The purpose of this review is not to compute the payment, but to ensure the claim is complete and proper. Special emphasis must be placed on administrative requirements in Chapter 5 of this manual. Forward the travel claim to the servicing DO/FO within 4 working days.

40602. DO/FO RESPONSIBILITIES (TDY)

A. Reference:

1. DODFMR Vol 5

B. The traveler is required to be notified within 10 business days if the travel claim is not proper or complete for payment.

C. Prior to processing the claim for payment, the DO/FO must review MCTFS IATS On-Line-View, DTMS, and EDA (if applicable) to determine if all previous payments were properly downloaded into IATS. Additionally, contingency per diem and leave period screens will be reviewed within MCTFS.

D. The DO/FO processes and computes the claim utilizing WinIATS, or DTS as applicable within 10 business days. This settlement process is also applicable to TECOM WWT as TECOM settles travel vouchers for the Finance field in support of formal school training.

E. The DO/FO must ensure split disbursements are processed in accordance with Chapter 3 of the DODFMR Vol 5.

Chapter 5 RESERVE COMPONENTS

5-1. GENERAL

50101. GENERAL

A. This chapter applies to Reserve members called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Travel and transportation allowances for Reserve members are described in the applicable chapter of the JTR.

50102. COMMANDING OFFICER'S RESPONSIBILITIES

A. Commanding Officers are required to submit commuting orders to the DO/FO which establishes the local commuting distance for their command.

B. They are required to submit claims in accordance with Chapter 2, 3 or 4 of this manual.

50103. DO/FO RESPONSIBLITIES

A. Refer to Chapter 2 & 4 of this manual as applicable.

50104. SERVICING DO/FO

A. 30 days or less. Travel claims for selected Marine Corps Reserve Units (SMCR) for Annual Training (AT) and active duty special works (ADSW) for periods of 30 days or less will be processed by the DO/FO that supports the parent command.

B. 31 days or more. Reserve members that are on active duty for 31 days or more will have their final travel settled by the DO/FO responsible for the Active Duty period (i.e. the DO/FO responsible for settling the member's 11060).

C. Retired Marines Recalled. Recall to active duty travel for retired members will be submitted to the servicing DO/FO that supports the Base/Station joining the Marine for active duty.

D. When settling Reserve Officer Accession claims, the same 1108 LOA/SDN will be used to settle claims to The Basic School (TBS), MOS school, and Home Training Center (HTC). An additional TAD LOA is not required.

50105. PROCESSING RESERVE COMPONENT DEBT

A. Once TTC 542/590 has posted and the travel checkage is resident in the MMPA, refer to section 90105 of the APSM for due process procedures.

50106. PROCESSING RESERVE TRAVEL CLAIMS

A. Reference:

1. MARADMIN 651/17

B. Effective 7 May 2018, DO/FO will begin settling Active Duty Operational Support -Reserve Component (ADOS-RC) and Schools vouchers via DTS. These vouchers must contain a coversheet and

MROWS orders and supporting documentation mandated by the JTR and/or this manual. This is Phase I of the DTS Reserve implementation initiative described in the reference. Reserve members issued PCS MROWS orders must utilize DTS for all TAD executed throughout the duration of these orders. These periods of TAD will be distinguished by the use of a nine digit SSN instead of the ten digit SSN ending with an “R”. Refer to Appendix K for a listing of the unit integration.

C. Reserve members issued concurrent TAD orders must receive a DD form 1610, citing the appropriation data from the MROWS orders. These claims will be settled through WinIATS. All claims settled in WinIATS must include the required supporting documentation mandated by the JTR and/or this manual.

D. There is no requirement to submit vouchers to the DO/FO in cases where there is no entitlement to travel and transportation allowances. Travel vouchers will be completed for pay and allowances purposes only.

50107. TYPES OF ORDERS

A. Reference:

1. MCO 1001R.1

B. Active Duty Training (ADT). ADT provides structured individual and/or unit readiness training or educational courses for a Reservist. Furthermore, ADT may support active component missions and requirements, (i.e., operational support).

C. Active Duty Operational Support (ADOS). ADOS is designed to provide the Marine Corps with a means to utilize Reserve personnel on active duty to meet operational requirements short of Presidential Selected Reserve Call-up (PSRC) or mobilization, and to support short term, special projects and exercise participation supporting both the active and reserve component.

D. Initial Active Duty for Training (IADT). IADT is a Reserve member's period of accession pipeline training, and military occupational specialty (MOS) training. While the first increment (Recruit Training and Marine Combat Training) of IADT travel is during the accession pipeline, the travel authorization is treated as temporary duty travel from the home of record to the training site(s) and return. Follow on increments of IADT are considered training travel, but are also treated as TDY for travel computation purposes.

E. Inactive Duty Training (IDT). IDT is authorized training (commonly known as drills or alternate/off-site drills) performed by a member of the Ready Reserve not on active duty, Annual Training, or ADT. This is performed in connection with the prescribed activities of the Reserve unit. IDT consists of regularly scheduled unit training periods and its primary purpose is to provide individual and/or readiness training. IDT in conjunction with AT/ADSW may be authorized.

F. Annual Training (AT). AT is the minimum period of training that a Reserve member must perform each year to satisfy the training associated with the respective unit or individual assignment. The primary purpose of AT is to provide individual and/or readiness training. AT is normally performed during one consecutive period. However, "Split AT" periods may be authorized if required to meet training missions. Split AT is where half the AT is performed during the first part of the year, and the other half during the second part of the year.

G. Line of Duty (LOD). LOD determination is issued to authorize benefits to qualifying Marine

Reservists for a service incurred or aggravated injury, illness, or disease which occurred in the line of duty, requiring continued medical care beyond the period of the active duty. The Marine must have been injured or become ill while on active duty for a period of 30 days or more. At the end of the active duty period, the Marine is required to be released and becomes entitled to NOE benefits.

H. Presidential Selected Reserve Call Up (PSRC). Active duty in support of military operations when it is determined by the President or the Congress the RC forces are required to augment the Active Component. Specific guidance for will be given from higher on PSRC (See the MCRAM para 3203).

I. Entry Level Training. The combination of recruit training (or officer acquisition training) and initial skill training required to qualify in an MOS. Training incident to a lateral move is also considered entry level training.

J. Medical Hold. Reserve Marines who are on active duty for 31 days or more will not typically be released from until physically qualified by the Medical Treatment Facility (MTF) or other proper authority. Medical hold orders will be issued "back to back" beginning the following day the current orders were terminated citing MEDHOLD funding using PID "MED".

1. Due to system limitations MROWS is not populating an individual SDN on MROWS PCS MEDHOLD order. The bulk SDN (M00027**MO02S6 **=FY) is reflected on MROWS orders. DO/FOs are directed to contact MCPRT at (816) 394-7403 for the creation and obligation of an individual SDN.

2. MEDHOLD TAD orders will populate with the appropriate SDN/LOA. The office is directed to utilize the appropriate TAD SDN/LOA cited in the orders.

5-2. RESERVE TRAVEL AND TRANSPORTATION ALLOWANCES

50201. RESERVE ALLOWANCES

A. Reference:

1. JTR Chapter 3

2. MARADMIN 489/14

B. Active Duty Training (ADT).

1. A member, performing a period of ADT, is performing a period of active duty for training purposes. When the active-duty-for-training period contemplated by an order is for fewer than 140 days at any location, travel and transportation allowances are payable as provided for TDY in Chapter 3 of the JTR, providing the member does not commute daily from home to the duty site. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 of the JTR as for a PCS (except as noted in Chapter 2 of the JTR)

C. **Active Duty Operational Support (ADOS)**.

1. A Reserve member who is assigned to AD for 180 or fewer days is authorized travel and transportation allowances in the same manner as an active duty member on TDY, providing the member does not commute daily from home to the duty site. Chapter 3 of the JTR applies.

2. Reference (a), directs that TAD in excess of 180 may only be approved through the secretarial process. Appendix (E) directs that service members may be authorized Long Term TDY (LTTDY) for up to 365 days in support of contingency operations. This directive is consistent with the reference and is applicable to the active and the reserve component. For non-contingency AD orders in excess 180 days, see Chapter 3 of JTR

3. For AD orders issued for more than 180 days, see Chapter 3 of the JTR.

D. Initial Active Duty for Training (IADT).

1. A Member on an IADT order has no authorization for per diem for IADT periods while at the training location. However, the member is authorized travel and transportation allowances for travel to, from, and between training locations in the same manner as an active duty member on a TDY order. In the case of accession travel (Recruit Training), transportation is provided at no cost and there is no authorization for per diem or lodging expenses from the home of record or Reserve Training Center to the Marine Corps Recruit Depot.

2. A member is entitled to travel back to the PDS or PLEAD (HOR) upon completion of IADT. The time allotted should be accounted for within the member's ECC and orders, for which the member is entitled to pay and allowances as well as travel time and allowances. The member is entitled to those pay and allowances even if the member arrives back home early.

3. EXAMPLE: A member completes final MOS training on Friday at Camp Johnson, NC. Regardless of the member's PLEAD/HOR, the member is directed government air and authorized 1 day for travel. So the member's ECC should be Saturday. If the member arrives at the HOR on Friday night, then the member is still entitled to transportation allowances, but not per diem for Saturday or lodging for Friday night. Saturday is considered a day of liberty, not leave. The ECC should remain as Saturday and will not be modified.

E. Inactive Duty Training (IDT).

1. When an IDT drill is performed at the member's Reserve Training Center (RTC), there is no authorization for travel and transportation allowances (including rental car) to, from, or at the RTC in connection with the IDT, regardless of where the RTC is located. The member is financially responsible for the travel from his/her home to the assigned unit/RTC. Refer to the JTR for Marines who travel distances over 150 miles.

2. When ordered to an alternate/off-site IDT, the member is authorized to transportation allowances not to exceed the cost from the RTC to the alternate/off-site location. Additionally, the member is authorized to per diem and rental car in the same manner as an active duty member on TDY providing the member does not commute daily from home.

3. There is no authorization for travel and transportation allowances to, from, or at the home training center (HTC) in connection with an IDT when an IDT drill is performed at the member’s home training center (HTC) unless authorized by the JTR. After performing active duty, members are performing IDT drills at the tad or HTC site prior to completing their authorized return travel, as provided by their active duty orders. An earlier interpretation of the JTR provided that when the member performs IDT following the end of an active duty period, the member loses their entitlement for return travel back to their HTC or primary residence.

4. Action. The JTR authorizes the member return travel in accordance with the active

duty orders issued. The member's change in status while performing IDT does not negate the command's responsibility in reimbursing the member's return transportation in accordance with the member's active duty orders. If the member is under individual travel orders, travel voucher will be settled with constructed travel back to the member's residence or HTC on the last day of AT to include the 75% applicable per diem. Per Diem is not authorized during the return travel upon completion of IDT.

5. Example 1: A member on individual travel orders, whose primary residence is Michigan, conducts annual training (at) at Hawaii (the member's HTC) from October 01-14. The member then performs IDT drills on October 15 and 16 prior to returning to the primary residence. Although the member does not rate per diem while performing the IDT drill in Hawaii, on October 15 and 16, the member still rates return transportation from Hawaii back to Michigan NTE the Govt. cost. In this scenario, the member would rate 75% of the applicable per diem rate on the 14th. Per Diem is not authorized on the day the member travels back home upon completion of IDT.

6. Example 2: A member, whose primary residence is Michigan, conducts annual training (at) at Hawaii (the member's HTC) from October 01-07. The member flies to Thailand to participate in an exercise on October 06. The member's (at) period continues until October 07, immediately followed by an off-site IDT period in Thailand for October 08 – 12. Upon completion of the off-site IDT period in Thailand, the member is authorized return travel back to the HTC and also rates return transportation from HTC to Michigan for the active duty period. Per Diem is not authorized during the return travel from the HTC to Michigan.

7. Example 3: A member whose HTC is Hawaii, flies from their primary residence in Michigan to Thailand to conduct annual training (at) for the period October 01-07, followed by IDT in Thailand from October 08-12. The member is authorized return transportation from Thailand to Michigan upon completion of IDT

8. The above applies except in cases where a member's place from which called or ordered to active duty (plead) changes. The unit and the traveler must ensure that IDT scheduled in conjunction with active duty orders is not performed immediately prior to active duty orders in order to preserve the member's plead.

F. IDT for Critical Staffing Shortfalls.

1. When commercial transportation is used, reimbursement is authorized for the actual cost of transportation incurred between the member's home and assigned HTC not to exceed $500.00 dollars; this total includes parking. Parking fees incurred as a result of utilizing commercial air travel in reporting for IDT will be paid as they are incidental to travel between the member's home and the HTC. When personally owned conveyance (POC) is used, reimbursement is at the "other mileage rate" for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.

2. Reimbursement is limited to eleven (11) round trips per Marine per Fiscal Year (FY). Each subsequent claim must be numbered in order of trip taken per FY. When utilizing DTS member is required to annotate the trip number for that current FY.

3. Marine Forces Reserve (MFR) will submit the Critical Staffing Shortfall to the DO/FO for verification of entitlement. Finance will ensure that each claim is reflected on the eligibility list prior to processing the voucher. If the list is not submitted to Finance, it may be attached to the individual voucher. If Finance cannot verify the authorized critical shortfall drill was authorized on the submitted roster, the voucher will be rejected.

NOTE**The DO/FO is required to keep electronic copies of all Critical Staffing Shortfall rosters or be able to produce as needed.

4. If a rental vehicle is authorized or approved, rental vehicles may only be reimbursed for the day(s) of travel to and from the IDT location. This includes rental vehicle used between home and the terminal and between the terminal and the training location. The DO/FO will calculate the reimbursable amount if a rental vehicle was retained for the duration of the IDT period. No authority exists to reimburse transportation expense incurred while at the IDT location. All JTR rental vehicle rules apply.

5. IDT greater than 150 miles to the HTC for critical staffing shortfalls result in the member traveling to the HTC and are considered to be local travel and will be settled via DTS local vouchers. These local vouchers will be used to claim all affiliated expenses to include air fare to the traveler's HTC and will reimburse the member for actual expense not to exceed $500.00.

6. When ordered to an alternate/off-site IDT, the member is authorized to transportation allowances not to exceed the cost from the RTC to the alternate/off-site location. Additionally, the member is authorized to per diem in the same manner as an active duty member on TDY providing the member does not commute daily from home.

G. Annual Training (AT). AT can be performed at the HTC or at an alternate Location.

1. Annual Training at the Home Training Center
   a) Transportation to and from HTC will be reimbursed under the Joint Travel Regulation (JTR) Table 3-6 and 3-7.
   b) Per-Diem reimbursement is not authorized when Reserve Component Members are ordered to perform (AT) at the HTC and both government quarters (other than temporary lodging facilities) and a government mess are available as it is considered the Permanent Duty Station (PDS).
   c) Commanding Officers should contract these services and provide them to the member at no cost for the duration of the training event.
   d) If quarters and messing are not available or can't be contracted, the member will rate per diem and lodging based off of the reporting endorsement.
   e) Rental vehicles are not authorized for reimbursement while conducting AT at the HTC. The Commanding Officer cannot authorize the reimbursement of a rental car when the member performs AT at the HTC even if funded by the command.

2. Annual Training at an Alternate Location

   a) Transportation to and from HTC will be reimbursed under the Joint Travel Regulation (JTR) Table 3-6 and 3-7.
   b) Reserve members will normally travel as a unit to the AT site under a "Members Traveling Together" with no or limited reimbursement ordered. Per-Diem is not payable on days when members travel under the direct order of no reimbursement. When ordered to travel under a limited reimbursement, members may be authorized reimbursement for the actual expense of quarters and occasional meals. This may be authorized if the order-issuing official determines the member was required to procure quarters or meals from a commercial source. Occasional meals reimbursement is the actual amount paid for meals, limited to the Proportional Meal Rate (PMR)

c) The order must specify the specific status the members are traveling under and must indicate the points between which the status applies.
d) When a member travels to the HTC under "individual" orders and departs to the AT location under "Members Traveling Together" on the same day, the member does not forfeit the 75% travel Per-Diem. The 75% Per-Diem rate will be at the stopover or TAD locality rate.
e) Members traveling to an alternate location are entitled to regular TAD entitlements and can receive Per-Diem based on the availability of the type of quarters and messing provided at the TAD/TDY location based on the Reporting/Detaching Endorsement.
f) When AT is performed on a U.S. installation, the endorsement must clearly state if Government Quarters and Messing were available at no cost or at a cost since members are directed to utilize government facilities while aboard a U.S. installation. Government messing is considered available unless a dining facility is incapable of providing meals (ie: power outages).
g) The member may be entitled to Proportional Per-Diem if the endorsement states they were provided with one or two meals during the training evolution.
h) The member may be entitled to the Commercial Per-Diem Rate when performing AT at a U.S. Installation if Government quarter/messing were not available.
i) The member must provide the required statement of non-availability to justify payment of Commercial Per-Diem.

H. When AT is considered field duty, then there is no entitlement to Per-Diem. A competent official must declare the AT as field duty, and that quarters and messing were provided at no cost to the member

I. Line of Duty (LOD).

1. Members with Notice of Eligibility (NOE) authorization are authorized travel and transportation allowances in the same manner as an active duty member in a TDY status for the necessary travel between the member's home and treatment facility; however, per diem is not payable while at the treatment facility. See Chapter 3 of the JTR.

2. Members with LOD authorization are authorized travel and transportation allowances in the same manner (except for mileage) as an active duty member in a TDY status for the necessary travel between the member's home and treatment facility.

3. Mileage is reimbursed to and from treatment facility (Medical or Dental) even when the member lives within the corporate city limits**.** **Example**: Member lives one mile away (same corporate city limits) from the treatment facility. The member entitled to mileage reimbursement.

4. Per diem is not payable while at the treatment facility.

5. Travel reimbursement is not required if the member is provided Government transportation from the member's home and treatment facility.

50202. LODGING FOR RESERVE MEMBERS WHILE PERFORMING INACTIVE DUTY TRAINING (IDT) AT THEIR HOME TRAINING CENTER (HTC) OR INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ASSIGNED LOCATION

A. Reference:

1. DODFMR Vol 9

2. JTR Chapter 3

3. DODI 1225.9

B. This section clarifies the reimbursement of lodging for reserve members when performing IDT at their HTC or Individual Mobilization Augmentee (IMA) assigned location when authorized overnight lodging.

C. Per the JTR, a reserve member's HTC or IMA assigned location is their designated post of duty. Per the DODFMR Vol 9 and DODI 1225.9, when authorized overnight lodging, and lodging is not available or is inadequate, lodging may be provided for the reserve component in the same manner he or she would for members entitled to travel and transportation allowances while on TDY. Members TDY to a U.S. installation are required to utilize government quarters when adequate and available. If government quarters are not available then the member must obtain a statement of non-availability (SNA). Lodging reimbursement is authorized on the day preceding the multiple scheduled drills. "Multiple scheduled drills" is defined as a minimum of two consecutive drills (four hour increments per drill, not to include time allotted for breaks or meals). For example, if two drills are conducted on Thursday and one drill on Friday, lodging may only be reimbursed for Wednesday night. Reimbursement for lodging is not authorized for Thursday night because the member only conducted a single drill on Friday. IMA members who are conducting drills in Europe, Japan, and Korea are exempt from the multiple scheduled drill requirements on the final day of drill because of travel non-availability. IMA members located in these geographical areas must complete only one drill period on the day of travel and will be reimbursed for loading the preceding day. Only the Commanding Officer and IMA Operational Sponsors appointed to certify payment of drills may waive the multiple scheduled drill policy. This authority cannot be delegated.

D. Administrative actions outside of DTS. The supporting administrative activities will submit a certified OF 1164 (replaced SF 1164, December 2016) via the document tracking management system (DTMS) to the servicing disbursing or finance officer for reimbursement of lodging. The certifying official must be appointed in writing via DD 577. The OF 1164 must indicate the HTC or IMA assigned location in which the member's drill was conducted. Additionally, the member's lodging receipt and SNA must be attached if government quarters are not available. If the member cannot obtain government quarters then the commercial lodging reimbursement must be limited to the commercial lodging rate at the drill site.

E. Administrative actions in DTS. The supporting administrative activities will submit a local voucher in DTS to the servicing disbursing or finance officer for reimbursement of lodging via an authorizing official. The OF 1164 must indicate the HTC or IMA assigned location in which the member's drill was conducted. In addition to the OF 1164, the local voucher must contain the following:

1. Print out reflecting the applicable drill dates from either MCTFS or Drill Management Module (DMM)

2. Statement of non-availability if government quarters are not available

3. Lodging receipt

NOTE 1: If a statement of non-availability is not provided, the member will be limited to reimbursement of the government quarters rate

NOTE 2: If the member cannot obtain government quarters then the commercial lodging reimbursement must be limited to the commercial lodging rate at the drill site.

F. DO/FO actions. Upon receipt of a properly certified OF 1164 in DTMS, the DO/FO will ensure the drill site is indicated on the OF 1164 and will reimburse the member the appropriate lodging rate based upon location and government quarters availability. Reimbursements must have a supporting receipt and SNA when applicable. Vouchers will be limited to the government quarters rate at the duty station site if there is no SNA to support commercial quarters. When an SNA is present, the commercial lodging reimbursement will be limited to the commercial lodging rate at the drill site.

50203. MEALS FOR RESERVE MEMBERS WHILE PERFORMING INACTIVE DUTY TRAINING (IDT) AT THEIR HOME TRAINING CENTER (HTC) OR INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ASSIGNED LOCATION

A. Reference:

1. JTR Chapter 3

2. DODFMR Vol 7A

3. 44 COMP GEN 615

4. DODD 1418.05

5. 37 USC 402

B. This section clarifies the proper rate for meals not provided in kind for reserve members when performing IDT at their HTC or IMA assigned location when that duty totals at least eight hours in a calendar day.

C. A reserve member's HTC or IMA assigned location is their designated post of duty. Enlisted reserve members performing IDT at their HTC or IMA assigned location, which totals two drills (eight hours) in a calendar day are to be provided substance in kind (e.g. government provided or contracted meals). In those instances where subsistence in kind is not provided, the enlisted member may be reimbursed for meals not provided. The rate of reimbursement will be the BAS daily meal rate. Members will only be reimbursed a prorated amount for each meal (breakfast, lunch, and/or dinner); breakfast shall be prorated at 20 percent of the daily BAS rate; lunch and dinner shall be prorated at 40 percent of the daily BAS rate. These meals will be considered missed meals and will be reimbursed to the member's master military pay account (MMPA). Officers are not allowed a ration allowance or reimbursement because they are not included in the special rule addressing certain enlisted reserve members per reference (5).

D. Administrative action. Commanding officers or IMA operational sponsors will submit a NAVMC 11116 via the document tracking management system (DTMS) to the servicing DO/FO for missed meals with the following statement:

Credit the missed meals for the period YYYMMDD to YYYYMMDD
___ Breakfast meals, ___ Lunch meals, and ___ Dinner meals

E. DO/FO action. Upon receiving a NAVMC 11116 from the Commanding officer, the DO/FO will validate two drills (eight hours) where performed on the respective calendar day the missed meals are claimed by reviewing the D981. Reimbursement will be for one full day of the current monthly BAS rate, of the corresponding year.

Chapter 6 SPECIAL CATEGORY TRAVELERS

6-1. SPECIAL CATEGORY TRAVELERS

60101. UNIT DEPLOYMENT PROGRAM (UDP) AUTHORIZATION

A. Deployed per diem is paid to aviation and ground units while at their WESTPAC unit deployment site and/or performing concurrent TAD at a location at which both Government quarters and messing are available.

NOTE: Marine personnel are paid UDP entitlements via admin. Rates are updated via a service message (TAN). Navy personnel are paid via DTS.

60102. UDP DEPLOYED PER DIEM RATES

A. Reference:

1. MCO P3000.15B

B. The Secretary of the Navy has given the CMC the authority to prescribe per diem rates for units deployed outside CONUS. CMC (RFF) publishes these rates and issue updates by a service message (TAN). No deviations from these rates are authorized.

C. The UDP rate is an adjusted flat per diem rate and is predicated on the fact that Government quarters and messing facilities are available while in garrison. The periods spent in a field duty status are included in the adjusted computation. Therefore, members on UDP remain authorized to the deployed flat per diem rate while in a field duty status.

60103. UDP CONDITIONS WHEN DEPLOYED PER DIEM IS PAYABLE

A. Reference:

1. MCO P3000.15B

B. When Government quarters and messing are available at the UDP location.

C. When concurrent TAD away from the UDP site, when Government quarters and messing are available, to include periods involving field duty. When contracted quarters and messing are utilized away from the UDP location, and paid for with the Commander's Operations and Maintenance, Navy (O&MN) or Operations and Maintenance, Marine Corps (O&MMC) funds, a member continues to receive deployed per diem.

1. When Marines are TAD and in EUM status and are required to perform travel away from their deployed duty location site for 24 hours or more, individual orders must be issued covering the specific period of TAD. When a member is TAD less than 24 hours, it is incumbent upon the unit as much as possible, to provide government meals (e.g. prearranged boxed meals, meals ready to eat (MREs)) for periods in which a member is away from messing facilities. If unforeseen circumstances exist (e.g. transportation maintenance which requires additional unscheduled time away from the duty site) which result in missed meals, the servicing administrative unit may request a credit of individual missed meals via a NAVMC 11116 to the DO/FO per APSM Chapter 6.

60104. UDP CONDITIONS WHEN DEPLOYED PER DIEM IS NOT PAYABLE

A. Reference:

1. MCO P3000.15B

B. The following are examples of when deployed per diem is not payable:

1. Deployed per diem allowances terminate at 2400 hours the day before one of the following periods begins and resume at 0001 the day after the period ends:

b. Members traveling together status with no reimbursement.

c. Leave.

d. Unauthorized absence status.

e. In hands of foreign authorities.

f. Confinement.

g. Sick in hospital or sick-misconduct.

h. Embarked on or performance of duty aboard a ship.

i. Authorized to locality per diem rate.

j. Authorized the locality per diem rate as a member of the advance or rear party.

k. TAD from the UDP location as a member of the advance or rear party.

2. When Government quarters and messing are not available or provided, the locality per diem rate must be paid.

3. For members of the advance and rear party, claims are paid locality per diem based on the availability of Government quarters and messing. Advance and rear party travel claims may be paid via DTS.

4. For any situation not addressed by guidance provided in the references, notify Headquarters Marine Corps CMC (MPO/RFF) of specific circumstances by naval message and clarification will be provided.

60105. UDP FUNDING RESPONSIBILITIES

A. CMC (M&RA) has a UDP Appropriation that is only used to pay the deployed per diem rate.

1. Respective Marine Force Commanders O&MN or O&MMC funds provide funding for:

a. UDP advance and rear parties, to include aircrews ferrying aircraft to and from the UDP location.

2. Periods of concurrent TAD when Government quarters and messing are not provided.

3. Contract quarters and messing that are required away from the UDP location.

60106. UDP PAYMENT PROCEDURES

A. References:

1. Joint Travel Regulations

2. MCO P3000.15B

B. Marines. Pay deployed per diem for Marines on a UDP through MCTFS.

C. Navy/Other Service Personnel in Support of UDP.

1. This is the Commanding Officer's Responsibility.

a. Contact CMC (MB) at DSN 278-9610 to obtain appropriation data.

b. Once appropriation data has been obtained, issue orders to personnel assigned to the deploying unit citing HQMC UDP appropriation.

c. Submit for per diem payments in the same manner as for Partial Settlements (see Chapter 5 of this manual). Ensure each claim reflects periods of non-authorization (i.e., periods of leave, confinement, etc.).

d. Include member's current EFT information.

e. Check UDP per diem during concurrent TDY periods when Government quarters and messing are not provided.

f. Provide an electronic or hard copy of all settled travel vouchers to the appropriate liaison or finance office permanently servicing Navy/other service personnel.

D. DO/FO Responsibility. Process claims for payment in the same manner as TDY Partial Settlements, ensuring periods of non-entitlement are deducted from the payment (see Chapter 5 of this manual for further guidance).

E. Concurrent TAD. When a member is performing concurrent TAD and both Government quarters and messing are not provided, the order must be issued citing the appropriate Commander's appropriation. These TAD periods will then be processed in accordance with Chapter 5 of this manual or through DTS. Commanders are required to check UDP per diem in accordance with the references prior to submitting the claim to the DO/FO for settlement. The member’s signed unsettled voucher, with supporting orders, will serve as the source document required for the administrative unit diary checkage of deployed per diem.

60107. CONCURRENT TAD WHILE ON UDP

A. **Concurrent TAD Defined.** Concurrent TAD is defined as a UDP Marine (or a detachment of UDP Marines from the main body of the unit) is required to perform TAD travel away from the deployed

unit to a non-UDP location. The main body is defined as more than 50% of the unit personnel. UDP locations are: Australia, Iwakuni, & Okinawa.

1. If the main body conducts travel away from the standard UDP location as part of the scheduled UDP, the movement is not concurrent TAD and the standard UDP per diem will continue (e.g. – Squadron 123 on UDP to Iwakuni conducts training exercises in the Philippines).

2. If the main body remains at Iwakuni, and a 2 plane detachment conducts travel away from the standard UDP location as part of the scheduled UDP, individual orders will be issued, and the rate of per diem will be paid based upon the conditions of the concurrent TAD (e.g. – Squadron 123 on UDP to Iwakuni consists of 6 aircraft and 150 Marines, and a 2 plane detachment of 46 Marines conduct training exercises in the Philippines).

B. When concurrent TAD is conducted, the individual(s) must be issued separate individual TAD orders covering the specific period of TAD. The funding for these orders is the responsibility of the Commander, MarForPac, or as delegated. The per diem payable during concurrent TAD will be dictated by the conditions of the concurrent TAD location.

1. Concurrent TAD at another previously approved UDP location. If the concurrent TAD location is at another previously approved UDP location, then the concurrent TAD orders must reflect that information, and the member will continue to receive the same UDP deployed per diem. (e.g. – Squadron 123 on UDP to Iwakuni consists of 6 aircraft and 150 Marines, and a 2 plane detachment of 46 Marines conduct training exercises Australia).

2. Concurrent TAD at a location other than the designated UDP location. If the concurrent TAD location is at another location that is not previously approved for the UDP, then funded concurrent TAD orders must be issued to the individual(s). The member(s) will have their UDP per diem checked by the servicing administrative center via unit diary. The Finance Office must verify the checkage of UDP per diem and report the checkage upon settlement of the concurrent TAD travel claim should the administrative center fail to take appropriate action. (e.g. – Squadron 123 on UDP to Iwakuni consists of 6 aircraft and 150 Marines, and a 2 plane detachment of 46 Marines conduct training exercises in the Philippines, where government lodging and government messing is provided at no cost). The Marines will be entitled to $3.50/day while assigned to a garrison environment and $0.00/day while assigned to a field duty environment. The Marines must have the respective UDP per diem checked for settlement of the concurrent TAD orders. *The concurrent TAD orders must contain a statement regarding the dates of field duty*.

60108. UDP UNIT AUGMENTED BY PERMANENT PERSONNEL, TAD TO THE UDP LOCATION.

A. While there is an inherent intent that all personnel performing the same duty at the same location are paid the same entitlement, there are times that personnel conducting the same duties may not appear to be paid the same (e.g. – Marines permanently assigned to Iwakuni/Okinawa, conduct TAD to Darwin, Australia to augment Marines on UDP to Darwin. Darwin is an Essential Unit Messing (EUM) site, where government lodging and messing is provided at no cost). The Marines assigned to UDP in Darwin are entitled to the established UDP rate for the EUM location, while the Marines TAD to Darwin are entitled to $3.50/day while in a garrison environment and $0.00/day while in a field duty environment. The established rate for the UDP personnel already includes the non-entitlement of field duty time as reported by MarForPac, whereas the TAD Marines must have field duty reported on them by their respective command. It is imperative that the UDP command provide a field duty endorsement to the supporting command to ensure that field duty is reported via unit diary.

60109. UDP UNIT AUGMENTED BY PERMANENT PERSONNEL, TAD TO A NON-UDP LOCATION

A. When permanent personnel conduct TAD to a non-UDP location (e.g. – Hong Kong), they will be issued orders based upon the conditions of the TAD location. This should be in sync with the UDP detachment.

60110. OTHER PERSONNEL TAD TO A UDP LOCATION

A. When "other" personnel conduct TAD to a UDP location (e.g. – Sigonella), they will be issued orders based upon the conditions of the TAD. The orders must reflect the purpose of the TAD trip. When the purpose of the TAD trip is identified to be a reason other than the UDP, the "other" personnel will be entitled to per diem reimbursement based on the conditions of the specified TAD.

60111. STANDARD FLAT RATE PER DIEM ALLOWANCE

A. Reduced per diem rate results in members being entitled to the meals (subsistence) portion of per diem and the applicable OCONUS incidental expenses (IE) rate. However, the meals portion will be automatically withheld/deducted from the member's per diem rate reimbursement in order to pay for government provided meals, so the Marines will see only the IE portion in their pay. CMC (MPO) determined that when units are deployed to a foreign installation and laundry facilities are provided by a U.S. government contract, it is indicative of being housed on a U.S. installation and on-base incidentals will be paid. Additionally, costs for haircuts and personal support items (e.g., shampoo, toothpaste) are not authorized IE items and do not drive the UDP per diem rates.

B. Effective 1 May 2014 the following remarks and rates have been established for the units based on their location and the circumstances at that location as follows:

UDP Rates

A - Australia	$ 2.10 Eff 15 Apr 2016
	$ 23.14 2012 – 14 Apr 2016
B - Black Sea Rotational Force - Romania	$ 3.50
C - Contingency (OCONUS) Locations (not listed)	$ 3.50
D - Special Purpose MAGTF Africa	$ 3.50
E - Special Purpose MAGTF Crisis Response (Moron, Spain)	$ 3.50
F - Special Purpose MAGTF Crisis Response (Tripoli, Libya)	$ 3.50
G - All Ground Units (WestPac)	$ 2.10 Eff 15 April 2016
G - Ground Enlisted (WestPac)	$11.80 1 Oct 08 – 14 Apr 2016
G - Ground Officer (WestPac)	$11.70 1 Oct 08 – 14 Apr 2016
H - Republic of Georgia	$ 3.50
I - Iwakuni Aviation Units (WestPac)	$ 2.10 Eff 15 April 2016
I - Iwakuni Aviation Enlisted (WestPac)	$12.15 1 Oct 08 – 14 Apr 2016
I - Iwakuni Aviation Officer (WestPac)	$12.05 1 Oct 08 – 14 Apr 2016
N - Norway	$ 3.50 Eff 16 Jan 2017
O - Okinawa Aviation Units (WestPac)	$ 2.10 Eff 15 April 2016
O - Okinawa Aviation Enlisted (WestPac)	$12.05 1 Oct 08 – 14 Apr 2016
O - Okinawa Aviation Officer (WestPac)	$12.25 1 Oct 08 – 14 Apr 2016

6-2. TEMPORARY DISABILITY RETIRED LIST (TDRL)

60201. TEMPORARY DISABILITY RETIRED LIST (TDRL) REQUIRED TO UNDERGO PERIODIC PHYSICAL EXAM

A. A member on the TDRL, undergoing a required periodic physical examination, is in a travel status for the travel to and from the medical facility, and during the examination, except when both the member's home and the medical facility are within the corporate limits of the same city or town.

B. A member retired or separated for a physical disability being reevaluated by a Physical Evaluation Board (PEB) is also in a travel status during a hearing and the travel to and from the hearing, except when the member's home and the location of the PEB are within the corporate limits of the same city or town.

60202. TDRL ORDERS (MEDICAL REASONS)

A. A TDRL order is issued by CMC Code MMSR-4, and is sent to the member's home directing him/her to report to a designated hospital for an examination. Generally, a member on TDRL is directed to travel for an exam every 18 months, for a period of up to 5 years from the date placed on the TDRL.

60203. TDRL MEMBERS WHO REQUIRE AN ATTENDANT OR ESCORT

A. Certain members on the TDRL, incapable of traveling alone to their periodic physical examinations, may require an attendant or escort. The attendant or escort may be a member, a U. S. Government civilian employee, or any other person considered suitable by the member and the appropriate official ordering the physical examination.

B. The attendant/escort must also be issued an order, DD Form 610 or an Invitational Travel Order (ITO) from CMCMMSR-4 or be included in the member's travel authorization (identified as attendant or escort). The attendant/escort is authorized travel and transportation allowances in the same manner as a civilian employees on TDY.

60204. TDRL TRAVEL CLAIM SETTLEMENT

A. Upon completion of the periodic physical exam/TDY period, the member and attendant/escort must complete and sign a DD Form 1351-2 and submit it along with a copy of the TDRL order and any applicable receipts (see paragraph 50301 of this manual for further guidance) to the Finance Officer, 3250 Catlin Avenue, Quantico, Virginia 22134-5001 for settlement.

6-3. MEMBER MENTALLY INCOMPETENT

60301. PERSONS WHO ARE DECLARED MEDICALLY INCOMPETENT GENERAL

A. Reference:

1. SECNAVINST 4950.4A

B. A member who has been declared mentally incompetent by the Physical Evaluation Board (PEB) is placed on TDRL or PDRL. When CMC (MMSR-4) receives the determination from the PEB, the appropriate remark TTC 554 is run into MCTFS.

C. Once the member is placed on TDRL or PDRL due to mental incompetence, the next of kin, or designated person via power of attorney, may apply to DFAS-CL (GA) Legal Counsel to be appointed as a trustee for the member. SecNav has appointed DFAS-CL (GA) as the competent authority for establishing and auditing trustees for Navy and Marine Corps personnel. Trustee designation is covered in SECNAVINST 4950.4A "Joint Security Assistance Training (JSAT)".

60302. PERSONS WHO ARE DECLARED MEDICALLY INCOMPETENT PROCESS

A. Reference:

1. MCO P4600.7

B. Normally, once a member has been declared mentally incompetent, all payments to the member's account would cease with the exception of any health and comfort payments that would be made by the servicing DFAS center as outlined in "Marine Corps Personal Property Transportation Manual (MARCORSEPMAN)."

C. Once the trustee is appointed, the trustee can act on behalf of the member in all matters. The administrative section must assist the trustee in completing or processing the DD Form 1351-2 and ensure all supporting documentation is attached. The claim must then be submitted to the appropriate DO/FO for liquidation. The "appropriate settlement office" is defined as the DO/FO who is responsible for processing the member for discharge.

60303. PERSONS WHO ARE DECLARED MEDICALLY INCOMPETENT PAYMENT PROCEDURES

A. The payment of allowances or the collection of the debt will not be made by the DO/FO. A copy of the final settlement voucher, to include elapsed time and/or any leave information, travel order, the JAG letter, an approved medical board report, a trustee designation, or other documentation must be forwarded electronically or by mail to Financial Systems, Special Processing Team C/JFLAFA IN DFAS-CL (216) 522-5645 DSN 580-5645 EMAIL: CCLMCCLAIMS@DFAS.MIL.

B. The travel claim(s) must be settled and paid through WinIATS in order to charge all lines of accounting and liquidate any outstanding travel advances. If the member died en route, an estimated amount may need to be used, but the claim must still be paid through WinIATS. Refer to Chapter 6 of this manual for guidance.

C. Travel allowances must be charged to the appropriate line(s) of accounting as provided in the member's order. Adding another line of accounting, the MMPA 2D credit line of appropriation, would then

zero the voucher out.

17*1105.2752 021 067443 2D 074124 FROMSABRSDNL $200.00

17*1105.2752 021 067443 2D 074122 FROMSABRSDNL $300.00

17*1105.2702 011 126910 2D IATSTA 000Mbrs'SSN {$500.00}

The $500.00 is selected by requesting debit when entering the LOA in WinIATS. If the settlement of the claim results in a debt (Due U.S.) use the MMPA "2I" line of accounting, and then certify the diary as normal.

17*1105.2752 021 067443 2D 074125 FROMSABRSDNL $200.00

17*1105.2752 021 067443 2D 074123 FROMSABRSDNL $300.00

17*1105.2752 021 067443 1K 000000 000Mbrs'SSN $600.00

17*1105.2702 011 126910 2I IATSTA 000Mbrs'SSN $100.00

6-4. FAMILY MEMBER TRAVEL TO BEDSIDE

60401. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SERIOUSLY ILL/INJURED (SI) OR VERY SERIOUSLY ILL/INJURED (VSI) MARINES GENERAL

A. Reference:

1. JTR Chapter 3

B. An Invitational Travel Order (ITO) may ordinarily be issued to no more than 3 family members for round-trip transportation and per diem to visit an active duty Marine who is categorized as SI or VSI. This applies to all members hospitalized in a medical facility in CONUS or OCONUS. Per diem is authorized.

C. Issuance of an ITO requires the submission of a Personnel Casualty Report (PCR), an ITO request, and a letter/request from the attending physician of the service member requesting the presence of the family members.

60402. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SI/VSI MARINES ORDERS

A. The Marine's command or the Patient Administrative Team (PAT) must submit the request for an ITO to MRPC. These can be mailto:casualty.section@usmc.mil point of contact (703-784-9512).

B. Along with the required physician and Commander's statement, the command must also provide MRPC with the phone/fax numbers and email address of the Command point of contact assigned to each case for MRPC to confirm receipt of the required documents.

C. The parent command/unit will then assist the family members in obtaining transportation via CTO to/from the Marine's bedside. Commanders are not authorized to utilize command funds to issue this type of orders.

60403. TRANSPORTATION OF FAMILY MEMBERS TO THE BEDSIDE OF SI/VSI MARINES ADMINISTRATIVE SUPPORT

A. Prior to the family member(s) departure from the hospital, the Marine's command or patient assist team will assist the family members in completing their DD Form 1351-2 by constructing their travel home. Whoever is assisting the family must ensure that a telephone number for the organization, as well as a number for the family members is included on the DD Form 1351-2. Additionally, the travelers' e-mail addresses should be included on the DD Form 1351-2 as appropriate. Once the family member(s) have arrived home, whoever is assisting must submit the travel claim directly to the DO/FO listed on the ITO for travel settlement liquidation.

60404. IDENTIFYING PAYMENT SETTLEMENT OFFICES FOR SI/VSI FAMILY MEMBER CLAIMS

A. Settlement of claims for family member travel contained in this chapter will be by one of the following: The Disbursing Officer, I MEF, Camp Pendleton, California; the Disbursing Officer, II MEF, Camp Lejeune, North Carolina, or the Finance Officer, Marine Corps Base, Quantico, Virginia.

B. Family member travel claims in connection with Marine patients who are hospitalized aboard

Camp Pendleton, California (to include Balboa Naval Hospital, Brooke Army Medical Center and Tripler Army Medical Center) are submitted to the Disbursing Officer, I MEF, and Camp Pendleton, CA.

C. Family member travel claims in connection with Marine patients who are hospitalized aboard Camp Lejeune, NC (to include Landstuhl Regional Medical Center) are submitted to the Disbursing Officer, II MEF, and Camp Lejeune, NC.

D. Family member travel claims in connection with Marine Patients at the National Naval Medical Center (NNMC), Walter Reed Army Medical Center, or any other medical facility (i.e. Portsmouth Naval Hospital) are submitted to the Finance Officer, Quantico, VA.

E. Points of contact for disbursing support are:

1. Disbursing Officer, I MEF Bldg. 1164, Box 555002 Camp Pendleton, California 92055-5002 Phone: (760) 763-7100 Fax: (760) 725-5030 ORGMB: 1MEF_DISBURSING_TRAVEL@usmc.mil

2. Disbursing Officer, II MEF Bldg. 10, PSC Box 20002 Camp Lejeune, North Carolina 28542 Phone: (910)451-7760/7761 Fax: (910)451-7799 ORGMB: SMBLEJDISBOTRAVEL@usmc.mil

3. Finance Officer (B183) 3250 Catlin Avenue, Bldg. 2034 Quantico, Virginia 22134 Phone: (703)784-2403 Fax: (703)432-0301 ORGMB: QuanTravelOffice@usmc.mil

NOTE: Family members can be provided a debit card which can be used by the DO/FO in order receive an advance of $300 to $500.

60405. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SI/VSI MARINES DO/FO RESPONSIBILITIES

A. Upon receipt, the DO/FO processes the travel settlement immediately. In instances when the claim is not submitted properly, the DO/FO must coordinate directly with the Marine's command or PAT to rectify any discrepancies. In a case when proper documentation cannot be obtained from the family members within 5 business days, the claim, along with a written description of all discrepancies, will be forwarded to the Marine's command or PAT. The DO/FO must maintain a suspense file of all claims that cannot be settled until the required documentation is returned. POC information, to include the phone number of the DO/FO must be included with any claim that is returned for additional documentation.

60406. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SI/VSI MARINES RESTRICTIONS

A. Reference:

1. JTR Chapter 3

B. Travel at Government expense is only authorized for three family members, unless competent authority as defined by HQMC authorizes additional family members. Because time is often crucial, the family members may be required to obtain such transportation independently. When this occurs, reimbursement of the actual travel cost is reimbursed up to what it would have cost the government. The term "Family Member" for this type of travel is defined in Chapter 5 of the JTR.

6-5. HOSPITALIZED IN CONUS AS NOT SERIOUSLY INJURED (NSI)

60501. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NOT SERIOUSLY INJURED (NSI) THAT IS SUSTAINED IN A COMBAT OPERATION/AREA GENERAL

A. Reference:

1. JTR Chapter 3

B. Invitational Travel Orders (ITOs) may be issued to no more than 3 family members for round-trip transportation and per diem to visit an active duty Marine who is categorized as NSI and was injured in a combat operation or area. This family member travel applies to all members hospitalized in a medical facility in CONUS. Per diem is authorized in accordance with Chapter 5 of the JTR for not to exceed 30 days unless an extension is authorized by competent authority as defined by HQMC.

C. ITOs are authorized and issued by competent authority as defined by HQMC. Issuance of an ITO requires that there be a reasonable expectation from the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States.

60502. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NSI ORDERS

A. The Marine's command or the PAT must submit a request for ITOs to Headquarters, U.S. Marine Corps, Casualty Section, Code (MRPC), before Invitational Travel Order (ITOs) can be issued to the family members.

B. The request can be faxed (703-784-4134) to CMC MRPC or emailed to:casualty.section@usmc.mil. Their point of contact is (703-784-9512). The parent command or PAT must also provide MRPC with the phone/fax numbers and email address of the point of contact handling the case. Commanders are not authorized to utilize command funds to issue these types of orders.

C. The patient assist team will then assist the family members in obtaining transportation via CTO to/from the Marine's bedside. Because time is often crucial, the family members may be required to obtain such transportation independently, when this occurs, reimbursement of the actual travel cost is reimbursed up to what it would have cost the government.

60503. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NSI ADMINISTRATIVE SUPPORT

A. Prior to the family member(s)' departure from the hospital, the Marine's command or PAT will assist the family members in completing their DD Form 1351-2 by constructing their travel home. Whoever is assisting the family must ensure that a telephone number for their organization, as well as a number for the family members are included on the DD Form 1351-2. Additionally, the travelers' e-mail addresses should be included on the DD Form 1351-2 as appropriate. Once the family member(s) have arrived home, whoever is assisting must submit the travel claim directly to the DO/FO listed on the ITO for travel settlement liquidation.

60504. IDENTIFYING PAYMENT SETTLEMENT OFFICE FOR NSI FAMILY MEMBER CLAIMS

A. Settlement of claims for family member travel contained in this chapter will be by one of the following: The Disbursing Officer, I MEF, Camp Pendleton, California; the Disbursing Officer, II MEF,

Camp Lejeune, North Carolina, or the Finance Officer, Marine Corps Base, Quantico, Virginia.

B. Family member travel claims in connection with Marine patients who are hospitalized aboard Camp Pendleton, California (to include Balboa Naval Hospital, Brooke Army Medical Center, and Tripler Army Medical Center) are submitted to the Disbursing Officer, I MEF, and Camp Pendleton.

C. Family member travel claims in connection with Marine patients who are hospitalized aboard Camp Lejeune, are submitted to the Disbursing Officer, II MEF, Camp Lejeune.

D. Family member travel claims in connection with Marine Patients at the National Naval Medical Center (NNMC), Bethesda, Maryland, Walter Reed Army Medical Center, or any other medical facility (i.e., Portsmouth Naval Hospital, Norfolk, VA) are submitted to the Finance Officer, Quantico, Virginia.

E. Points of contact for disbursing support are:

1. Disbursing Officer
I MEF Bldg. 1164
Box 555002
Camp Pendleton, California 92055-5002
Phone: (760) 725-3282
Fax: (760) 725-5030
ORGMB: 1MEF_DISBURSING_TRAVEL@usmc.mil

2. Disbursing Officer
II MEF Bldg. 10
PSC Box 20002
Camp Lejeune, North Carolina 28542
Phone: (910) 451-7760/7761
Fax: (910) 451-7799
ORGMB: SMBLEJDISBOTRAVEL@usmc.mil

3. Finance Officer (B183)
3250 Catlin Avenue, Bldg.
2034 Quantico, Virginia 22134
Phone: (703) 784-2171
Fax: (703) 784-2629
ORGMB: QuanTravelOffice@usmc.mil

60505. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NSI DO/FO RESPONSIBILITIES

A. Upon receipt, the DO/FO will process the travel settlement immediately. In instances when the claim is not submitted properly, the DO/FO must coordinate directly with the family members to rectify any discrepancies. In a case when proper documentation cannot be obtained from the family members within five business days, the claim, along with a written description of all discrepancies will be forwarded to the Marine's command or PAT. The DO/FO must maintain a suspense file of all claims that cannot be settled until the required documentation is returned. POC information, to include the phone number of the DO/FO must be included with any claim that is returned for additional documentation.

60506. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED NSI RESTRICTIONS

A. Reference:

1. JTR Chapter 3

B. Travel at Government expense is only authorized for three family members, unless HQMC authorizes more family members utilizing the Secretarial Process. The term "Family Member" for this type of travel is defined in Chapter 7 of the JTR.

6-6. TRAVEL OF FAMILY TO BURIAL/MEMORIAL SERVICE

60601. TRANSPORTATION OF FAMILY MEMBERS TRAVEL TO ATTEND BURIAL/MEMORIAL SERVICES OF DECEASED MARINES - GENERAL

A. Reference:

1. JTR Chapter 3

B. Eligible relatives are authorized travel and transportation allowances to the burial or memorial service (if no remains are recovered) of a deceased member. Furthermore, per diem is payable for the time necessary to travel to the location concerned, up to two days at the location, and the time necessary to travel from that location back home. The term "Eligible Relatives are identified" is defined in Chapter 7 of the JTR. Chapter 7 of the JTR provides for others to travel if those mentioned above do not require travel or do not elect the allowances. The person authorized to direct disposition (PADD) can authorize two other family members to travel on their behalf.

C. The specific allowances for the family members that receive authorization to travel are explained in Chapter 7 of the JTR.

60602. TRANSPORTATION OF FAMILY MEMBERS TO ATTEND BURIAL/MEMORIAL SERVICES OF DECEASED MARINES - ATTENDANT OR ESCORT

A. Reference:

1. JTR Chapter 3

B. CMC, MRPC will issue ITOs in accordance with Chapter 3 of the JTR

60603. TRANSPORTATION OF FAMILY MEMBERS TO ATTEND BURIAL/MEMORIAL SERVICES OF DECEASED MARINES - PROCESS

A. Reference:

1. JTR Chapter 3

B. The deceased member's command is responsible for assigning a Casualty Assistance Call Officer (CACO) after coordination with CMC, MRPC when the primary next of kin (PNOK) or secondary NOK (SNOK) resides in the same geographical area as the casualty's reporting unit. Otherwise, CMC, MRPC will be responsible for tasking the appropriate installation/station that will then task the CACO. CMC, MRPC has exclusive authority to issue ITOs.

C. The CACO assists the family in acquiring the transportation via CTO to and from the burial/memorial location. Because time is often crucial, if the family members elect to drive or obtain commercial transportation independently, reimbursement of mileage or the commercial transportation is authorized and paid in accordance with Chapter 7 of the JTR

D. Upon completion of travel, the CACO, along with the unit's administrative section, will assist the family members in completing their DD Forms 1351-2 and ensure all supporting documentation is attached. The claim must then be submitted to the appropriate travel settlement office for liquidation. The "appropriate settlement office" is defined as the DO/FO that supports the CACO.

6-7. DECEASED MARINE UNSETTLED TRAVEL CLAIM

60701. PROCEDURES FOR PAYMENT OF UNSETTLED CLAIMS FOR DECEASED MEMBERS - GENERAL

A. Reference:

1. DODFMR Vol 7 & 9

B. Substantiation. Casualty Report.

C. Commanding Officer's Action. A completed travel voucher (DD Form 1351-2) with the statement "MEMBER DECEASED" in the signature block is to be submitted to the servicing Disbursing Office/Finance travel office with all supporting documentation in DTMS. This includes travel vouchers initiated in DTS. Supporting documentation includes all orders and endorsements, receipts, and a copy of the Report of Casualty (DD Form 1300). The servicing DO/FO travel office responsible for the deceased member's travel and pay and allowances is also responsible for computation of unsettled travel claims. For members who were enroute to a new PDS, the DO/FO at the new PDS is responsible for the computation of the travel claim(s). Final dependent travel of the deceased member and burial site travel are to be settled by the DO/FO that supports the Casualty Assistance Officer (CAO).

60702. ADMINISTRATIVE PROCEDURES FOR UNSETTLED TDY CLAIMS

A. WinIATS TDY Claims. If the member was enroute to/from a TDY site, the member is entitled to travel and transportation to the place of death, not to exceed the official distance between the PDS and the TDY site. Per Diem is payable through the date of death, whether or not the member was traveling to/from the TDY site or at the TDY site. When a member is in a TDY leave status on the day of death, leave is not to be charged for that day. The leave is stopped on the day prior to the day of death. The leave is shown on the DD Form 1351-2 but is not to be reported into the MCTFS. Any payments/charges that occur for taking leave will be computed by DFAS-CL.

B. DTS Claims. An unsigned and uncertified voucher will be created in DTS. The voucher must reflect the date of death as the last day of TDY. Remarks need to be added to the claim indicating the reason for the updated end date. Because the payment will be processed outside of DTS, the unsigned/uncertified voucher will be removed from DTS and the authorization shall be cancelled. Cancelling the authorization will de-obligate the funds and prevent the authorization from appearing on the un-submitted voucher report. The AO must report any unused tickets to CTO to ensure a credit is received from the airline. In addition, the AO will contact the command's comptroller office to request a new obligation in the accounting system. The voucher, DD Form 1300 and any additional supporting documentation/ receipts, must be printed and submitted to the servicing DO/FO. The DO/FO will use the printed voucher and supporting documentation as the basis for input into IATS when computing the claim.

60703. ADMINISTRATIVE PROCEDURES FOR UNSETTLED PCS CLAIMS

A. If the member was en route to the new PDS, the deceased member is authorized travel and transportation allowances, to include per diem through 2400 on the date of death. These allowances are payable to the place of death not to exceed the official distance between the old permanent duty station and the new permanent duty station.

B. If the member was in a PCS leave status on the day of death, leave is not charged for that day. The elapsed time will be computed on the travel voucher; however, it will not be entered into MCTFS. Any

payments/charges occurring from the taking of leave will be computed and paid by DFAS-CL/JFLT.

60704. DO/FO AND DFAS-CL PAYMENT PROCESS

A. The payment of allowances or the collection of the debt will not be made by the DO/FO. The DO/FO will compute the travel claim. Once the claim has been computed, the DO/FO will print the WinIATS coversheet and delete the claim out of WinIATS. Upon completion, the DO/FO will submit the package to DFAS-CL for final liquidation of entitlements. To forward the package to DFAS-CL/JFLT in DTMS, create a MAN document and mark "NO" under "Response Required". Associate the 1351-2 with a copy of the WinIATS coversheet, to include elapsed time and/or any leave information, travel orders and the DD FORM 1300. In the remarks section, include a statement informing DFAS-CL/JFLT the package contains the required supporting documentation. Forward the MAN to D0003. Alternatively, completed packages may be forwarded via electronic mail or fax to DFAS-CL/JFLT if an office is experiencing technical difficulties with DTMS. The fax number is (216)367-3612/DSN580-3612. The email address is: DFAS.CLEVELAND-OH.JFL.MBX.USMC-CASUALTY@MAIL.MIL. Receipt of documentation can be confirmed by calling (216) 522-6060.

B. Once finalized, DFAS-CL/JFLT will issue the respective payment(s) to the beneficiaries using the Automated Disbursing System (ADS). DFAS-CL/JFLT will be responsible for ensuring the payment(s) are charged to the appropriate travel LOA and uploading the finalized voucher into the MAN document DTMS.

NOTE: Final dependent travel of the deceased member and burial site travel are to be settled by the DO/FO that supports the Casualty Assistance Officer (CAO). The spouse may elect to change the EFT information. DO/FO should coordinate with the CACO, to ensure current EFT information is obtained. All other travel settlements will be paid by DFAS-CL/JFLT, who will coordinate with HQMC Casualty Branch for current EFT information.

6-8. FAMILY TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD

60801. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - GENERAL

A. Reference:

1. JTR Chapter 3

B. The surviving family members of a deceased Marine are authorized PCS travel and transportation allowances (to include DLA, based on the MBR's rank) for their final PCS travel home. Dependents are authorized travel and transportation allowances to the Marine's home of record or to such other location as may be authorized and approved by the official designated by the Secretarial Process.

C. The DO/FO will not directly contact the dependents of a deceased member if their travel claim results in a debt of any type. DO/FO will coordinate with RFF.

60802. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - COMMAND RESPONSIBILITIES

A. Reference:

1. JTR Chapter 3

B. The member's parent command is responsible for the issuance of a PCS order. The order should be issued to the member's spouse, listing the names and ages of any children that are authorized to travel under such PCS order. The appropriation data should be reflected in MCTFS on the D860 screen.

C. If the member's only surviving dependents are minor children, the children are unable to travel alone and require the assistance of an escort, the provisions of chapter 7 of the JTR for escort should be followed.

60803. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - SUBMISSION PROCESS

A. Reference:

1. JTR Chapter 3

B. The authorization for dependent travel and transportation allowances ends if the dependents do not begin travel to their final home within one year from the official status report (DD Form 1300, report of casualty). An extension of this time limit may be authorized and approved via the Secretarial Process using the local transportation management office. See Chapter 3 of the JTR.

C. Once the dependents have completed travel to their selected home, the spouse or legal guardian must complete and sign a DD Form 1351-2 (travel voucher). The following supporting documentation is required:

1. DD Form 1351-2.

2. Copy of PCS Orders.

3. Copy of DD Form 1300 (Report of Casualty).

4. Any applicable receipts (airline/bus tickets, etc.), and

5. Direct deposit (EFT information).

60804. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - DO/FO PROCEDURES

A. The DO/FO servicing the Marine's local command may provide an advance to the dependents if requested.

B. Payment of travel allowances will be made directly to the spouse or legal guardian of minor children.

6-9. TRAVEL OF WITNESSES

60901. WITNESSES - MEMBER OF THE UNIFORMED SERVICES

A. Reference:

1. JTR Chapter 3

B. An active duty member who serves as a witness on behalf of the United States in any case involving the Services is to be issued a TDY order and is authorized travel and transportation allowances in the same manner as any other service member on regular TDY.

C. Travel allowances are payable from the O&M Funds that support TDY travel for the convening authority of the court-martial. See chapter 7 of the JTR.

D. The member submits the claim to the DO/FO that supports his/her PDS, except when funded by an agency other than the Marine Corps or Navy. When another agency provides the funding, the orders must provide the address to which the member must submit the claim for settlement, which should be the finance office that supports the command that provided the funding for the orders.

60902. WITNESSES - DOD CIVILIAN EMPLOYEE

A. Reference:

1. JTR Chapter 3

B. A DOD civilian employee who is summoned as a witness, or is assigned by the employing agency to testify or produce official records on behalf of the United States, is to be issued a TDY travel authorization and is authorized travel and transportation allowances in the same manner as an employee on normal TDY.

C. Travel allowances are payable from the O&M funds of the agency who summoned the witness.

D. The employee must submit the claim to the DO/FO that supports the employee's PDS, except when funded by an agency other than the Marine Corps or Navy. When another agency provides the funding, the order must provide the address which the employee must submit the claim for settlement, which should be the finance office that supports the command that provided the funding for the order.

60903. WITNESSES "NON-GOVERNMENT EMPLOYEE"

A. Reference:

1. JTR Chapter 3

B. A non-government employee, who is called to testify as a witness before a military court-martial or to appear at a place at which a deposition is to be taken for use before a court or fact-finding body, is authorized travel and transportation allowances in the same manner as a civilian employee on normal TDY.

C. An ITO must be issued for the individual to receive payment of travel and transportation

allowances (see appendix E of the JTR for further guidance). Only an individual actually subpoenaed may be issued an ITO and paid travel and transportation allowances.

D. Travel allowances are payable from the O&M funds of the agency that summoned the witness.

E. The Office of the Judge Advocate General should assist the traveler with the completion/submission of the DD Form 1351-2 (Travel Voucher) and all supporting documentation for payment. Submit the claim to the DO/FO that supports the office of the convening authority for the court-martial for reimbursement of travel and transportation allowances only.

1. Witness Fees. A witness that is a non-DOD employee must be paid an attendance/witness fee in addition to TDY travel and transportation allowances. These fees, to include expert witness fees, are a mission vice travel related expense, and must be paid through Defense Finance Accounting Service, Columbus, OH Vendor Pay Division, using the Standard Form (SF) 1034 (Public Voucher). The SF 1034 must be supported by the ITO and/or the subpoena and by a certified copy of the order appointing the court-martial, court of inquiry, or investigation.

6-10. MARINE CORPS JR. RESERVE OFFICERS TRAINING CORPS (MCJROTC)

61001. MARINE CORPS JR. RESERVE OFFICERS TRAINING CORPS (MCJROTC) – GENERAL

A. Reference:

1. JTR Chapter 3

B. MCJROTC instructors are retired Marine Corps members employed by various high schools throughout the country, and are responsible for running the high school's Junior ROTC Program.

C. When necessary, an instructor may require "chaperones" to travel with the instructor and the Junior ROTC students. Chaperones are individuals not employed by the Government (in many cases the Chaperone is the instructor's spouse). For example, if the majority of the ROTC students and the instructor are male, a female chaperone must be invited to travel on behalf of the female students.

61002. MCJROTC - ORDERS

A. Reference:

1. JTR Chapter 3

B. The various Marine Corps Districts issue invitational travel orders to the instructors and/or chaperones. Travel and transportation allowances are authorized for these individuals in the same manner as for a civilian employee on a TDY order.

61003. MCJROTC - TRAVEL CLAIM SETTLEMENT

A. The DO/FO responsible for the instructor's Marine Corps District settles this type of travel claim.

B. The following documents are required to ensure proper settlement: A completed DD Form 1351-2, copy of the original invitational travel order and/or modifications (if applicable) lodging receipts, and any receipts for expenses of $75.00 and greater.

C. An order for this type of travel is non-reporting, and therefore, does not direct the instructor/chaperone to utilize available Government lodging or mess when TDY on a U.S. Installation. However, if the traveler indicates on the voucher that the traveler did, in fact, procure meals in a Government mess, payment should be based at the mess available rate or the proportional meal rate when claiming only one or two meals, but not all three.

D. The high school usually provides the transportation to and from the TDY location. However, the instructor and chaperones are authorized to their mileage to/from their home and the high school.

E. The high school is also responsible for all of the travel and transportation expenses of the Junior ROTC students.

6-11. FOREIGN TRAINEES

61101. FOREIGN TRAINEES - ALLOWANCES

A. Reference:

1. SAMM Chapter 10

B. Foreign trainees receive training under various programs that are explained in the Security Assistance Management Manual (SAMM). The programs most frequently used are:

1. Foreign Military Sales (FMS). Foreign military sales to eligible friendly nations, authorized under the Arms Export Control Act, provide USN/USMC training at no cost to the United States. The purchasing country is responsible for all transportation and travel costs for Foreign Military Sales (FMS) Foreign Military Trainees (FMTs).

2. International Military Education and Training (IMET). IMET, a grant-type assistance program, provides training for eligible foreign countries using U.S. appropriated funds.

61102. FOREIGN TRAINEES - TRAVEL AUTHORIZATIONS

A. An ITO, whether under IMET or FMS, is required. It provides guidance to the appropriate agency to determine which support is payable. Additionally, an ITO for IMET IMSs must cite the appropriation to which travel, living allowance, and other authorized expenses are chargeable if appropriate. If Defense Security Cooperation Agency (DSCA) has authorized funding of travel and/or living allowances from an FMS case, include the fund cite provided by the Service in the ITA. An FMS ITA does not contain fund cites as all expenses are the responsibility of the purchasing country.

61103. FOREIGN TRAINEES - LIVING ALLOWANCE

A. Reference:

1. SAMM Chapter 10

2. NAVMEDCOMIST 6320.19

B. The foreign government must provide IMSs with sufficient funds in dollar instruments to defray their initial expenses until living allowance payments are made. However, if IMET IMSs arrive at training installations without sufficient funds, they may be paid advance payments of living allowance at the Point Of Entry or the first training installation. All requests for payments for lodging and per diem will be submitted on a OF 1164 with a copy of the ITO. No deviation is accepted. The IMSO will certify the accuracy of the computed amount and provide the DO/FO with an endorsement stating the amount to be paid for substantiation of the payment. The DO/FOs are conduits of the State Department and are not responsible for the accuracy of the payment; therefore, **effective 22 February 2016, the DO/FO will pay the amount indicated on the OF 1164 as a 2D.**

6-12. EVACUATIONS

61201. CONUS EVACUATION ALLOWANCES FOR MEMBERS, DEPENDENTS, CIVILIAN EMPLOYEES AND/OR THEIR DEPENDENTS

A. Reference:

1. JTR Chapter 6

2. DODD 5154.29

B. An evacuation or limited evacuation must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disaster, epidemics, or similar conditions of comparable magnitude). The safety of military personnel, civilian employees, and their family members is paramount. When the need for an evacuation occurs, the decision to evacuate the dependents and employees from an area rests with the individuals listed in Chapter 6 of the JTR. The decision of local civil officials to evacuate an area is not sufficient. The appropriate military official must authorize/order an evacuation as local officials cannot obligate the expenditure of DOD funds.

NOTE: Unless specifically directed by RFF, the DO/FO will not settle Non-Appropriated Fund (NAF) employee evacuation travel claims.

C. The commander or designated representative of the U.S. Installation/Post/Base is responsible for issuance of the order directing the evacuation. If time does not permit a written order, the order may be issued as a verbal order. When a verbal order is given to evacuate, the authorizing official must promptly issue a confirmatory written order, which must include the date the verbal order was issued. If the order conflicts with the JTR, the JTR prevails.

D. Commands are responsible for notifying personnel, employees, and dependents of authorized evacuation allowances. Preferably, this should occur as an in-brief upon transfer to the installation, or before an evacuation occurs, so that evacuees may plan accordingly. At the least, the command must notify the evacuees of their allowances, soon after the emergency has ended. Administrative units will not issue evacuation orders in DTS.

E. Incident to an evacuation and dependent on the duration and severity of the evacuation, DC M&RA (MM) may direct Marines executing PCS orders into or out of areas affected by the evacuation to delay execution of those PCS orders. Generally, Marines outbound from the affected areas who have, prior to any ordered evacuation, detached from their present/losing command in a PCS status but remain within the vicinity of their losing command PDS location, and have vacated civilian or military quarters, will continue to execute their PCS orders as soon as possible. Generally, Marines outbound from the affected areas who, prior to any ordered evacuation, have not detached from their present/losing command in a PCS status, and so remain in the vicinity of their losing command PDS location, will execute any authorized evacuation in lieu of executing their PCS orders, and they will be authorized delay in executing their PCS orders, until directed otherwise. Marines and their dependents authorized delay of PCS orders will be entitled to the applicable allowances in the JTR.

F. Generally, Marines executing PCS orders inbound to areas affected by an evacuation, will be authorized delay of their PCS orders. Such Marines who have detached their losing command in a PCS status and are en route (i.e., in transit) to the impacted locations will report to the nearest Marine Corps activity (e.g. Recruiting Station, Recruiting Substation, I&I, or Marine Corps Base) upon completion of delay and proceed (if applicable) and will be joined, if necessary, to that activity for TDY en route until delay

movement has been rescinded. It is the Marine's responsibility to maintain daily communication with the gaining command in order to resume travel upon the issuance of the "all clear" order. The gaining command must contact MMEA/MMOA for modification to the orders, authorizing TDY en route. Marines and their dependents authorized delay of PCS orders will be entitled to the applicable allowances in the JTR.

61202. ORDERS FOR MEMBERS

A. Reference:

1. JTR Chapter 6

B. The military official authorizing/ordering the evacuation must specify a limited evacuation location, any safe haven location within a determined distance from the evacuated area, or any CONUS safe haven location, such as a shelter deemed appropriate for the current emergency.

C. Once this determination has been made, the individual orders must contain the following:

1. The reason for the evacuation.

2. The date of the evacuation.

3. The designated location or distance radius that has been established.

4. The appropriate line of appropriation (LOA) from App F.

D. A uniformed member who is ordered to depart an area being evacuated must be placed in a TDY or PCS status and issued the according set of orders. When applicable, uniformed members will be issued a separate set of orders from those issued to his/her authorized dependents. A commander may place a member on a TDY order in the local area (other than the residence or normal duty location) if the member must remain within the area to protect Federal property or to prevent injury to human life. If an overnight lodging away from the member's residence is required, a TDY order in accordance with chapter 4 of the JTR may be issued.

E. A person who travels under an official order or travel authorization as an escort for a dependent evacuated, who is incapable of traveling alone between the member's PDS and the safe haven or designated place are entitled to travel and transportation allowances as described in JTR par. 6090-G.

F. The member must submit the order, lodging receipts and a DD Form 1351-2 to the servicing DO/FO.

61203. ORDERS FOR FAMILY MEMBERS

A. Reference:

1. JTR Chapter 6

2. DODFMR Vol 9

3. DODD 5154.29

4. MCO P1000.6

5. MCO 1001R.1

6. MCO 1050.3

7. MCO P1900.16

B. Upon authorization/orders from the appropriate military officials, military dependents are authorized travel and transportation allowances to/from the designated CONUS evacuation/limited evacuation safe haven location in accordance with Chapters 6 of the JTR as applicable.

C. Once this determination has been made, family member orders are to be processed via the DD Form 1610 with the following information:

1. The reason for the evacuation.

2. The date of the evacuation.

3. The limited evacuation safe haven location.

4. The names of all eligible family members.

5. The ages of the eligible children.

D. Transportation costs for family members who do not travel to the specified safe haven are limited to the authorized location, and the standard CONUS per diem rate applies at that location unless the alternate location is later approved by the authorizing/ordering official. See the JTR Chapter 6.

E. When the authorizing/ordering official allows evacuees to travel to an alternate location, but limits the cost to the authorized location, the order must state that evacuees can travel to an alternate location, not to exceed the cost to the specified location.

F. If an evacuated dependent stay with friends or relatives while at the safe haven, no lodging reimbursement is allowed in accordance with Paragraph U6054 of reference (a) and Paragraph C4567-B of reference (b).

G. See the JTR Chapter 6 provides for the necessary transportation allowances for a dependent incident to an evacuation in CONUS. Actual allowances depend upon the specific circumstances of the evacuation.

H. Local travel allowances are authorized to be paid when a member's dependent is receiving evacuation per diem allowances and does not have a POV at the safe haven or the designated place. When unable to drive a POV to the safe haven location, a transportation allowance to assist with unexpected local transportation cost is paid at a rate of $25 per day, regardless of the number of dependents. See the JTR Chapter 6.

I. A DD Form 1351-2 listing all of the family members must be completed and submitted along with the supporting evacuation order and hotel receipts to the member's servicing DO/FO for liquidation of allowances. This voucher may be completed and submitted by a family member who is of age or the member may sign and submit the claim on the family member(s) behalf.

61204. OCONUS EVACUATIONS ALLOWANCES FOR MEMBERS, DEPENDENTS, CIVILIAN EMPLOYEES AND/OR THEIR DEPENDENTS

A. Reference:

1. JTR Chapter 6

B. Chapter 6 of the JTR provides for the necessary policy and transportation allowances incident to an evacuation OCONUS. Actual allowances depend upon the specific circumstances of the evacuation. Notify MCPRT of any evacuation claims received.

C. APP F has LOAs that are to be used for OCONUS Evacuations.

6-13. AEROMEDICAL EVACUATIONS (MEDEVAC)

61301. INFORMATION ON THE PROCEDURES IN THE USE OF AEROMEDICAL EVACUATION (MEDEVAC) SYSTEM

A. Reference:

1. JTR Chapter 6

2. DODD1315.07

B. The purpose of this section is to emphasize the necessity of assisting beneficiaries and their families when a patient is scheduled to use the MEDEVAC system. DODD 1315.07 “Military Personnel Assignments” establishes the procedures when patients and family members are scheduled to use the MEDEVAC system.

C. Each Navy medical treatment facility has a program to provide services to assist patients and family members. When a patient is placed in the MEDEVAC system, thoroughly review the JTR to avoid unexpected delays while en-route or at the arrival destination.

6-14. LOCAL TRAVEL

61401. GENERAL

A. Reference:

1. DODFMR Vol 9

2. DODD 5154.29

B. The preferred method for submission of local travel vouchers will be through the Defense Travel System (DTS).

C. Chapter three part F of the DODD 5154.29 "DODD Pay and Allowances Policy and Procedures" and the DODFMR Chapter 9 provides the requirements for reimbursement of local travel.

D. The local area boundary is determined by the AO/local service in a written directive. If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established to define a local commuting area. This established boundary will include the limits of the duty station (permanent or temporary) and the metropolitan area surrounding those stations and may also include separate cities, towns, or installations located adjacent to or in close proximity of each other between which travel may be performed and normally is performed by the commuting public on a daily basis within normal commuting hours (59 Comp. Gen. 37 (1980)).

E. The local area is:

1. The area within the PDS/TDY limits.

2. And the metropolitan area/corporate city limits around the PDS/TDY area served by local carriers.

3. Or within a local commuting area of the PDS/TDY station.

4. Separate cities, towns, or uniformed service facilities adjacent, or close to each other between which the commuting public travels during normal business hours on a daily basis.

61402. IN AND AROUND MILEAGE

A. Reference:

1. JTR Chapter 2

B. Reimbursement is made using TDY mileage based on actual odometer readings or other acceptable evidence of the actual necessary distance traveled for conducting official business.

C. In order to standardize this process internal to the Marine Corps a Mileage log sheet will be the standard acceptable evidence for reimbursement of local in and around mileage. All official travelers must submit an in and around mileage log along with their travel claim in order to be reimbursed.

D. Mileage log sheet submission requirements. At a minimum mileage log sheets will list the date

of each individual trip, departure location, arrival location, and mileage executed. The traveler is authorized to use the starting and ending odometer readings in place of mileage figures. Additionally, each log will have the traveler's first and last name, grade, and their signature attesting that the mileage is their true mileage.

61403. KEY VOLUNTEERS

A. Reference:

1. DODFMR Vol 10

2. MCO P1000.6

B. For expenses authorized to be reimbursed refer to DOD 7000.14R "DOD Financial Management Regulations, Vol 10." There are two types of Key Volunteer expenses; expenses within the PDS which are claimed on an OF 1164 and expenses for TDY when a Key Volunteer is properly issued Invitational Travel Orders (ITO's) and travels on official business.

C. Key volunteer claims should be submitted by the command to their servicing DO/FO. A claim for reimbursement of expenses on official business will be submitted via an OF 1164 with all required signatures and receipts. These OF 1164s will be paid via WinIATS by the servicing DO/FO.

D. Those key volunteers issued ITOs must submit for reimbursement on a DD Form 1351-2 for expenses incurred while on official travel.

E. For proper approval, authorization, and claim of reimbursement, the OF 1164 will have all three signature blocks signed by the appropriate authority. Block eight will be signed by the Approving Official as defined by MCO P1000.6 Assignment, Classification, and Travel Systems Manual (ACTS Manual). Block nine w Thursday, January 31, 2013 will be signed by the person responsible for the funding of the OF 1164 and the expenses claimed on it. Block ten will be signed by the claimant. Signature requirements on the DD 1351-2 are explained in Chapter 5 of this manual.

6-15. STUDENT AND DEPENDENT UNUSUAL/EMERGENCY CIRCUMSTANCES

61501. FAMILY MEMBERS TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCE

A. Reference:

1. JTR Chapter 5

B. Family Member Located OCONUS; Requires Medical Care.

C. Required Supporting Documentation.

1. The order authorizing or approving transportation of family member(s) by competent authority. Furthermore, the order must cite the specific subparagraph of the JTR Chapter 5 under which the travel is authorized. Patients, escorts, and attendants must be issued their own individual orders.

2. A statement from a competent medical official stating the seriousness of the condition and lack of adequate medical facilities.

3. Orders must state the chargeable appropriation data.

4. See the Department of Defense Instruction 6000.11 for guidance pertaining to small children and attendant requirements. Normally children cannot be issued orders as attendants or escorts and if they are provided transportation the costs must be recovered.

5. An in-patient is not entitled to any form of per diem or actual expenses. If a family member is in an out-patient status he is entitled to actual expenses and not per Diem. The meals and lodging costs must be tracked and claimed on a DD Form 1351-3. Escorts and attendants are entitled to per diem on their own claims.

61502. DEPENDENT STUDENT TRAVEL

A. Reference:

1. JTR Chapter 5

2. DOD 5154.29

B. A member assigned OCONUS may be authorized round trip transportation of family members who attend a school that is not located in the vicinity of the PDS. For family members of service member, refer to JTR Chapter 5. For family members of a Federal employee, refer to DOD 5154.29

C. Supporting Documents.

1. Orders Containing the Following

2. The JTR reference under which the travel is authorized.

3. Whether the trip is for the first or second half of the authorized round trip.

4. The chargeable appropriation data.

6-16. OBSERVER TO A UNITED NATION (UN) PEACEKEEPING ORGANIZATION

61601. PER DIEM WHEN TEMPORARY DUTY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION.

A. Reference:

1. JTR Chapter 7

B. TDY per diem allowances for a member assigned as an observer to a UN peacekeeping organization is to ensure the member does not receive less than the allowable per diem rate when combined with the UN mission subsistence allowance (MSA). When the MSA exceeds the actual per diem the member would have received if they were in a regular TDY status no additional per diem is payable.

C. Computation. The locality per diem allowance will be used in order to calculate if per diem is payable in addition to the MSA. The calculation includes the M&IE and the member's actual lodging cost not to exceed the maximum lodging rate. In other words per diem will be computed as if the member was in a regular TDY status. The MSA will then be subtracted from the calculated per diem. If the MSA is less than the per diem then the member will be paid the difference not to exceed the calculated lodging plus per diem (actual lodging amount paid plus M&IE). If the MSA exceeds the calculated per diem the member will not receive any additional per diem. In the latter case they will simply receive the full MSA which is not to be reduced.

C. Example. An observer is tad to an area where the local M&IE allowance is $76.00 a day and local max lodging rate is $127.00. The observer paid $40.00 for lodging. The observer is already being reimbursed $50.00 for UN mission subsistence allowance. The observer will only be reimbursed $66.00 ($76.00 (locality M&IE) plus $40.00 (lodging) minus $50.00 (UN subsistence allowance).

See JTR Chapter 7. And http://www.un.org/depts/OHRM/salaries_allowances/allowances/msa.htm

Chapter 7 DEBT MANAGEMENT

7-1. PROCESSING TRAVEL DEBTS FOR CIVILANS AND OTHER SERVICES

70101. NOTIFICATION PROCESS (PROCESSING DEBTS OF CIVILIANS AND MEMBERS OF OTHER SERVICES)

A. Reference:

1. DODFMR Vol 5

B. The preferred method to settle a travel debt is via a cash collection. The DO/FO is required to notify the traveler about the debt.

C. All Others. The DO/FO processes the overpayment for these individuals as follows:

1. Establish the debt in IATS on a block by itself. Print off the Travel Voucher Summary that reflects the amount owed to the government.

2. Notify the member of the overpayment by sending the traveler a debt notification letter (see appendix XX) within 5 business days. At a minimum, debt notification letters will include the following:

a. The reason for the indebtedness (e.g., overpayment of living quarters allowance), the authority of establishing the debt (e.g., 31 U.S.C. 3716), and the rights, if any, that the debtor may have to seek review of the indebtedness.

b. The applicable standards (e.g., ***31 C.F.R. 901.9***) upon which any interest, penalties, or administrative charges are based.

c. The date by which payment must be made in order for the debtor to avoid late charges and enforced collection (that date generally will not be more than 30 calendar days from the date the demand letter is mailed or hand-delivered).

d. The name, address, and telephone number of a point of contact or office the debtor may speak with or write to in regards to the demand for payment of the debt.

e. Remedies that DCO will use to enforce payment of debts (See DODFMR Vol 5 para 280402).

3. If the claim is not received by the 30th calendar day from the date of the DO/FO letter to the member, the DO/FO will process the following 4 steps within 5 business days:

a. Run a TTC 542 travel advance checkage,

b. Process an INL letter to the member,

c. 617 the debt to DFAS

d. Create a DTMS Out of Balance Document and forward it to DFAS attaching a copy of the letters to the member and the travel advance and voucher showing the checkage as supporting

documentation.

4. All correspondence in regards to the debt, and the source documents must be maintained in an established tracking system. Once the debt has been resolved, all supporting documentation will be maintained in DTMS.

D. The DO/FO will forward all travel claims on civilians when a previously identified debt was already submitted for collections.

70102. DEBT COLLECTION PROCESS (PROCESSING DEBTS OF CIVILIANS AND MEMBERS OF OTHER SERVICES)

1. Fiscal Section will collect the debt via a DD form 1131(Cash or Check). After processing the debt via DDS fiscal will send the voucher to the travel section for processing via WinIATS. The travel section will input the collection as an accrual and do a 2D credit LOA to offset the checkage.

1. DO/FOs must process both vouchers through EDA.

2. Provide the traveler with a copy of the DD Form 1351-2 and a copy of the DD Form 1131.

NOTE: Ensure that the appropriation to which the travel advance was originally charged is reflected with a TTC “1K”. If an overpayment of a travel allowance is due to a supplemental claim and the previous advance "1K” has already been accounted for, do not cite the "1K" a second time.

70103. MEMBERS OF OTHER SERVICES WHO DO NOT MAKE CASH REMITTANCE FOR OVERPAYMENT

A. Reference:

1. MCO P4600.7

B. If the traveler does not provide cash remittance, do the following:

1. Certify the travel voucher. Process the claim in WinIATS as a checkage. This clears the obligation and transfers the debt to the member's MilPay. Cite the MilPay appropriation data for the Service Concerned. When the DDS diary is generated the individual must be deleted from the diary to prevent failures.

2. Prepare a DD Form 139, Pay Adjustment Authorization (PAA), to recoup the overpaid travel. Ensure the MilPay appropriation for the Service Concerned is reflected on the DD Form 139, and not the travel LOA. Attach a copy of the voucher, with the DOV number, to the DD Form 139 and submit it to the member's servicing FO.

3. Forward the DD Form 139 and copies of all supporting documentation to the appropriate office:

U.S. Army, U.S. Navy and U.S. Air Force:
DFAS-IN/Debt and Claims
ATTN: Debt Establishment

8899 E. 56th Street, Dept. 3300
Indianapolis, IN 46249-3300

U. S. Coast Guard:
Commanding Officer
U.S. Coast Guard Pay and Personnel Center
444 SE Quincy St
Topeka, KS 66683

70104. FORMER CIVILIAN EMPLOYEES AND CIVILIANS NOT EMPLOYEES BY THE GOVERNMENT WHO DO NOT MAKE CASH REMITTANCE FOR OVERPAYMENT

A. If the traveler does not respond within 45 working days (60 working days if overseas) to the Debt/Notification/Collection Letter the following applies:

B. A debt for a former civilian employee will be processed per the DODFMR Vol. 5, Chapter 28, para 2809. A transmittal letter and all documentation, to include notification of the debt, will be sent to:

DCMO, DFAS-IN, Department 3300 (ATTN: Special Actions)
8899 E. 56th St.
Indianapolis, IN 46249-3300

C. The DO/FO will also maintain copies in an established tracking system.

D. DO/FO must contact DFAS to obtain confirmation that the debt package has been accepted to ensure debt proceeding have been transferred. Confirmation receipt must be retained with original package in DTMS.

E. Once Confirmation receipt has been received , DO/FO will clear the suspended debt from IATS

F. In IATS utilize the same TAD line of appropriation identified on the TAD orders as the checkage line making sure to change the Transaction Type Code (TTC) to 2I vice 2D. This process will force the claim to be settled in IATS but the lines of appropriation will remain outstanding. The transaction will generate a 542 entry on a DSR diary (99999), this entry needs to be deleted off the diary or the entry will fail and generate a MECF.

G. Within 30 days of the debt package being mailed, the DO/FO must contact DFAS to obtain confirmation that the debt package has been accepted to ensure debt proceeding have been transferred. Confirmation receipt must be retained with original package. Upload all debt package documentation in DTMS under the DOV file. If the DO/FO's initial attempt fails to obtain confirmation from DFAS, it's the DO/FO responsibility to continue contacting DFAS until proper confirmation can be obtained. Once confirmation is obtained a copy of the document will be uploaded into DTMS.

70106. WOUNDED WARRIORS AND THEIR FAMILY MEMBERS

A. If an individual who is a Wounded Warrior or a family member of a Wounded in Action/Wounded Ill or Injured (WIA/WII) is indebted to the government, the DO/FO will not contact the member regarding the debt. When a debt is identified, contact HQMC RFF to coordinate action with the Wounded Warrior Regiment (WWR). The DO/FO will not establish the debt or take any collection pending approval from RFF. The DO/FO must send all documents to RFF via DTMS in accordance with APSM

Chapter 13.

Chapter 8 ELAPSED TIME

8-1. ELAPSED TIME

80101. COMMANDING OFFICER'S RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY FOR 45 DAYS OR MORE OR IS SEPARATED WHILE AT A TDY SITE

A. TDY for 45 Days or More.

1. The commanding officer must prepare a NAVMC 11108 (Memorandum Endorsement) and forward it to the DO/FO in order to account for elapsed time.

2. The commanding officer or designated representative must also sign the NAVMC 11108 to certify it.

3. Forward the original copy of the NAVMC 11108 to the DO/FO.

B. Separated from Active Duty. Ensure that any outstanding travel claims are settled before the member is separated from active service.

80102. COMMANDING OFFICER'S RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY IN AN IADT STATUS

A. CO Action.

1. When a member reports to one of the Schools of Infantry (SOI), the commanding officer prepares a NAVMC 11108 and forwards it to the DO/FO for accounting of the TDY leave.

2. Ensure that the member completes and signs part I of the NAVMC 11108 (Memorandum Endorsement).

3. The commanding officer or designated representative must also sign the NAVMC 11108 to certify it.

4. Forward a copy of the NAVMC 11108 and one copy of the orders and endorsements to the DO/FO.

80103. MARINE FAILS TO REPORT

A. The Commanding Officer is required to run the appropriate unit diaries when a member fails to report by the date stated in the order. They will report the member’s whereabouts or reason for not reporting on time. Once the Marine is returned to military control, the Commanding Officer must make the determination as to whether or not the period of absence in excess of the proceed, delay, and travel time authorized can be excused as unavoidable. Moreover, the Commanding Officer must include the following statement in the reporting endorsement of the Marine's orders:

1. The period of absence in excess of authorized proceed, delay, and/or travel time from _____ through _____ is/is not excused as unavoidable.

80104. MARINE FAILS TO SUBMIT TRAVEL CLAIM

A. TDY. The commanding officer should notify the DO/FO when a member authorized leave in connection with TDY fails to submit a travel claim within 30 calendar days after returning to the PDS. Assume that the leave had been taken and charge the member's leave account accordingly.

B. PCS. Construct the elapsed time based on known facts when a member fails to submit a travel claim within 45 days of reporting to a new PDS. This is usually accomplished automatically via MCTFS when the D04 is generated and it appears in MCTFS as a TTC 520 "88888" series Diary. The DO4 will not be adjusted without a travel claim package or the NAVMC 11108.

C. Once the DO/FO receives the travel claim, coordinate with the pay deck to report the correct start entry which will correct the member's elapsed time and applicable leave dates.

80105. REPORT ELAPSED TIME

A. Elapsed time accounts for the time between the date the member detaches the previous duty station and the date the member:

1. Joins a new permanent duty station.

2. Reports to a temporary duty (TDY) site when performing permanent change of station (PCS) with TDY en-route in connection with PCS orders and:

a. Remain there for 45 or more days, or

b. The date after the member reports to the TDY location is considered the first day of temporary duty (TD).

c. The member's separation is directed for any reason while the member is performing temporary duty.

3. Joins in a temporary duty status and is reassigned on PCS orders and remains with the same reporting unit.

80106. QUESTIONABLE/POTENTIALLY FRAUDULENT CLAIMS

A. Do not report elapsed time for a doubtful claim if it has been forwarded to DFAS-IN for determination; unless the itinerary of the claim is not being questioned. When the determination is received, report the elapsed time. If the elapsed time has already been reported, verify for accuracy.

80107. DATE OF DETACHMENT

A. The date of detachment from the old PDS is used to compute the elapsed time. If the member physically departs before the date of detachment indicated on the orders, this date becomes the date of detachment. DO/FO will need to request a modification to orders to reflect the new detach date. For elapsed time purposes, the new detached date is a day of duty.

80108. REPORTING DATE

A. The date of reporting to the new PDS (or TDY en route) is the report date. Verify the date shown on the itinerary with endorsements to the Marine's order.

1. The reporting date to a new PDS or Port of Embarkation (POE) is a day of travel. All authorized delay at POE/Port of Debarkation (POD), when conducting transoceanic travel by government transportation, through the day of reporting is considered Awaiting Transportation (AT). The member is authorized to travel early, when required to report to the POE between the hours of 0001 and 0600, this date will be consider AT vice a day of travel.

2. The reporting date to a TDY in connection with a PCS is a day of duty.

80109. EFFECTIVE DATE OF ORDERS

A. The effective date of orders is the day the member must start travel to arrive at the appointed place of duty, on the date indicated in the orders, by the transportation mode authorized or directed.

1. For members being separated or retired, the last day of active duty is the effective date of orders.

2. For all others, including a Reservist being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the effective date of orders is the date the member is required to begin travel (from the old PDS, the member's home, Place Last Entered Active Duty (PLEAD), last TDY station, or designated place) to arrive (at the new PDS, home, or PLEAD) on the date indicated in the order, by the transportation mode authorized or directed.

3. For examples in computing the effective date of an order, see paragraph 1-10208 of this manual.

80110. PROCEED TIME

A. A member who is allowed proceed time may be ordered to perform TDY en route to the new PDS. Proceed time can be taken either before or after the TDY; proceed days cannot be split between both. Proceed Time begins the day after date of detachment from either the old PDS or the TDY site.

B. The following personnel are authorized 4 days of proceed time when entitled to transportation of dependents and/or household goods under the following conditions:

1. When being reassigned to or from a dependent restricted and/or an "all-others" overseas tour. An “all-others” overseas tour is also known as an unaccompanied tour.

2. When the member's ship of assignment is changing its homeport.

C. Proceed time may only be authorized to eligible members when they actually relocate their dependents and/or household goods as a result of the conditions outline above. Block 14, which identifies a household goods move, has no bearing on the entitlement of proceed time. Proceed time shall not be granted under the following conditions:

1. Incident to the member's first permanent duty station.

2. When the reassignment is between two stations located within close proximity or between two ships with the same homeport.

3. Incident to separations, release from active duty or retirement.

4. When orders require reporting within 4 days of departure from last duty station.

5. Hawaii and Alaska are not considered Foreign OCONUS and members assigned to these areas will not be entitled to proceed.

8-2. DO/FO RESPONSIBILITIES

80201. DO/FO RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY FOR 45 DAYS OR MORE

A. DO/FO Action.

1. Compute the elapsed time between the date the member detached the previous PDS and the date the member joined the TDY station. (If the member is performing PCS with TDY en route, the day of reporting to the TDY station is the join date.)

2. Complete part II of the NAVMC 11108.

3. Report the elapsed time. Use the disbursing diary statement TTC 520 or 521, as shown in reference (m).

4. Retain a copy of the NAVMC 11108 with the FO/DO's retains of the disbursing diary as stated in reference (m).

80202. DO/FO RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY IN AN IADT STATUS

A. DO/FO Action.

1. Compute the TDY leave between the dates the member detached recruit training and the date the member joined the School of Infantry.

2. Report the TDY leave in accordance with the procedures outlined in Chapter 4 of reference (e). The following example applies for IADT Marines: See Figure (8-5)

Det. 6/1 MCRD Parris Island, SC
Arr. 6/1 Armstrong, IL
(Leave) Dep. 6/11 Armstrong, IL
Arr. 6/11 SOI, Camp Lejeune, NC
TDY Leave Period 6/26/10 (9 days)

3. Retain a copy of the NAVMC 11108 with the DO/FO who retains the disbursing diary as stated in reference (m).

4. The date an enlisted Marine of any component graduates recruit training is considered as a day of duty. The date of arrival at any ordered duty site is a day of travel, or the last day of travel, as appropriate.

8-3. OFFICIAL DISTANCES/AUTHORIZED TRAVEL TIME

80301. OFFICIAL DISTANCES

A. Use IATS mileage to determine the authorized distance for the official legs of a journey.

80302. AUTHORIZED TRAVEL TIME

A. Reference:

1. JTR Chapter 2 & 5

B. Authorized travel time is the travel time allowed to complete the PCS move. The maximum travel time that may be allowed is that which would have been allowed had travel been performed entirely by POC. The travel time is computed based on the actual mode of travel utilized, as described in Chapters 4 (TDY) and 5 (PCS) of the JTR not to exceed the ordered distance. It is the maximum time a member may use to travel between duty stations.

8-4. COMPUTING ELAPSED TIME

80401. ELAPSED TIME LESS THAN MAXIMUM ALLOWABLE TRAVEL TIME

A. If the elapsed time is less than the maximum allowable travel time, then the member is limited to the actual elapsed time.

1. For example, the member is authorized 8 days travel from Camp Pendleton, CA to Camp Lejeune, NC. The member detached on 6/1 and reported on 6/7. The member's elapsed time would be computed as follows:

Det.	6/1	(01)
TR	6/7	(06)

80402. CONSTRUCTIVE TRAVEL TIME FOR MIXED TRANSPORTATION MODES

A. Reference:

1. JTR Chapter 2 & 5

B. Constructed travel time is the time necessary to perform the ordered travel. It is based on the distance traveled by each type of transportation used. Refer to Chapters 4 and 5 of the JTR

80403. TRAVEL TIME FOR TDY

A. Reference:

1. JTR Chapter 3

B. When a member is authorized to travel to a TDY station by POC (as being to the Government’s advantage) or by Government vehicle, compute travel time in accordance with Chapter 3 of the JTR.

80404. ADDITIONAL TRAVEL TIME REQUIRED

A. Reference:

1. JTR Chapter 5

B. Additional travel time may be authorized or approved by the member's new commanding officer when the actual travel time exceeds authorized time. The member must fully explain in writing the reasons for delay (such as natural disasters, restrictions by Government authorities or difficulties in obtaining fuel for POCs). Delays caused by inconvenience or personal desires by the member are not considered valid for authorizing additional travel time. A statement of the circumstances and the CO's action are required to substantiate the additional travel time and must be submitted with the voucher. See Chapter 5 of the JTR.

80405. GOVERNMENT AUTOMOBILE

A. A member traveling by Government automobile is allowed the actual time needed to travel over the most direct route, including necessary delays, not to exceed the maximum allowable travel time by POC.

80406. GOVERNMENT CONVEYANCE (EXCLUDING AUTOMOBILE)/TRANSPORTATION REQUEST

A. A member, traveling by Government conveyance or when using a government issued ticket, is allowed the actual time needed to travel over the most direct route, including necessary delays.

80407. TRANSOCEANIC TRAVEL

A. See Chapter 2 & 5 of the JTR

80408. COMPUTING TRAVEL TIME

A. The number of days allowed for official travel is determined after the travel is completed. Do not consider distances traveled that exceed the official distance. For determining actual travel time authorized refer to Chapter 3 of the JTR.

80409. TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

A. Reference:

1. JTR Chapter 2 & 5

B. Generally, TDY offers 1 travel day for each 400 miles of official distance of ordered travel. If the excess distance is one or more miles after dividing the total official distance by 400, one additional travel day is allowed.

1. POC use on TDY is the government's advantage for TDY locations within 800 miles (round trip) of the PDS. POC use for TDY travel of 800 miles or less may be authorized at the Command's discretion. There is no requirement for a cost comparison. This policy shall only be utilized when mode of travel is automobile or motorcycle.

C. PCS - Generally, one travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, 1 additional travel day is allowed. When total official distance is 400 or fewer miles, 1 day of travel time is allowed. See Figure 9-1.

80410. TRAVEL BY COMMERCIAL CARRIER

A. Allow one day of travel for any distance traveled by commercial carrier. All time not qualified as official travel time must be accounted for as leave. See Chapter 3 and 5 of the JTR See Figure 9-2.

80411. TRAVEL BY MIXED MODES

A. Reference:

1. JTR Chapter 5

B. See Figures 9-3 and 9-4. Compute allowable days of travel as follows:

1. Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650 of the JTR;

2. Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C of the JTR

3. Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any Remaining distance (Step 1 distance minus the Step 2 distance); and

4. Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

C. Examples

1. Example 1. Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

2. Example 2. Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

3. Example 3. Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

NOTE: Disregard travel performed within the vicinity of the old/new PDS, within the vicinity of a leave point, or from a leave point if the member returns to that leave point. Regardless of the number of transportation modes used, only one day is allowed for commercial travel time. See JTR 5016.b

8-5. TDY TRAVEL TIME

80501. TDY TRAVEL TIME AND LEAVE

A. When a traveler performs official travel for any portion of a day, that day is counted as a whole travel day. Travel time begins on the day the traveler departs from the PDS from which ordered to TDY and ends on the day he or she return to the PDS. All travel in excess of the authorized time must be charged as leave.

80502. TDY TRAVEL BY POC

A. Reference:

1. JTR Chapter 2

B. The order-issuing authority may authorize travel by POC as more advantageous to the Government. POC travel may not be directed. If travel by POC is authorized as more advantageous, allowable travel time is computed in accordance with Paragraph Chapter 3 of the JTR.

C. A traveler authorized to travel by POC for personal convenience is limited to the lesser of:

1. Actual travel time to include per diem and mileage allowance or

2. The travel time that would have been authorized had the traveler used a government issued ticket between ordered points.

D. Before authorizing POC travel as being to the Government's advantage, the order issuing authority must compare the cost of the member to travel by POC to the cost for travel by commercial/Government air:

1. Computing POC Cost. Add costs of the following: Per Diem to and from the TDY site.

E. Official distance of the ordered travel at the current TDY mileage reimbursement rate.

1. Computing Commercial/Government Air Cost. Add the costs of the following:

F. Round-trip ticket (If available, YCA city-pair airfares must be used to the ordered travel points).

G. Per Diem to and from the TDY site.

80503. TDY COMMERCIAL TRAVEL

A. Reference:

1. JTR Chapter 2

B. The traveler should travel by the most direct route between the official points of journey. If excess time is required, the traveler must provide the airfare itinerary.

C. If the traveler is provided transportation by Government or commercial conveyance, the traveler is reimbursed for actual travel days.

D. If the traveler procures his own transportation, the allowable travel time is limited to one day. For transoceanic travel, see Paragraph Chapter 5 of the JTR.

80504. LEAVE IN CONJUNCTION WITH TAD

A. Reference:

1. JTR Chapter 3

2. MCO 1050.3

When a member works the majority of a duty day, it is not counted as a day of leave. The majority of a duty day is defined as being greater than fifty percent of that duty day/work hours, i.e., being present for more than 4 hours of work. Additionally, leave is not charged for any day official travel is performed. The DO/FO must report the necessary credits for any leave charged on an official travel day. In cases of shift workers, written verification is required in writing to confirm leave periods.

For example: A member is TAD from the 2nd – 10th, with travel days on the 1st and 11th. The member has leave approved from the 11th to the 20th. Leave begins 1630 on the 10th and terminates on at 0800 on the 21st. The member is entitled to his/her full perdiem on the 10th. The member returns to a duty status on the 21st, which is the day he/she executes his/her return travel back to the PDS. Since the 21st is the travel day, the 75% of the perdiem applies.

B. Use the following disbursing diary statement to report leave taken to, from, or between TDY sites. See the MARCORSEPMAN

TTC 521 STRT|TDY LV- (1) (2)| (3)

1. Six-digit date leave began.

2. Two-digit number of days leave taken (01, 15).

3. Six-digit date of return from TDY or arrival at TDY station

C. Leave taken while at the TDY site must also be reflected on the traveler's DD Form 1351-2. Per diem is not authorized for periods of leave but in unique situations lodging costs may be computed differently or reimbursable expenses may be paid. For more clarification, refer to Chapters 4 and 7 of the JTR.

D. The TDY reporting unit must account for any leave authorized by the TDY site commander.

80505. LIBERTY IN CONJUNCTION WITH TAD

A. Reference:

1. DODI 1327.06

B. Regular liberty may be taken in conjunction with TAD at the beginning or end of the TAD period at no cost to the government. Regular liberty includes weekends and holidays, but may not include periods greater than 3 days unless the regular liberty falls on a Thursday or Tuesday and the President (not commander) designates the accompanying Friday or Monday as a day off. Liberty commences at the end of a normal duty day and ends prior to the start of normal working hours on the next working day. Members are entitled to per diem on the scheduled travel days, but not on additional days of liberty. Liberty inclusive of the start and end date of a period of TAD has no effect on per diem, provided the member is not required to nor does the member voluntarily return to their PDS during the liberty period.

NOTE: If the liberty is outside of the PDS, then there is still a requirement to obtain an out of bounds authorization, which can be done informally via email or within MOL. Absent the authorization, if the member travels outside the liberty limits then the member will be charged annual leave.

EXAMPLE 1: A traveler, who normally works 0730 to 1630, Mon-Fri, is permanently stationed at Quantico, VA (i.e., PDS is Quantico) and is scheduled to perform TAD at Camp Pendleton, CA from Mon, 8 Feb to Fri, 19 Feb, with scheduled travel days on 8 Feb and 19 Feb. If the traveler departs the PDS on Fri, 5 Feb after 1630 and travels to CA, then returns to the PDS on Sun, 21 Feb, AND the traveler has an approved out of bounds liberty authorization to travel to CA, then the member may execute liberty (DUTY DAY; NO PER DIEM in DTS) on Sat and Sun, 6-7 Feb, as well as liberty on Sat-Sun, 20-21 Feb. DTS will properly adjust the per diem.

5 Feb	Fri	Departs
6 Feb	Sat	Liberty
7 Feb	Sun	Liberty
8 Feb	Mon	TAD Duty Day
9 Feb	Tue	TAD Duty Day
10 Feb	Wed	TAD Duty Day
11 Feb	Thu	TAD Duty Day
12 Feb	Fri	TAD Duty Day
13 Feb	Sat	TAD Duty Day
14 Feb	Sun	TAD Duty Day
15 Feb	Mon	TAD Duty Day
16 Feb	Tue	TAD Duty Day
17 Feb	Wed	TAD Duty Day
18 Feb	Thu	TAD Duty Day
19 Feb	Fri	TAD Duty Day
20 Feb	Sat	Liberty
21 Feb	Sun	Returns to PDS

EXAMPLE 2: The same traveler departs the PDS without an approval from the command to conduct out of bounds liberty then 6-7 Feb (Fri-Sun) as well as 20-21 Feb (Sat-Sun) will be charged as leave.

EXAMPLE 3: The same traveler departs the PDS on 5 Feb (Fri) at 0800, then 5-7 Feb (Fri-Sun) will be charged as leave.

EXAMPLE 4: The same traveler is authorized liberty 13 and 14 Feb and remains away from the PDS of Quantico, no effect on the member's per diem, since the member remains in a travel and per diem status.

EXAMPLE 5: The same traveler is authorized liberty 13 and 14 Feb, travels to and from Las Vegas, NV at personal expense, and stays at Las Vegas, NV on 13 and 14 Feb. There is no effect on the member's per diem since the member remains in a travel and per diem status.

EXAMPLE 6: The same traveler is authorized liberty 13 and 14 Feb and voluntarily returns to their PDS of Quantico at personal expense for these two days. The member is not authorized per diem for these two days since the member ceased to be in a travel and per diem status on these days.

80506. DEPARTURE FROM PDS

A. If the time between the date of departure from the PDS and the date of joining the TDY site is more than the authorized travel time, the period just before the date joined is considered travel time, and the remaining period is charged as leave.

For example: A Marine is ordered to report to Camp Lejeune, NC no later than 2359 on 31 May. The Marine leaves the PDS on 28 May. Leave and travel time is accounted for as follows:

28 May date departed (day of duty if worked majority of day, otherwise charged as leave)

29-30 May days of leave

31 May travel (constructed travel must get the member to the TDY site in enough time to comply with the order).

80507. DEPARTURE FROM TDY LOCATION

A. If the time between the date of departure and the date of return to the PDS is more than the authorized travel time, the period just after the member departs the TDY station is travel time, and the remaining period is charged as leave.

For example: A Marine departs from TDY location, Camp Lejeune, NC, on 25 July. The Marine reports to the PDS on 28 July. Leave and travel time is accounted for as follows: 25 July day of travel (constructed schedule shows that the Marine could have returned to the PDS this day) 26-27 July days of leave 28 July day of return (day of duty if worked majority of day, otherwise charged as leave)

8-6. REPORTING ELAPSED TIME DIARY

80601. MCTFS SETTLED VOUCHERS

A. PCS travel vouchers settled by MCTFS will have the elapsed time automatically reported. Once the MCTFS claim has been vouchered, normally one cycle after the applicable TTCs have been reported, the elapsed time (delay and PDMRA as applicable) will be reported via TTC 557.

1. The detach and report dates are obtained from the 462 Remark and the authorized travel days are obtained from the 466 Remark.

2. There is no need to back out all TTC 557 transactions and report TTC 520 as the Worst Case Scenario (WCS) ICR-D04 will not be generated for MCTFS settled vouchers. The unsettled travel flag on the 862 Remark is updated when the automated elapsed time is reported.

NOTE: A D04 entry may still appear even if manually reporting TTC 557 with the delay leave type code (120). Only TTC 520 will adjust the unsettled travel flag on the 862 Remark at this time.

B. Unless there is an error with the entries reported by TTC 557, no further action is necessary. If an error does exist, make the necessary corrections with TTC 556 and/or TTC 557 as corrections made with TTC 520 will fail.

80602. REPORTING ELAPSED TIME ON DISBURSING DIARY

A. For reporting requirements and procedures, see Chapter 17 of the APSM.

FIGURE 8-1

Figure 8-1

ALL TRAVEL PERFORMED BY POC

Order: MCAS, Cherry Point, NC, to MCRD, San Diego, CA Official ordered distance 2,652 miles
Itinerary:

DATE	PLACE	MODE	DTOD	DISTANCE
5 Jan	DEP MCAS, Cherry Point, NC	POC		
6 Jan	ARR Detroit, MI			
22 Jan	DEP Detroit, MI	POC		
25 Jan	ARR Oceanside, CA			
31 Jan	DEP Oceanside, CA	POC		
31 Jan	ARR MCRD, San Diego, CA		2,652	

* Total POC (2,652)
* When the member travels the entire distance by POC, travel time is based on the official ordered distance. Constructed Travel Time Computation: Ordered distance 2,652

POC 2,652 (Use the distance to day's conversion that shows 2,652 miles = 8 Days via POC.)

Total POC 8 days
Total Constructive Travel time 8 days
Allowable Travel time 8 days

FIGURE 8-1:

Using the scenario from figure 8-1, the elapsed time would be reported as follows:

Entry	Dates	Number of Days
DET	1/5 -	1
DE	1/6-1/23	18
TR	1/24-1/31	8

TTC/SEQ 520/000

STRT DET| 20150105| DE18 TR08 | 20150201

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

FIGURE 8-2

Figure 8-2

ALL TRAVEL PERFORMED BY COMMERCIAL TRANSPORTATION

Order: NAS, Pensacola, FL, to Seattle, WA
Official ordered distance: 2,725 miles

Itinerary:

DATE		PLACE	MODE	DTOD	DISTANCE
30 Jun	DEP	NAS, Pensacola	CP		
30 Jun	ARR	Los Angeles, CA		2,051	
31 Jul	DEP	Los Angeles, CA	CB		
1 Aug	ARR	Seattle, WA		1,139	

Total Commercial (3,190)

Constructed Travel time Computation: Ordered distance 2,725 Commercial transportation... - 3,190 (Commercial transportation = 1 day)

Allowable Travel time 8 days Total Commercial 1 day

Total Constructed Travel time 1 day (to be reported on elapsed time)

FIGURE 8-2:

Using the scenario from figure 8-2, the elapsed time would be reported as follows:

Entry	Dates	Number of Days
DET	6/30	1
DE	7/1-7/31	31
TR	8/1-	1

TTC/SEQ 520/000

STRT DET| 20150630| DE31 TR01 | 20150802

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

FIGURE 8-3

Figure 8-3

MIXED MODES (TRAVELED PART BY POC/CR/CP)

Order: Washington, DC, to San Diego, CA
Official ordered distance: 2,661 miles

Itinerary:

DATE		PLACE	MODE	DTOD	DISTANCE
6 Jan	DEP	Washington, DC	POC	687	
7 Jan	ARR	Chicago, IL			
12 Jan	DEP	Chicago, IL	CR	2,146	
18 Jan	ARR	San Francisco, CA			
2 Feb	DEP	San Francisco, CA	CP	498	
2 Feb	ARR	San Diego, CA			

Total POC (687) Total Surface (CR) (2146) Total Air (CP) (498)

Constructed Travel Time Computation: Ordered distance 2,661 POC -687
(Use the distance to day's conversion which is 687 miles = 2 days via POC)

Commercial transportation 1974 (Add 1 day for commercial transportation)
Authorized Travel Time 8 days Travel By POC 2 Days Total Commercial 1 day
Total Constructed Travel Time 3 days (to be reported on elapsed time)

FIGURE 8-3:

Using the scenario rom figure 8-3, the elapsed time would be reported as follows:

Entry	Dates	Number of Days
DET	1/6	1
DE	1/7-1/30	24
TR	1/31-2/2	3

TTC/SEQ 520/000

STRT DET| 20150106| DE24 TR03 | 20150203

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

FIGURE 8-4

Figure 8-4
MIXED MODES (TRAVEL BY POC/CB/CP)

Order: Washington, DC, to San Francisco, CA
Official ordered distance 2,812 miles

Itinerary:

DATE		PLACE	MODE		DTOD	DISTANCE
6 Jan	DEP	Washington, DC	POC			
6 Jan	ARR	Detroit, MI		522		
12 Jan	DEP	Detroit, MI CB				
13 Jan	ARR	St. Louis, MO			533	
20 Jan	DEP	St. Louis, MO	CP			
20 Jan	ARR	San Diego, CA			1,855	
26 Jan	DEP	San Diego, CA	CB			
26 Jan	ARR	Los Angeles, CA			120	
27 Jan	DEP	Los Angeles, CA	CP			
27 Jan	ARR	San Francisco, CA			379	

Total POC (522) Total Commercial (2,887)

Constructed Travel time Computation: Ordered distance 2,812 POC - 522 (522 miles = 2 days travel) Miles remaining 2,290 Commercial Transportation 2887 (1 day allowed for commercial transportation)

Allowable Travel time 8 days Total POC 2 days Total Commercial 1 day
Total Constructed Travel time 3 days (to be reported on elapsed time)

FIGURE 8-4:

Using the scenario rom figure 8-4, the elapsed time would be reported as follows:

Entry	Dates	Number of Days
DET	1/6	1
DE	1/7-1/24	18
TR	1/25-1/27	3

TTC/SEQ 520/000

STRT DET| 20150106| DE18 TR03 | 20150128

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

FIGURE 8-5

Figure 8-5

TAD IN A IADT STATUS

Order: Parris Island, SC, to Armstrong, IL
Official ordered distance 307 miles

Itinerary:

DATE		PLACE	MODE	DTOD	DISTANCE
1 Jun	DEP	MCRD Parris Island, SC	POC		
1 Jun	ARR	Armstrong, IL (LEAVE)			871
11 Jun	DEP	Armstrong, IL	CP		
11 Jun	ARR	SOI, Camp Lejeune, NC			

TAD Leave period 2 Jun – 10 Jun (9 Days)

Constructed Travel time: Member will rate 1 day.
TAD Leave to report: Report 9 days of leave via diary. (TTC 521).

FIGURE 8-6

Member detached on 1 Jan 2015 and travels via mixed modes from Camp Lejeune, NC to Okinawa, JP. The member is required to report to the POE at 0400. Member's government transportation takes 2 days from Seattle, WA to Okinawa, JP. The member's constructive travel days are 7. The member reports to Okinawa, JP on 5 Feb 2015.

Entry	Dates	Number of Days
DET	1/1	1
*PR	1/2-1/5	4
DE	1/6-1/27	22
AT	1/28-1/29	2
TR	1/30-2/5	7

TTC/SEQ 520/000

STRT DET| 20150101| PR04 DE22 AT02 TR07 | 20150206

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

FIGURE 8-7

RETURN FROM OVERSEAS

Travel performed by single conveyance POE to POD and POD to PDS

POE to POD
Order Camp Foster Japan to Los Angeles International airport

POD to PDS
Los Angeles International airport to Quantico Virginia
Official ordered distance: 2,633

Itinerary

DATE		PLACE	MODE	DTOD
10 JUN	DEP	Camp Foster, JP	CP	
10 JUN	ARR	Los Angeles, CA		
10 JUN	DEP	Los Angeles, CA	PA	
25 JUN	ARR	Quantico, VA		2,633

POE to POD

Constructed travel time computation: (Commercial transportation = 1 day)

Allowable Travel time 1 day; total commercial 1 day
Total Constructed travel time 1 day (1 day AT to be reported on elapsed time)

POD to PDS

Total POC (2,633)

When member travels the entire distance by POC, travel time is based on the official ordered distance.
Constructed Travel Time Computation: Ordered distance 2,633

POC 2,633 (Use the distance today's conversion that shows 2,633 miles = 8 Days via POC.)

Total POC 8 days
Total Constructive Travel time 8 days
Allowable Travel time 8 days

FIGURE 8-7

Using the scenario from Figure 8-7 the elapsed time would be reported as the following:

Entry	Dates	Number of Days
DET	6/10	1
DE	6/11-6/16	6
AT	6/17	1
TR	6/18-6/25	8

TTC/ SEQ 520/ 000

STRT DET| 20170610| DE06 AT01 TR08 | 20170626

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

FIGURE 8-8

RETURN FROM OVERSEAS

Travel performed by single conveyance POE to POD and multiple conveyance POD to PDS

POE to POD
Order Camp Foster Japan to Los Angeles International airport

POD to PDS
Los Angeles International airport to Quantico Virginia
Official ordered distance: 2,633

Itinerary

DATE		PLACE	MODE	DTOD
10 JUN	DEP	Camp Foster, JP	CP	
10 JUN	ARR	Los Angeles, CA		
10 JUN	DEP	Los Angeles, CA	CP	
10 JUN	ARR	Atlanta, GA		
18 JUN	DEP	Atlanta, GA	PA	
25 JUN	ARR	Quantico, VA		611

POE to POD
Total Commercial (6,436)

Constructed travel time computation: (Commercial transportation = 1 day)

Allowable Travel time 1 day Total commercial 1 day
Total Constructed travel time 1 day (1 day AT to be reported on elapsed time)

POD to PDS
Total POC (611)

Constructed Travel Time Computation: Ordered distance 2,633

Commercial transportation: (Add 1 day for commercial transportation)
POC 611 (Use the distance too day's conversion which is 611 miles= 2 days via POC)

Authorized Travel time 8 days or ordered distance 2,633
Travel by POC 2 days and Total of 1 Commercial day Travel
Total Constructed Travel time 3 days to be reported on elapsed time

Figure 8-8

Using the scenario from Figure 8-8 the elapsed time would be reported as the following:

Entry	Dates	Number of Days
DET	6/10	1
DE	6/11-6/21	11
AT	6/22	1
TR	6/23-6/25	3

TTC/ SEQ 520/ 000

STRT DET| 20170610| DE11 AT01 TR03 | 20170626

DET = Detach Date
DE = Delay (leave or PDMRA)
AT = Awaiting Transportation
PR = Proceed Days
TR = Travel Days
RPT = Report Date
JD = Join Date

Chapter 9 OUTSTANDING TRAVEL ADVANCES

9-1. OUTSTANDING TRAVEL ADVANCES

90101. OUTSTANDING TRAVEL ADVANCES GENERAL

A. Outstanding Travel Advances are advances that have been issued to a member and upon completion of travel the advance is either not liquidated or the liquidation is not reported correctly within SABRS. OTAs identify SDNs that are out of balance within SABRS, usually in an unliquidated status (ULO). Any SDN can become an OTA regardless of move type though most are Separation SDNs. Lines of accounting reported within IATS are reported via DCAS to the treasury. Daily, SABRS interfaces with the treasury and updates Marine Corps SDNs and LOAs. SABRS is the accounting system for the Marine Corps.

90102. MCPRT RESPONSIBILITIES

A. MCPRT will provide to the DO/FO a list of all M00027 SDNs that are in an OTA status. This list will be provided by the 7th of each month via the MCDOSS portal. SDNs in an OTA status are defined as any SDNs that are unliquidated as of 35 days after the anticipated report date as identified in SABRS. This date can also be found on the D860 screen. This may cause false positives on the report when travel is delayed or canceled and not properly reported to the accounting system.

1. MCPRT will assign the OTA to the DSSN that currently supports the member as defined on the D602. If the member has separated MCPRT will assign the DSSN to the last servicing DO/FO. The listing of OTAs will include the following fields for research: SDN, OTA AMOUNT, ABSOLUTE VALUE (ABS), DSSN, POSSIBLE SSN, and NAME.

90103. THE DO/FOs RESPONSIBILITIES

A. DO/FOs will complete all claim processing and research their response and post it to the RFF-KCI website no later than the last work day of the current month. Prior to the return of the report, the DO/FO will complete proper collection of outstanding advances or make payments in cases of duplicate collection as necessary. Research and annotations are required for every SDN identified; however, not every SDN will need payment or collection action. In cases where dates of travel have changed or the SDN does not require collection action until a later date, the DO/FO will identify and that SDN will be removed from the report by MCPRT until 35 days after the new anticipated travel completion date.

1. DO/FOs will complete the remaining fields on the report:

a. ADV DOV: Advance DOV numbers

b. SETT DOV: Settlement DOV numbers

c. ACTION: Action taken by DO/FO within IATS i.e. supplemental payment, checkage or action requested of MCPRT i.e. RDR, 1081.

d. COMPLETED BY: If action completed or pending for DO/FO mark DISBO, if action is requested within SABRS mark MCPRT

e. REMARKS: Any amplifying information regarding the SDN in question. If dates of travel have changed note the new anticipated date of travel completion in order for MCPRT to adjust

the report accordingly. NAR should only be annotated if the ADVANCE field in SABRS indicates a zero balance.

90104. OUTSTANDING TRAVEL ADVANCES STATUS

A. DO/FO must determine the status of the OTA and travel claim, action to be taken will depend on correct reporting within SABRS.

1. Advance not settled. An advance was issued for a PCS move and the advance has not been liquidated. The advance may not have been deducted from the member's settlement or the member's claim was never submitted for settlement. A travel checkage must be initiated in order to establish the debt and reconcile the SDN within SABRS. In cases where orders were modified or the anticipated travel completion date has changed, annotate the report with the new completion date. This SDN will not appear until 35 days following the new date reported to MCPRT.

2. Advance charged to the incorrect SDN/LOA: The initial advance or the settlement was completed on the incorrect SDN/LOA. Determine what SDN/LOA is correct and submit for a 1081/RDR to be completed. This usually occurs when the member has TEMINS associated with his PCS.

3. Advance liquidated twice: Usually occurs when a supplemental travel claim was liquidated incorrectly, causing an erroneous 1K credit to post to the SDN. Verify that no monetary adjustment has to be made to the travel voucher. If member is owed funds, make payment to the member utilizing a 2D type code and notify MCPRT in remarks as it is not possible to use a 1K more than once. If there are no monetary adjustments to be made, then notify MCPRT. MCPRT will verify the total value of the PCS move and make corrections as needed. If any advance was erroneously liquidated by both the DO/FO (regarding member travel) and Albany (regarding PPM), the members servicing DO/FO as defined by the D602 screen will make payment to the member. Note on the report Albany error and MCPRT will conduct training with Albany.

4. Advance erroneously liquidated: An advance was deducted that was not issued to the member or the incorrect amount was deducted. The DO/FO will issue a supplemental payment or checkage to correct the monetary error. Once processed notify MCPRT in order to complete a Redistribution of Record (RDR) within SABRS. MCPRT will change the TTC of the advance to type code 2D.

90105. RESEARCHING OUTSTANDING TRAVEL ADVANCES

A. The DO/FO will utilize SABRS, DTMS, and EDA (if applicable) to complete the research for the OTAs.

B. Utilizing DTMS and EDA (if applicable), view the member's travel history. All claims from the time the advance was issued to current must be viewed. View all claims to ensure that all transactions associated with this PCS can be accounted for. Ensure that an advance was not deducted under the incorrect SDN or applied as a partial payment.

C. Utilizing SABRS, review the status of the SDN and all transactions that have posted against that SDN.

D. View all 'ADV' transactions in SABRS and the DOVs from EDA and DTMS. The search in SABRS will be able to follow the movements of monies created by a 1081 or RDR transaction.

E. View all SDNS associated with the MBRs PCS move. If the member's orders indicate one or

more SDNs/LOAs or contains a TEMINS SDN LOA, these must also be viewed in SABRS. When correcting an OTA for the M00027 LOA we will not create an OTA for another funding source. If completing a 1081 or RDR transaction creates an OTA, the research must be completed to clear both SDNs.

F. If SABRS indicates that a collection voucher was completed, and then the Accounting Vouchers in EDA must be viewed.

NOTE: DO/FO must validate prior to initiating a liquidation of an advance that the member is not currently in a travel status.

90106. CORRECTIVE ACTION

A. Establishing a travel debt. If an OTA has been researched and it is determined that the travel advance was not deducted, then a travel checkage needs to be established.

B. The travel claim will be processed via WINIATS in the same manner as any other travel claim. Establish the debt in IATS to clear the obligation in IATS and SABRS. The interface with WINIATS and MCTFS will generate TTC 542 (TRAVEL ADV CHECKAGE) and must be certified by the DO/FO. REFER to MCTIM Chapter 1-5. (OVERPAYMENTS)

C. Reservist not on active duty. If a reservist has already been dropped;

1. For separations: process the debt in IATS with the effective date as the last day of Active Duty.

2. For all other types: process the debt in IATS with the effective date as the last day of travel.

NOTE: The effective date for IATS diaries is automatically generated as the last date on the travel itinerary.

3. The system will generated diary (TTC 542) and post the debt under the Active Duty MMPA. The debt will fail if processed with an effective other than the last day of active period. The DO/FO will delete the MECF and submit all supporting documents to RFF-KCI via JIRA as a Request for Support (RFS). RFF-KCI will manually process the debt to Reserve Pay via TTC 590 under JURIS 17. See reference APSM, paragraph 220127.

D. Adjustments via 1081 or Redistribution of Record (RDR)

1. Processing SF 1081/Redistribution of Record (RDR). After completing the research for an OTA if it has been determined that an advance was issued or liquidated under an incorrect SDN, then a 1081 or an RDR must be completed. The 1081/RDR process is used to redistribute monies between SDNs/LOA to ensure proper posting and accounting. MCPRT will complete all 1081/RDRs for the DO/FO community.

2. SF 1081 (VOUCHER AND SCHEDULE OF WITHDRAWAL AND CREDITS): The SF 1081 in effects changes the Dept., FY, and BCN. If a transaction requires a 1081 the DO/FO will provide MCPRT the details of the transaction requested, at a minimum the DOV NO, SDN, and Amount of original transaction along with the SDN the transaction is requested to be moved to. An explanation of why the 1081 is requested must also be submitted, the request must include all DOVs (Settlements/Advances/Collections) that support the request.

3. An RDR is used to redistribute money between the same BCN and FY. If a transaction requires a RDR the DO/FO will provide MCPRT the details of the transaction, at a minimum DOV NO, SDN, and Amount of original transaction along with the SDN the transaction is requested to be moved to. An explanation of why the RDR is requested must also be submitted, the request must include all DOVs (Settlements/Advances/Collections) that support the request.

9-2. PROMPT PAYMENT INTEREST REPORT

90201. PROMPT PAYMENT INTEREST REPORT

A. The Prompt Payment Act requires federal agencies to process timely payments and to pay interest when payments are made late, this includes travel payments.

B. DO/FOs must ensure that the prompt payment function is operational in WinIATS through the system maintenance module.

90202. LATE PAYMENT INTEREST PAYMENTS PROCESS

A. The clerk will be required to input the date the traveler signed the voucher, the date the approving official (AO) signed the voucher, date the voucher was forwarded to the office and the date of receipt by the office.

NOTE: The date received by the office is working day that all required systems (DTMS, MCTFS, WinIATS) were functional in order to block the travel claim in WinIATS.

1. When dates are not provided on the DD form 1351-2, The DO/FO will utilize the date of receipt by the office for all dates. This will only be done when dates are not provided on the DD Form 1351-2 and not as a standard procedure.

2. When the member has dated the voucher and the AO has not, the member's date will be utilized and for the date of receipt by the DO/FO will be utilized for the AO date.

3. If the member fails to date the voucher and there is a date provided by the AO, utilize the AO's date for both the member's and AO's date.

90203. PROCESSING 1099-INT REPORT

A. At the end of each calendar year the DO/FO is required to print the form 1099 Prompt Payment Interest. This report will be produced no later than 15 January each year.

B. The DO/FO will forward a copy of each 1099-INT produced to the traveler and the IRS. The 1099-INT will be forwarded no later than 30 January.

C. The DO/FO keep required retains in accordance with the DODFMR Vol. 5.

D. The 1099-INT will not be produced for interest payments of less than $10.00.

9-3. CIVILIAN PCS CLAIM W2 PROCESSING

90301. CIVILIAN PCS CLAIM W2 PROCESSING

A. When processing Civilian PCS claims IATS will automatically generate the tax documents. A W-2 is generated every time that a Civilian PCS claim is processed if there are taxable entitlements; this includes partial claims and supplemental claims.

B. IATS will generate a W-2 for subsequent claims issued on the same Standard Document Number.

C. DO/FO should only print and release one W-2 after December 31st for the last claim paid in the previous tax year. The DO/FO must establish a tickler file for every civilian PCS claim so that the W-2s can be printed and released after December 31st. The DO/FO must compare the information on the IATS generated W-2 to the taxable totals reflected on the applicable travel claims. If the W-2 is correct, it can be released. If the W-2 is not correct, the DO/FO will destroy the W-2 and contact RFF for procedures for generating a manual W-2.

D. After the W-2 is generated provide a copy to the employee and forward a copy to DFAS-CL to the below listed POC. Ensure each W-2 sent to DFAS-CL includes copies of the IATS coversheet printout showing the same figures on the W-2. Due to PII concerns W-2s and substantiating paperwork shall be mailed via USPS. Any questions regarding this process can be addressed via mail with the below listed

Attn: Bill Kerns
Defense Finance and Accounting Service
Code JDBA Room 1907
1240 East 9th Street
Cleveland, OH 44199

90302. PROCEDURES FOR CIVILIAN PCS TRAVEL

A. Marine Corps Civilian PCS travel vouchers, to include supplemental claims, will be processed by the Defense Finance and Accounting Services (DFAS) in Rome, New York. Any voucher accepted by a Marine Corps Disbursing/Finance Office on or before 31 December 2015 must be processed by that office prior to 1 January 2016. If the office will not be able to have the voucher disbursed on 31 December or prior, then the voucher will need to be forwarded to DFAS-Rome for processing.

B. DFAS Rome has provided a PCS checklist for the traveler and the reviewer, which can be found at http:slashslashwww.dfas.mil/civilianemployees/civrelo.html. It is highly recommended the traveler utilize this checklist to minimize discrepancies and ensure proper payment. The most secure method for submission of the travel voucher is using the Travel Voucher Direct upload. Travel Voucher Direct can be accessed at the following URL: http://www.dfas.mil/civilianemployees/travelpay/travelvoucherdirect.html. Travel Vouchers may also be submitted via the following methods:

FAX: 216-367-3422

EMAIL: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil

MAIL: DFAS, ROME

ATTN: Travel Pay, Civilian Relocation
325 Brooks Road
Rome, NY 13441

Travel advances must be submitted by either fax (216)367-3428 (DSN 580-7839) or email: dfas.rome.jft.mbx.civrelo-advances@mail.mil.

C. The Customer Care section can be reached at 1-888-332-7366 Option 1. Travelers may also email questions to: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil.

9-4. ELECTRONIC FUNDS TRANSFER (EFT) CHANGE REPORT

90401.

A. The report must be input and verified by the DO/FOs designated representatives. The designated representatives must be appointed in writing by the DO/FO (DD 577 is not required for these functions). The designated representative is required to print and validate the EFT report on the 1st and 15th of every month. If the 1st or 15th falls on a weekend then the report will be pulled the following business day. The DO/FO must ensure there are no date gaps between reports. DO/FOs will not purge EFT change information from WINIATS. The same individual cannot input EFT change request and validate the EFT change report.

NOTE: The 1st and 15th are the minimum frequency to pull the EFT change report and the DO/FO may pull this report more frequently at their own discretion. The requirement to pull the report on these specified dates will remain, regardless if it has been generated more recently than the previous mandatory date.

B. Verify the report by comparing the alternate EFT change request forms and the Deployed Disbursing System EFT Report.

C. Upon verification, the designated representative will print, sign and date the report annotating the beginning and end dates of the report.

D. The report, EFT change from and DDS EFT report will be retained and maintained on file for two years. These files may be retained either by hard copy or electronic means.

NOTE: Marines will submit EFT changes via the MyPay website.

Chapter 10 INTERNAL CONTROL MEASURES

10-1. INTERNAL CONTROL MEASURES

100101. PAY RECORD ACCESS (PRA)

A. General: DO/FOs will conduct audits on all personnel with pay record access that fall under the DO/FO authority. These are all personnel within the DO/FO with access to pay records. Refer to the APSM for PRA review instructions.

100102. HOW TO PULL THE SAMPLE FOR THE TRAVEL AUDITS

A. See the APSM Chapter 16.

100103. SEPARATION OF DUTIES

A. All DO/FOs are directed to ensure that WinIATS user profiles are established in compliance with the enclosure, which includes updated WinIATS privileges. A listing of WinIATS profiles and privileges is located in Appendix J. Profile changes are identified in bold, preceded by an asterisk.

B. The Super Use profile is no longer authorized for use except by the DO/FO. DO/FOs are required to retain the "System" Super User ID and password in the DO/FO's safe and will log into the account monthly to change the password to ensure the account remains active. If the account password has expired or cannot be accounted for, immediately contact the system section at RFF-KCI.

C. The established user profiles provide DO/FO's with the basic framework for managing WinIATS by ensuring that personnel are only granted access to the parts of the system required to perform their assigned duties. The distinct profiles are designed to reduce the possibility of fraud.

D. DO/FOs may further restrict access within each profile category and may also request exceptions as necessary. If approved, exception approval letters will be maintained by your office for 10 years from date signed.

E. Additional separation of duties restrictions apply as follows:

1. Users who have access to modify EFT information must be appointed in writing and cannot certify disbursing summary report payment (DSR).

2. The certifying official that signs the DSR cannot also sign the EFT change report.

3. Individuals with access to the Utility Module cannot have disbursing privileges.

4. Individuals granted Examiner Privileges will not be granted both Input/Modify Request and Process Download File.

F. WinIATS is a service-level application that is continually updated to include additional enhancements that may result in the addition of new privileges. To ensure profiles remain current and keep pace with the enhancements, this policy will be reviewed and modified as appropriate.

NOTE: The point of contact for HQMC (RFF-KCI SYSTEMS) is (816) 926-6921

100104. MONTHLY AND QUARTERLY AUDITS

A. DO/FOs must upload all Monthly and Quarterly Audits to the RFF-KCI website along with all supporting documents.

B. WinIATS Improper Payment Information Act (IPIA) Report. The improper payment report is a quarterly report mandated by the Office of the Secretary of Defense (OSD), via the office of the Assistant Secretary of the Navy (ASN). The purpose of this report is to identify the amount of improper payments, total dollar value, and the identified corrective action taken by the DO/FO.

C. RFF-KCI will be responsible for auditing the IPIA report every quarter. Upon completion, RFF-KCI will forward all improper payment to the respective DSSN for corrective action. The DO/FOs will have two weeks to complete the corrective action. Each office will submit their completed report back to RFF-KCI by the identified due date.

1. The report spreadsheet is broken up by DSSN and contains the office's sample. RFF-KCI is responsible for providing the information for columns I through M in the excel spreadsheet. The specific error codes that must be used are located on the "ErrorCodeSheet" tab. Do not deviate from the error codes provided. If there are multiple errors on one voucher, make a duplicate row underneath and enter the error separately. The DO/FOs will initiate and complete the appropriate corrective action (e.g. supplemental checkage or reimburse additional entitlements). Due to the potential of having a high number of errors, the explanation and corrective action taken for each individual error is not required. However, DO/FOs are required to provide an overall summary of the errors specific to their DSSN. Below are instructions on how to formulate your Root Cause Analysis and Corrective Action Taken.

Root Cause Analysis: Describe the "true" root cause(s) for the issuance of the improper payment. For example, "insufficient documentation" is a reason for improper payment; however, it is not the root cause for why it occurred. This section should describe the root cause(s) for why errors resulting from "insufficient documentation" occur. Root causes are underlying issues that are reasonably identifiable, can be controlled by management, and require implementing corrective actions to mitigate.

Corrective Action Taken: Briefly describe the corrective actions that will be taken to address the root cause(s) and remediate the specific improper payment. Corrective actions should be clearly linked to the root cause(s) they are addressing.

10-2. TRAVEL PAY REMEDIATION PLAN

100201. TRAVEL PAY REMEDIATION PROCEDURES

A. The Improper Payment Elimination and Recovery Act of 2010 (IPERA) requires Government agencies to reduce the number of improper payments and recover improper payments that have been identified during post payment reviews. An audit conducted by the Government Accountability Office (GAO) in 2012 indicated that DoD was not in compliance with the reduction/recovery of improper payments, failing to meet the goal of an 85% recovery rate.

B. In response to this audit, the Under Secretary of Defense, Comptroller (USD(C) issued a Memo directing the establishment a "Travel Pay Remediation Plan" (TPRP). The Memo establishes the DFAS as the official Post Payment Review activity for the DoD and establishes the findings from these audits as the official metrics that will be reported to the Office of Management and Budget (OMB).

C. This section establishes the Marine Corps TPRP and details the procedures necessary to provide proper oversight of travel pay. At a minimum, the TPRP requires the review of the following travel pay related areas:

1. Required receipts for lodging and individual expenses of $75 or greater are attached to travel vouchers;

2. Correct lodging expenses are claimed

3. Appropriate justification for the type of rental car used is provided;

4. Travelers and/or AO are held financially liable for overpayments

5. Travelers and AOs complete required DTS training;

6. Commanders implement the DTMO Compliance Tool for DTS travel settlements.

D. The TPRP consists of three main areas; processing DFAS Post Payment Review discrepancies, processing DTMO Compliance Tool discrepancies, and reporting corrected discrepancies to DFAS.

100202. DFAS POST PAYMENT REVIEW PROCESS

1. Processing DFAS Post Payment Reviews. DFAS notifies Headquarter Marine Corps of their PPR findings in the form of a spreadsheet sent to the Finance Branch RFF/MCAAT on a monthly basis. The items in the spreadsheet will be sorted by MCAAT and published on the RFF-KCI portal and notify the DO/FOs the report is available for their review.

2. MCAAT responsibilities.

a. Notification will be sent to the DO/FOs once the report is available for their review.

b. MCAAT will compile the reports received from the DO/FOs and provide a finalized report to RFF. MCAAT will also provide RFF a quarterly summary of findings for RFF to forward to DFAS as feedback on the quality of their audit.

c. MCAAT will review all corrective action taken upon submission of the report by the DO/FO.

3. DO/FO responsibilities.

a. The DO/FOs will review the spreadsheet, properly research, complete the following fields: Concurs/Non-Concurs, Reference, and Amplifying Remarks, and upload back to RFF/KCI within 3 business days.

b. If the DO/FO identifies vouchers not paid by their office, then the DO/FO must annotate the correct office on the spreadsheet. If further action and/or additional information is needed, the DO/FO will contact the traveler. The traveler has 15 days to respond to the offices' request. If the traveler does not respond, the DO/FO will initiate a payroll collection action in order to recoup the improper

payment.

c. The DO/FOs must complete the corrective action on all concur errors within 20 business days of the initial RFF/MCAAT notification (i.e. RFF/MCAAT notified DO/FO Oct 1, report due Oct 29). This corrective action will include: TANUM #, date processed, and over/under dollar amount. This will be completed on the same spreadsheet and uploaded to the RFF/KCI portal.

100203. COMPLIANCE TOOL

A. The National Defense Authorization Act of FY 2012 directed the Secretary of Defense to establish a program to enforce travel policy compliance and minimize improper travel payments. Thus, the Defense Travel Management Office (DTMO) developed the Compliance Tool to meet this mandate. The Compliance Tool uses the DTS "Data Mart" to run travel data queries to detect potential improper payments. When the queries identify potential errors, an email is sent to the traveler and Approving Official (AO) to notify them of the potential error. The Compliance Tool is accessed via the TRAX website. A Compliance Tool Users Guide is available at:
http://www.defensetravel.dod.mil/Docs/Travel_Policy_Compliance_Tool_User_Guide.pdf .

B. Installation Lead Defense Travel Administrators (LDTA) is the local Compliance Tool Administrators. LDTAs shall grant Compliance Tool administrative access to personnel within the Disbursing and Finance Offices and will provide assistance, as necessary, to support the Offices in completing actions to resolve Compliance Tool errors.

C. Disbursing and Finance Officers shall ensure Officers in Charge (OIC) of their respective Internal Control (IC) Sections are responsible for the operation and monitoring of the Compliance Tool and assign appropriate personnel for its operation.

1. OICs of IC Sections shall ensure Compliance Tool reports are monitored on a weekly basis to ensure prompt and proper corrective action is taking place. Potential errors shall be monitored until action is complete and all errors are properly closed out in the Compliance Tool. OICs shall assign Compliance Tool User access to Office personnel as may be necessary.

2. Upon receipt of emails or notifications based on Compliance Tool reports, AOs will interact directly with the traveler to review, validate items identified, and provide assistance to take corrective action for resolution within 15 days. Corrective action may include, but is not limited to, amending the voucher to validate item(s) or add supporting documentation.

3. If items cannot be validated within 15 days, travelers will amend their vouchers, remove items claimed and sign the voucher. Should the traveler fail to take required action within the 15 days, AOs will coordinate with individuals designated to initiate collection action.

APPENDICES

APPENDIX "A" ADVANCE SEPARATION NAVMC 11115 EXAMPLE

AUTHORIZATION FOR ADVANCE DEPENDENTS TRAVEL AND/OR DISLOCATION ALLOWANCES

NAVMC 11115 (Rev. 02-09) (EF)

FOUO - Privacy Sensitive when filled in.

Print Form

PART I MARINE'S APPLICATION

SECTION A

Name of Individual (Last, first, MI.)		Grade	SSN
MARINE, I, M		RANK	6789
PEBD	Unit		Date of Detachment
20140101	LAST ACTIVE DUTY COMMAND		

I desire advance payment of: ☐ Dislocation Allowance ☐ Dependant's Travel Allowance

SECTION B

I CERTIFY that my dependents will relocate from:

3280 RUSSELL RD. QUANTICO, VA 22134
(Street, City and State)

to: NEW ADDRESS
(City and State)

where they will establish a bona fide residence incident to my permanent change of station. The following dependents are eligible for transportation in accordance with JTR, paragraph M7000:

Name (Last, first, MI.)	Relationship	Date of Birth
DEPENDENTS WHO MOVED		

I understand that, in the event my dependents do not relocate, repayment of the advance is subject to immediate recoupment action.

Anticipate travel to commence on Est departure (Date) and to be completed on Est completion (Date)

I have applied for shipment/storage of household effects or a "DITY" move on _____ (Date)

SECTION C

☐ I hereby make application for advance payment of dislocation allowance incident to my permanent change of station to:

_____
(New permanent duty station).

Applicant's Signature: _____ Date: _____

PART II COMMANDER'S CERTIFICATION

CERTIFICATION of dependents's eligibility information and household effects shipment/storage or "DITY" move information contained in Part I is hereby rendered:

Signature of Commanding Officer: _____ Date: _____

AUTHORIZATION FOR ADVANCE DEPENDENTS TRAVEL AND/OR DISLOCATION ALLOWANCES

NAVMC 11115 (Rev. 02-09) (EF)

FOUO - Privacy Sensitive when filled in.

Print Form

PART I MARINE'S APPLICATION

SECTION A

Name of Individual (Last, first, MI.)	Grade	SSN
MARINE, I, M	RANK	6789

PEBD	Unit	Date of Detachment
20140101	LAST ACTIVE DUTY COMMAND	

I desire advance payment of: ☐ Dislocation Allowance ☐ Dependant's Travel Allowance

SECTION B

I CERTIFY that my dependents will relocate from:

3280 RUSSELL RD. QUANTICO, VA 22134
(Street, City and State)

to: NEW ADDRESS
(City and State)

where they will establish a bona fide residence incident to my permanent change of station. The following dependents are eligible for transportation in accordance with JTR, paragraph M7000:

Name (Last, first, MI.)	Relationship	Date of Birth
DEPENDENTS WHO MOVED		

I understand that, in the event my dependents do not relocate, repayment of the advance is subject to immediate recoupment action.

Anticipate travel to commence on Est departure (Date) and to be completed on Est completion (Date)

I have applied for shipment/storage of household effects or a "DITY" move on _____ (Date)

SECTION C

☐ I hereby make application for advance payment of dislocation allowance incident to my permanent change of station to:

_____
(New permanent duty station).

Applicant's Signature: _____ Date: _____

PART II COMMANDER'S CERTIFICATION

CERTIFICATION of dependents's eligibility information and household effects shipment/storage or "DITY" move information contained in Part I is hereby rendered:

Signature of Commanding Officer: _____ Date: _____

TRAVEL ADVANCE STATEMENT OF UNDERSTANDING

I UNDERSTAND THAT I WILL ONLY RECEIVE AN ADVANCE OF TRANSPORTATION COSTS INCIDENT TO MY SEPARATION FROM THE MARINE CORPS. I FURTHER UNDERSTAND THAT IF I DO NOT SUBMIT A FINAL TRAVEL VOUCHER TO MY SERVICING FINANCE OFFICE WITHIN 5 DAYS AFTER MY ECC OR WITHIN 5 DAYS AFTER COMPLETING MY FINAL TRAVEL (WHICHEVER OCCURS LATER) THE MARINE CORPS WILL TAKE COLLECTION ACTION TO RECOVER THE ADVANCED FUNDS.

BY SIGNING THIS SOU I HAVE ACKNOWLEDGED THE ABOVE PARAGRAPH.

MEMBER'S SIGNATURE: _____

PRINT FULL NAME: _____

DATE: _____

APPENDIX "C" SEPARATIONS TRAVEL PACKET

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
[X] Electronic Fund Transfer (EFT)
[ ] Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
[ ] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
MARINE, I. M.	RANK	123-45-6789	[ ] TDY [ ] Member/Employee [ ] PCS [X] Other [ ] Dependent(s) [ ] DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
3280 Russell Rd	Quantico	VA	22134

e. E-MAIL ADDRESS immarine@yahoo.com (civilian email)

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	10. FOR D.O. USE ONLY
(123) 456-7890		0.00	a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION
Last active duty command

12. DEPENDENT(S) *(X and complete as applicable)*
[ ] ACCOMPANIED [ ] UNACCOMPANIED

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS *(Include Zip Code)*

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? *(X one)*
[ ] YES [ ] NO *(Explain in Remarks)*

c. PAID BY

d. COMPUTATIONS
15c. through f: see page 2

15. ITINERARY

a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
2014						
Date	DEP	Old Address				
Date	ARR	New Address		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

16. Mark the appropriate block

18. Write in all reimbursable expenses
See JFTR app G and DODFMR Vol 9 for questions

16. POC TRAVEL *(X one)* [ ] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
[ ] 12 HOURS OR LESS
[ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
[ ] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED

e. SUMMARY OF PAYMENT

(1) Per Diem	
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	
(5) DLA	
(6) Reimbursable Expenses	
(7) Total	0.00
(8) Less Advance	
(9) Amount Owed	0.00
(10) Amount Due	

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE			b. DATE
c. REVIEWER'S PRINTED NAME	d. SIGNATURE	e. TELEPHONE NUMBER	f. DATE
21.a. APPROVING OFFICIAL'S PRINTED NAME	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE

22. ACCOUNTING CLASSIFICATION

23. COLLECTION DATA

24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

DD FORM 1351-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Professional 8.0

How to properly fill out the DD form 1351-2 Travel Voucher for Final Separations and Retirement Settlements:

Block 1:
-Check the appropriate box for desired means of reimbursement.

Electronic Fund Transfer: Payment will go to your established EFT that regular pay check is deposited into, unless; new EFT information has been submitted.

Payment By Check: Must be authorized prior to separating or retiring

Split Disbursement: Does not apply for retirees or separations.

Block 2:
-Name

Block 3:
-Grade

Block 4:
-Social security number

Block 5:
-Put an X next to the appropriate box.

Block 6a-d:

-Address number and street, city, state, and zip code (new address).

Block 7:

-Daytime telephone number

Block 8:

-Leave blank

Block 9:

-All travel advances paid for this travel claim. Put amount and the date payment was received

Block 10:

-Disbursing Office use only

Block 11:

-Unit separated or retired from.

Block 12:

-If dependents are accompanying member check ACCOMPANIED (fill out 12a-c)

-If dependents are not accompanying the member check UNACCOMPANIED

-If member has no dependents check UNACCOMPANIED

Block 13:

-Dependents address when member received their orders to separate/retire.

Block 14:

-Check appropriate box.

Block 15a-b:

-List dates not times. List all your stops with your departure and arrival dates.

15c. MEANS/MODE OF TRAVEL ***(Use two letters)***

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (*Own expense*)	- C	Bus	- B
Privately Owned Conveyance *(POC)*	- P	Plane	- P
		Rail	- R
		Vessel	- V

15d. REASON FOR STOP

Mission Complete - MC

Authorized Delay -AD

Awaiting Transportation - AT

Leave en route - LV

APPENDIX "D" ALTERNATE EFT FORM

PRIVACY ACT STATEMENT

THIS INFORMATION IS PROVIDED TO COMPLY WITH THE PRIVACY ACT OF 1974 (P: 93-579). ALL INFORMATION COLLECTED ON THIS FORM IS REQUIRED UNDER THE PROVISIONS OF 31 U.S. C 33z AND CFR 210. THIS INFORMATION WILL BE USED BY THE TREASURY DEPARTMENT TO TRANSMIT PAYMENT DATA, BY ELECTRONIC MEANS, TO THE PAYEE'S FINANCIAL INSTITUTION. FAILURE TO PROVIDE THE REQUESTED INFORMATION MAY DELAY OR PREVENT THE RECEIPT OF PAYMENTS.

Directions

If the traveler is a Marine then the unit can submit his or her D937 from 3270 and we can update the information from that print out. If the Traveler is not a Marine then the Traveler can fill out this form in its entirety and submit it to the I MEF LDTAs.

Last Name: _____ **First Name:** _____ **M.I.:** _____

SSN: _____ **Rank/Grade:** _____/_____ **Date:** _____

Organization: _____ **Unit Telephone:** _____

Bank Name: _____

Account Type: **(Check one)** _____ **Savings** _____ **Checking**

Routing Number:

Must Be Nine Digits

Account Number:

Include all suffixes

Reason For Traveler Not Changing Their own Info:

_____

_____

_____

_____

Traveler's Signature: _____

APPENDIX "E" NAVMC 11108 MEMORANDUM ENDORSEMENT - CERTIFICATION OF ACCOUNTABILITY FOR ELAPSED TIME - TDY 45 DAYS OR MORE

MEMORANDUM ENDORSEMENT - CERTIFICATION OF ACCOUNTABILITY FOR ELAPSED TIME - TDY 45 DAYS OR MORE (7220)
NAVMC 11108 (REV. 3-08) (EF)

PRIVACY ACT STATEMENT

This Privacy Act Statement for information on this form is contained on NAVMC Form 11000, Privacy Act Statement for Marine Corps Personnel and Pay Records.

PART I (To be completed by COMMANDING OFFICER)

FROM (Name of Unit) | DATE

TO: Disbursing Officer

1. The following travel itinerary is submitted for the purpose of accountability of elapsed time in connection with PCS/TDY travel for:

_____ (Name) _____ (Grade) _____ (Date)

ITINERARY
(See Reverse of Form for Mode of Travel/Reason for Stop Symbols)

DATE		LOCAL TIME	PLACE	MODE OF TRAVEL	REASON FOR STOP
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				

2. I elect allowable proceed time as follows:

_____ DAYS BETWEEN LAST PERMANENT DUTY STATION AND TDY STATION.

_____ DAYS BETWEEN TDY STATION AND FUTURE PERMANENT DUTY STATION.

3. I CERTIFY that the above information is true and correct. I UNDERSTAND that these endorsements are a permanent part of my basic orders and will be required to settle my travel claim.

SIGNATURE OF MARINE _____

CERTIFIED BY:
SIGNATURE OF COMMANDING OFFICER _____

DATE _____

PART II (To be completed by DISBURSING OFFICER)

1. Based on the above certification, accountability of elapsed time in connection with these orders has been made and reported into JUMPS/MMS as follows:

TYPE STATUS		INCLUSIVE DATES		NO. DAYS
PROCEED (PR)		TO		
DELAY (DE)		TO		
TRAVEL (TR)		TO		
TDY/TEM (TD)		TO		
SICK (SK)		TO		
AWAITING TRNS (AT)		TO		
GRADUATION LV (GL)		TO		

SIGNATURE OF DISBURSING OFFICER _____

Adobe 8.0

Figure 9-5.--NAVMC 11108

APPENDIX "F" APPROPRIATION DATA

A. PERMANENT CHANGE OF STATION APPROPRIATION CHART

PERMANENT CHANGE OF STATION

TYPE APPROPRIATION OBC BCN/SA AAA TTC PAA COST CODE

FY 09 and on:

17*1105.2750 021 41690 067443 2D ****** FROMSABRSDNL

FY 08 and Prior:

ACCESSION	17*1105.2750 021 41690 067443 2D ****** FROMSABRSDNL
TRAINING	17*1105.2751 021 42690 067443 2D ****** FROMSABRSDNL
OPERATIONAL	17*1105.2752 021 43690 067443 2D ****** FROMSABRSDNL
ROTATIONAL	17*1105.2753 021 44690 067443 2D ****** FROMSABRSDNL
SEPARATION	17*1105.2754 021 45690 067443 2D ****** FROMSABRSDNL
UNIT	17*1105.2755 021 46690 067443 2D ****** FROMSABRSDNL

Insert the appropriation from the list below in place of the (*****) in the PAA for PPM advances and PCS/PPM Settlements only. PCS advances will be a single LOA with a PAA of "00000". Remember to use the correct FAN that identifies the allowance being paid. The cost code/SDN comes from the download process. The Object Class (OBC) for DLA is "012" vice "021" and the OBC. "FROMSABRSDNL" indicates from SABRS Download. For a DITY move OBC is "022" vice "012". The TTC for PCS advances is "1K" regardless of the type.

COMMON PAA CODES

OFFICER	ALLOWANCE	**ENLISTED**
074122	Member's MALT	074123
074124	Members' Per Diem	074125
074172	Member's Commercial Transportation	074173
074189	Dependent MALT	074190
074191	Dependent per Diem	074195
074176	Dependent Commercial Transportation	074177
074157	Dislocation Allowance	074167
074130	Temporary Lodging Expense	074131
074132	Pet Quarantine	074133
074154	DITY Move	074164
074201	IPCOT/COT (MBR and DEPN)	074203

STANDARD DOCUMENT NUMBERS:

ACCESSION M00027**CT*****

TRAINING M00027**CT*****

OPERATIONAL M00027**CT*****

ROTATIONAL M00027**CT*****

SEPARATION M00027**CT*****

* Indicates FY AND SDN will be individually assigned.

B. PERMANENT CHANGE OF STATION APPROPRIATION CHART

OFFICER

17*1105.2701 0011 11691 067443 2I IATSTA 41TRVLADVOFF * = FY

SDN IS ALWAYS M00027**MO001TA (10TH DIGIT IS ALPHA "O")

ENLISTED

17*1105.2702 0011 12691 067443 2I IATSTA 41TRVLADVENL * = FY

SDN IS ALWAYS M00027**MO002TA (10TH DIGIT IS ALPHA "O")

C. FEDERAL TAX WITHHELD FROM PPM

ACTIVE DUTY PERSONNEL:

OFFICER SDN WILL BE: M70000**MD0DTX1

17*1105.2701 117 11691 067443 2I 000000 DITYFEDTAXOF

ENLISTED SDN WILL BE: M70000**MD0DTX2

17*1105.2702 117 12691 067443 2I 000000 DITYFEDTAXEN

RESERVE OFFICER AND ENLISTED SDN WILL BE: M70000**MDRESTX

17*1108.2731 117 14631 067443 2I 000000 DITYFEDTAXRA

NOTE: Replace the (*'s) in the SDN with the current calendar year, for the LOA FY replace the (*) with the last digit of the current calendar year and for the reserve cost code, replace the (#'s) with the member's pay group.

In addition, the eleventh digit of the SDN is a numeric zero (Officer and Enlisted). It has been observed that there is confusion in regards to fiscal year vice calendar year withholding for federal tax computational purposes.

All federal tax withholdings are computed based on the date of payment on a calendar year basis. This is especially important to note during the OCT – DEC months which are considered current fiscal year but for tax purposes should be input using the current calendar year.

Any payments made from JAN 1 – DEC 31 should be input using the calendar year applicable for all federal taxes withheld.

D. PPM CHECKAGES:

PAY CHECKAGE ENLISTED - APC 112691. SDN: M000271XMO002TA

AA 17 X 1105 2702 117 12691 067443 2I IATSTA 04100TVAD013

PAY CHECKAGE OFFICER - APC 111691 SDN: M000271XMO001TA

AA 17 X 1105 2701 117 11691 067443 2I IATSTA 04100TVAD010

PAY CHECKAGE RESERVE. SDN: M000271XMOR0041

AA 17 X 1108 2731 117 14631 067443 2I 000000 04100TVAD000

E. ACTIVE DUTY PERSONNEL

ACTIVE DUTY OFFICER SDN WILL BE: M00027**MO001TA

17*1105.2701 0011 11691 067443 2I IATSTA 41TRVLADVOFF ACTIVE DUTY

ENLISTED SDN WILL BE: M00027**MO002TA

17*1105.2702 0011 12691 067443 2I IATSTA 41TRVLADVENL

2. RESERVE PERSONNEL:

RESERVE OFFICER AND ENLISTED SDN WILL BE: M00027**MOR0041

17*1108.2731 0011 14631 067443 2I IATSTA ###TRVLADVCK

NOTE: REPLACE THE (*'S) IN THE SDN WITH THE CURRENT FY, FOR THE LOA FY REPLACE THE (*) WITH THE LAST DIGIT OF THE CURRENT FY. FOR THE RESERVE COSTCODE, REPLACE THE (#'S) WITH THE MEMBER'S PAYGROUP. IN ADDITION, THE TENTH DIGIT OF THE SDN IS AN ALPHA "O" VICE A NUMERIC ZERO.

F. EVACUATION APPROPRIATION (CONUS)

THE FOLLOWING IS A LIST OF ACTIVE EVACUATION STANDARD DOCUMENT NUMBERS (SDN'S), EVACUATION NAMES, AND PURPOSE OF SDN USAGE:

1106	M0008518BFADWF0	California Lilac Wildfire Evacuation	Active Duty
1106	M0008518BFESWF0	California Lilac Wildfire Evacuation	Active Duty Escorts includes Reservists on Active Duty other than ADSW
1106	M0008518BFCVWF0	California Lilac Wildfire Evacuation	Appropriated Fund DoD Civilian, DoD Civ Escorts and DOD Civilian Dependents …
1107	M0008518BFRSWF0	California Lilac Wildfire Evacuation	Reserve, ADOS and Reserve Escorts
1105	M7000218CTADWF0	California Lilac Wildfire Evacuation	Active Duty DEPENDENTS…
1108	M7000218CTRCWF0	California Lilac Wildfire Evacuation	Reserve DEPENDENTS, ADOS…
1106	M0008518BFADWF1	California Camp Pendleton Wildfire Evacuation	Active Duty
1106	M0008518BFESWF1	California Camp Pendleton Wildfire Evacuation	Active Duty Escorts includes Reservists on Active Duty other than ADSW
1106	M0008518BFCVWF1	California Camp Pendleton Wildfire Evacuation	Appropriated Fund DoD Civilian, DoD Civ Escorts and DOD Civilian Dependents …
1107	M0008518BFRSWF1	California Camp Pendleton Wildfire Evacuation	Reserve, ADOS and Reserve Escorts
1105	M0008518CTADWF1	California Camp Pendleton Wildfire Evacuation	Active Duty DEPENDENTS…
1108	M0008518CTRCWF1	California Camp Pendleton Wildfire Evacuation	Reserve DEPENDENTS, ADOS…
1106	M0008517BFADHU0	Hurricane Matthews Evacuation	Active Duty
1106	M0008517BFESHU0	Hurricane Matthews Evacuation	Active Duty Escorts includes Reservists on Active Duty other than ADSW
1106	M0008517BFCVHU0	Hurricane Matthews Evacuation	Appropriated Fund DoD Civilian, DoD Civ Escorts and DOD Civilian Dependents …
1107	M0008517BFRSHU0	Hurricane Matthews Evacuation	Reserve, ADOS and Reserve Escorts
1105	M7000217CTADHU0	Hurricane Matthews Evacuations	Active Duty DEPENDENTS…
1108	M7000217CTRCHU0	Hurricane Matthews Evacuations	Reserve DEPENDENTS, ADOS…
1106	M0008517BFADHU0	Hurricane Harvey Evacuations	Active Duty
1106	M0008517BFESHU0	Hurricane Harvey Evacuations	Active Duty Escorts includes Reservists on…
1106	M0008517BFCVHU0	Hurricane Harvey Evacuations	Appropriated Fund DoD Civilian, DoD Civ Escorts…
1107	M0008517BFRSHU0	Hurricane Harvey Evacuations	Reserve, ADOS and Reserve Escorts
1105	M7000217CTADHU8	Hurricane Harvey Evacuations	Active Duty DEPENDENTS…
1108	M7000217CTRCHU8	Hurricane Harvey Evacuations	Reserve DEPENDENTS, ADOS…
1106	M0008517BFADHU0	Hurricane Irma Evacuations	Active Duty
1106	M0008517BFESHU0	Hurricane Irma Evacuations	Active Duty Escorts includes Reservists on…
1106	M0008517BFCVHU0	Hurricane Irma Evacuations	Appropriated Fund DoD Civilian, DoD Civ Escorts…

1107	M0008517BFRSHU0	Hurricane Irma Evacuations	Reserve, ADOS and Reserve Escorts
1105	M7000217CTADIR0	Hurricane Irma Evacuations	Active Duty DEPENDENTS…
1108	M7000217CTRCIR0	Hurricane Irma Evacuations	Reserve DEPENDENTS, ADOS…
1106	M0008517BFADHU0	Hurricane Maria Evacuations	Active Duty
1106	M0008517BFESHU0	Hurricane Maria Evacuations	Active Duty Escorts includes Reservists on…
1106	M0008517BFCVHU0	Hurricane Maria Evacuations	Appropriated Fund DoD Civilian, DoD Civ Escorts…
1107	M0008517BFRSHU0	Hurricane Maria Evacuations	Reserve, ADOS and Reserve Escorts
1105	M7000217CTADMA0	Hurricane Maria Evacuations	Active Duty DEPENDENTS…
1108	M7000217CTRCMA0	Hurricane Maria Evacuations	Reserve DEPENDENTS, ADOS…
1105	M7000219BFADHB0	Hurricane Barry Evacuations	Active Duty DEPENDENTS
1108	M7000219BFRCHB0	Hurricane Barry Evacuations	Reserve DEPENDENTS, ADOS…
1106	M0008519BFAEHD0	Hurricane Dorian Evacuations	Active Duty…..
1107	M0008519BFRSHD0	Hurricane Dorian Evacuations	Reserve component on ADOS only
1105	M7000219BFADHD0	Hurricane Dorian Evacuations	Active duty dependents, includes dependents of reservists on active duty other than ADOS
1108	M7000219BFRCHD0	Hurricane Dorian Evacuations	Reserve DEPENDENTS, ADOS ONLY

REFER TO THE NEXT PAGE IN ORDER TO OBTAIN THE PROPER LINE OF ACCOUNTING (LOA) TO CITE FOR EACH OF THE PUBLISHED SDN'S ABOVE.

O&M, MC/O&M, MCR

1106: (ACTIVE DUTY, ACTIVE RESERVE, RESERVE COMPONENT ON ACTIVE DUTY OTHER THAN ADOS, DOD CIVILIANS & DOD CIVILIAN DEPENDENTS ASSIGNED TO MARINE COMMANDS, NONAPPROPRIATED FUNDS EMPLOYEES & THEIR DEPENDENTS ASSIGNED TO MARINE COMMANDS.
SDN: M0008519BFAEHD
LOA: 17 9 1106 1A1A 210 00027 067443 2D M00085 08519BFAEHD0

1107: (RESERVE COMPONENT ON ADOS ONLY)
SDN: M0008519BFRSHD
LOA: 17 9 1107 4A4G 210 00027 067443 2D M00085 08519BFRSHD0

MPMC/RPMC
1105: (ACTIVE DUTY DEPENDENTS, INCLUDES DEPENDENTS OF RESERVISTS ON ACTIVE DUTY OTHER THAN ADSW)
SDN: M70002##BFADHD0
LOA: 17 # 1105 2750 210 41690 067443 2D 000000 002##BFADHD0

1108: (RESERVE DEPENDENTS, ADOS ONLY)
SDN: M70002##BFRCHD0
LOA: 17 # 1108 2731 210 14631 067443 2D 074503 002##BFRCHD0

Note 1: # is the last digit of the Fiscal Year (FY) (Example 8 for 2018)
Note 2: ## is the 2 digit FY (Example 18 for 2018)
Note 3: *** is the 3 digits of the Standard Document Number (SDN) identifying the evacuation.
Note 4: Each evacuation event (Hurricane, flood, wildfire, health pandemic) will be issued a unique SDN.
Note 5: The first significant hurricane evacuation of the fiscal year will start with SIC: HU0.

Note 6: The first significant wildfire evacuation of the fiscal year will start with SIC: WF0. (Example: SIC WF0 = California Lilac Wildfire Evacuations)
Note 7: Contact HQMC P&R, RFE for questions on hurricanes or wildfires. The RFE POC information is P&R_Execution_RFE@usmc.mil.

G. OCONUS EVACUATIONS

MPMC/RPMC 1105: (ACTIVE DUTY DEPENDENTS 12 YEARS OLD AND OLDER)

SDN: M70002**CTOCEVA

LOA: 17*1105 2750 210 41690 067443 2D 074186 70002CTOCEVA

1105: (ACTIVE DUTY DEPENDENTS UNDER 12 YEARS OLD)

SDN: M70002**CTOCEVA

LOA: 17*1105 2750 210 41690 067443 2D 074195 70002CTOCEVA

* SUBSTITUTE LAST DIGIT OF FISCAL YEAR ** SUBSTITUTE LAST TWO DIGITS OF FISCAL YEAR

H. CREDIT/CASH DEPOSIT LOA

ACTIVE DUTY OFFICER

LOA: AA 17 * 1105 2701 117 11691 067443 2D C 000000 03300CASH010

SDN: M00027**MO001CC

ACTIVE DUTY ENLISTED

LOA: AA 17 * 1105 2702 117 12691 067443 2D C 000000 03300CASH013

SDN: M00027**MO002CC

RESERVE OFFICER/ENLISTED

LOA: AA 17 * 1108 2731 117 14631 067443 2D C 000000 03300CASH###

SDN: M00027**MOR0033

(## = RESERVE PAY GROUP) (* = FY) ** SUBSTITUTE LAST TWO DIGITS OF FISCAL YEAR

80301

I. OTHER SERVICE LOAs

Contact RFF for assistance in entering other service LOAs.

APPENDIX "G" MEMORANDUM ON ORDERS IN EXCESS OF 180 DAYS

DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

NOV 05 2014

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS

SUBJECT: Fiscal Year 2015 Limitations on Long-Term Temporary Duty Flat Rate Per Diem and Audit Requirements for Contingency Operation Orders in Excess of 180 Consecutive Days at One Location

References: (a) ASN(M&RA) memo of 26 Sep 14
(b) Joint Travel Regulations
(c) 10 U.S.C. §1174
(d) SECNAVINST 1800.2

Effective November 1, 2014, reference (a) is rescinded due to changes to the Joint Travel Regulations. Service members executing Long-Term Temporary Duty (LTTDY) contingency operation orders for duration of 180 consecutive days or more at one location are authorized per diem, not to exceed 365 consecutive days in accordance with reference (b), par. 4250. Service members in receipt of the Incidental Expenses (IE) portion of per diem for LTTDY in support of contingency operations are authorized up to 365 consecutive days at one location when the Combatant Command Commander/Joint Task Force Commander has implemented the IE rate pursuant to reference (b), par. 4605. This Secretarial Process is effective for all travel beginning or amendments issued on or after November 1, 2014. Service members who have executed LTTDY contingency operation orders in excess of 180 consecutive days at one location prior to November 1, 2014 will continue to receive the per diem/actual expense allowance (AEA) rate authorized until the current expiration date on their orders.

To prevent gapped billets resulting from delay of planned relief, extension of billet requirements, or similar unforeseen circumstances, extensions for payment of per diem/AEA not to exceed a total of 90 additional days may be granted with General Officer, Flag Officer, or Senior Executive Service approval, and this authority will not be delegated. Orders in support of contingency operations for periods greater than 365 consecutive days at one location should be considered for Permanent Change of Station.

There may be specific missions, locations or situations where mission accomplishment or unusual circumstances require LTTDY per diem entitlements beyond what is authorized by this Memorandum. In those cases, a written request and justification for the specific mission, location or situation should be expeditiously sent to Deputy Assistant Secretary of the Navy (Military Manpower and Personnel) before issuance of LTTDY contingency operation orders via the Services' Executive Agent (EA) for the Individual Augmentee (IA) Program.

To ensure compliance with reference (b), Services are required to submit a memorandum certifying that the respective EA for the IA program completed an audit of all LTTDY contingency support orders and the associated order approval process. Audit memorandum will include:

- Certification that all contingency support orders were (or were not) in compliance with reference (b) and this memorandum. Include a detail list of Service members who, while in support of contingency operations during that fiscal year, received per diem/AEA for greater that 365 consecutive days at one location.
- The number of Reserve Component (RC) Service members who, while in support of contingency operations during that fiscal year, exceeded six years of continuous active duty as defined in reference (c).
- The number of RC Service members who, while in support of contingency operations during that fiscal year, were approved for sanctuary per reference (d).

This audit memorandum must be submitted within 60 days of the beginning of the subsequent fiscal year.

Juan M. Garcia

cc:
DASN(RA)
DASN(MM&P)
DC(M&RA)
OCNR
NJ
USFF N1
PERS-4

APPENDIX "H" FLAT-RATE PER DIEM FOR LONG TERM TAD

Flat rate per diem shall only apply for travel through midnight on August 12, 2018. Commencing on 13 August 2018, normal per diem rules apply. As a result, lodging receipt are required for all lodging incurred after 12 August, the actual cost of lodging not to exceed the full locality lodging per diem rate will be paid, and the full meals and incidental expenses (M&IE) will no longer be reduced by 75% or 55%. For audit purposes, Flat Rate per diem information will not be extracted from this manual. Refer to the Defense Travel Management Office (DTMO) for further guidance regarding specific traveler scenarios.

Per JTR Ch. 4, MARADMINs 533/14,674/14, and 065/15, travel commencing on or after 1 November 2014 but before 13 August 2018, travelers whose period of TAD/TDY is in excess of 30 days, will receive a flat rate per diem. The total number of days TAD includes applicable travel days (e.g. first and last day). This policy applies to any person traveling at the governments expense (i.e. service members, civilian employees, dependents, family members, and any person traveling on invitational travel orders).

Lodging

A traveler must incur commercial lodging cost in order to receive the lodging portion of flat-rate per diem. Travelers who lodge with relatives, friends, or have purchased a home at the TAD location will not be reimbursed the lodging portion of flat-rate per diem. Flat-rate per diem will not be further reduced if the actual lodging cost incurred is less than the lodging portion of the flat-rate per diem. If no lodging cost is incurred, the traveler is authorized the M&IE portion of per diem, subject to applicable percentages and locality rate. Travelers lodging in government quarters will be reimbursed the lodging portion of per diem not to exceed the actual amount paid regardless of the length of stay.

M&IE

The M&IE portion of per diem will be 100% of the flat-rate for every full day of TAD. If the period of TAD is more than 30 days, the applicable rates apply: 75% for 31-180 days, and 55% for all TAD greater than 181 days at the same location. The reduced M&IE rate still applies regardless if the traveler's lodging facilities provided the means to prepare meals. Travelers, who are directed the use of government mess and government mess is available, are entitled to government meal rate (GMR) or proportional meal rate (PMR) as applicable.

Example Modification to Orders

Initial travel is 20 days and begins after 1 November (traveler is receiving full locality per diem rate because travel is less than 31 days at one location)

Example 1: Travel began on 5 November for 20 days and the orders are then amended on 20 November to extend the trip by 45 days to the same location. On 5 November, the traveler receives up to 100% of the actual lodging cost and 75% of the meals and incidental expenses (M&IE) based on the locality rate concerned. On 6-20 November, the traveler receives lodging plus M&IE at the full locality rate. The flat-rate per diem applies beginning 21 November through the end of the TDY period.

Initial TDY begins 1 November and is more than 30 days at one location. (Because travel begins 1 November, the traveler is receiving 75% of the full locality per diem rate)

Example 1: Travel is scheduled for 1 November to 2 December and the traveler receives lodging plus M&IE at 75% locality rate. The orders are then amended on 15 November to extend the trip until 31 May (over 180 days). The 55% per diem applies, but only from 16 November (the day after the amendment is issued) to 31 May (the revised end date for the TDY).

Example 2: Travel began on 5 November through 2 May for 179 days. The traveler is authorized 75% flat rate per diem. If the orders are amended on 25 April (day 172 of the original 179 day TAD), and the amendment adds an additional 10 days to the TAD for a total of 189 days TAD, the flat rate of 75% per diem will continue since the amendment date to the end of the total TAD period is less than 181 days.

Example 3: Marine is issued ADOS Orders effective 1Jun thru 30Sep (122 days). The Marine is entitled to 75% flat rate per diem during this period. On 25Sep, the ADOS Orders are modified and extended thru 6 Jan 16 (extending the period of duty by 98 days). From the date that the modification is issued, there is a total of 103 days remaining in the period of duty. Member rates 75% thru the end date because from the date of the modification thru the new end date is less than 180 days.

Initial travel is 20 days and begins after 1 November (traveler is receiving full locality per diem rate because travel is less than 31 days at one location)

Travel is scheduled for 1 December to 20 December. On 15 December, a modification to the TAD orders is published extending the TAD until 10 January 2016 (extending the period of duty by 25 days). Flat rate per diem would not apply.

Modification to orders for travel that began before 1 November, which results in flat rate per diem.

Initial TDY begins prior to 1 November and is more than 30 days (Because travel begins before 1 November, the traveler is receiving full locality per diem rate).

Travel is scheduled for 29 October to 30 November and the traveler receives lodging plus M&IE at the locality rate. The orders are then amended on 15 November to extend the trip more than 30 days to a single location. The flat per diem rate applies, but only from 16 November (the day after the amendment is issued) to 31 December (the revised end date for the TDY).

Multiple concurrent TAD

Example 1: The traveler is on orders for 90 days to Location A, with interim trips to Locations B and C. Entitlements to Locations B and C are based on the number of consecutive days at each location; however, the traveler is limited to 75% while at Location A. The traveler receives up 100% per diem while at Locations B and C, but only 75% while at Location A. Dual lodging at Location A may be paid as a reimbursable expense.

Reimbursement for this type of travel is based on the following entitlements:

Days Location Entitlement

1-35 A 75%
36-40 B 100%
41-60 A 75%
61-75 C 100%
76-90 A 75%

Example 2: The traveler is on orders for 90 days to Location A, and under reduced flat rate per diem of 75%. After arrival, the traveler is informed of travel to other locations (B, C, D, & E) with returns to the original location. Entitlements to Locations B, C, D, or E are based on the number of consecutive days at each location; however, the traveler is always limited to 75% while at Location A. The traveler receives up to 100% per diem while at Locations B, C, D and E, but only 75% while at Location A. If the traveler retains lodging at Location A, dual lodging may be paid as a reimbursable expense.

Reimbursement for this type of travel is based on the following entitlements:

Days Location Entitlement

1-20 A 75%
21-25 B 100%
26-40 A 75%
41-45 C 100%
46-60 A 75%
61-71 D 100%
72-75 E 100%
76-90 A 75%

NOTE: Because the original orders were for a period greater than 30 days at Location A, the entitlement at Location A is always 75%, regardless of the actual number of days at this location. For more Dual Lodging examples, refer to paragraph 10504 of this manual.

Early return to PDS

Initial TDY begins prior to 1 November and is more than 30 days (Because travel begins before 1 November, the traveler is receiving full locality per diem rate).

Travel is schedule from 1 November to 10 December. The traveler is entitled to 75% flat-rate per diem. The traveler is unexpectedly returned to the PDS after 20 days, the traveler does not rate 100% for the 20 the traveler was TAD for. The 75% flat-rate still applies since the original TAD order was for more than 30 days.

Field duty

A traveler who is TAD in excess of 30 days, who enters a field duty status is not entitled to the flat-rate per diem. For example:

A traveler is TAD to Soul, Korea from 7 July to 31 August. During this TAD period, the traveler is authorized commercial lodging and mess. The traveler spends 21 days in a field duty status.

07/29 - 08/07 - 10 day’s Commercial lodging
08/08 - 08/28 - 21 Field Duty (No Per Diem entitlements)
08/29 - 08/31 - 3 days Commercial lodging

The traveler does not rate the lodging portion of the flat-rate per diem because the traveler must incur a lodging cost. If the traveler is authorized to incur a lodging cost while in a field duty status, the lodging portion of flat-rate per diem will be reimbursed as a reimbursable expense.

Lodging receipts when subject to flat-rate per diem

Lodging receipts are not required when in receipt of flat-rate per diem, however; a traveler must incur a lodging cost in order to be reimbursed the flat-rate per diem. Travelers may still be required to provide proof of having incurred a lodging expense (i.e. for lodging incurred on day of travel). Receipts must be provided for lodging tax reimbursement, when staying in government quarters, and when authorized actual expense if the expense is above the flat-rate per diem cost.

When TAD orders direct "For Further Assignment"

Multiple TDY locations for consecutive periods of time, with no break between the periods of time, that are identified as "For Further Assignment (FFA)" locations are normally treated as consecutive, separate and distinct duty single locations even if TAD is performed at a location for more than one period of time. An exception is when the majority of the duty is performed is at a single location in which case the periods of TDY are treated as concurrent TDY (i.e. FFA cannot be used to skirt flat rate per diem rules, see example 3 below). An FFA location is considered consecutive (or sequential TAD) and cannot normally be treated as concurrent TAD. The below examples are for travelers who are subject to flat rate per diem rules when government quarters and messing are not available during the period of TAD.

Dual lodging and Flat Rate Per Diem Examples

Example 1 (FFA):

Reserve component member is ordered to active duty incident to TAD orders for the period from 15 October 2016 - 15 May 2017. The TAD orders read as follow:

Report to Andrews AFB for TAD on 15 October (62 days),
FFA TAD to Camp Lejeune from 16 December 2016 - 15 February 2016 (62 days),
FFA TAD to Qatar from 16 February 2017 -30 April 2017 (74 days), and
FFA TAD to Andrews AFB from 1 May 2017-15 May 2017 (15 days).

Per diem payable (% of full per diem):

TAD location 1 (Andrews): 75%
TAD location 2 (Camp Lejeune): 75%
TAD location 3 (Qatar): 75%
TAD location 4 (Andrews): 100%

Each location and period of TAD at that location is treated as a separate location and the period of TAD for the purposes of determining travel allowances. Since the period of TAD at each location is greater than 30 days (except the last period of TAD at Andrews AFB), each location is subject to flat rate per diem.

A traveler ordered TAD to one location for a period of 31 days or more, but is not expected to remain at that location for 31 consecutive days or more and a significant portion of the TDY will be at other locations, may be authorized Lodgings Plus per diem at the original TDY site, when the total cost of per diem will be less than the flat rate per diem. Dual lodging may not be paid in these circumstances. The authority and the circumstances surrounding the flat rate per diem not applying to the TAD must be stated in the orders.

If the majority of the TAD is spent away from Site 1 then Site 1 should be 100% locality and dual lodging will not be permitted.

Example 2:

Reserve component member is ordered to active duty incident to TAD orders for the period from 5 February 2016 – 1 July 2016. The TAD orders read as follow:

Report to New Orleans for TAD on 5 February 2016 (26 days),
FFA TAD to Stuttgart, Germany from 2 March 2016 – 24 June 2016 (115 days),
FFA TAD to New Orleans from 25 June 2016 – 1 July 2016 (7 days).

Per diem payable (% of full per diem):

TAD location 1 (New Orleans): 100%
TAD location 2(Stuttgart): 75%
TAD location 3 (New Orleans): 100%

The majority of the TAD is not at location 1. Location 1and location 3 are less than 30 days individually and should not be flat rate per diem even though the member's total TAD at New Orleans is greater than 30 days.

Example 3:

Proceed to Camp Pendleton ILOC on 1 August 2016 – 30 September 2016 (61 days),
FFA TAD to Romania 1 October 2016– 28 October 2016 (28 days),
FFA TAD to Camp Pendleton ILOC from 29 October 2016 – 1 November 2016 (4 days).

In this example, the order writer must determine which is more cost effective and it must be clearly stated in the orders.

NOTE: In the event the command fails to clearly state which option is more beneficial and/or the commands computations are incorrect, the DO/FO will pay the correct amount.

When stated, below is an example of how the following percentages will be paid:

Per diem payable (% of full per diem):

TAD location 1 (Camp Pendleton) - 75%
TAD location 2 (Romania) - 100% (Dual lodging may be authorized)
TAD location 3 (Camp Pendleton) - 75%

-OR- (depending on which is more cost effective, determined when writing the orders)

TAD location 1 (Camp Pendleton) - 75%
TAD location 2 (Romania) - 100% (Dual lodging is not authorized)
TAD location 3 (Camp Pendleton) - 100%

Concurrent TAD is not to be confused with FFA. Concurrent TAD is when a traveler is ordered to perform TAD duties at a specific location (location A) for an identified time period. While at location A, the member is then ordered TAD to a different location (location B), to return to location A to complete the original TAD period. The below example is for travelers who are subject to flat rate per diem rules when government quarters and messing are not available during the period of TAD.

Example 4:

Traveler received orders to Camp Pendleton from 1 March 2016 – 1 August 2016. After reporting to Camp Pendleton, the traveler is sent TAD to Parris Island, SC from 1 May 2016 – 15 May 2016. The traveler returns to Camp Pendleton to finish the TAD period and upon completion returns to the PDS.

Per diem payable (% of full per diem):

TAD location 1 (Camp Pendleton) - 75%
TAD location 2 (Parris Island) - 100% (Dual lodging may be authorized)

Example 1: Long Term TAD to DC for 210 days. If the max lodging rate is $200 per night and the length of the TAD results in a lodging entitlement of 55%, then the member would be entitled to $110 per day. TAD location A.

The member is staying at the Motel 6 for $59.95 per night (TAD location A). During the long term TAD at location A, the member is entitled to $110 per day due to the flat rate per diem being an ”entitlement”.

The member is directed to conduct concurrent TAD for more than 30 days to Camp Lejeune, (TAD location B). The member is also entitled to dual lodging. The member would then rate to actual expense of $59.95 plus tax (from location A) for the dual lodging portion. This is because dual lodging is a miscellaneous reimbursement NTE the rate the member would have been paid had the member stayed at the original TAD location. The member is required to provide receipts for the dual lodging location (original lodging location).

Example 2: Long Term TAD to DC for 210 days. If the max lodging rate is $200 per night and the length of the TAD results in a lodging entitlement of 55%, then the member would be entitled up to $110 per day. TAD location A.

The member is staying at the Comfort Inn for $119.00 per night (TAD location A). During the long term TAD at location A, the member is entitled to $110 per day due to the flat rate per diem being an ”entitlement”.

The member is directed to conduct concurrent TAD for more than 30 days to Camp Pendleton, (TAD location B). The member is also entitled to dual lodging. The member would then be limited to $110.00, (flat rate per diem from location A) for the dual lodging portion. This is because dual lodging is a miscellaneous reimbursement NTE the rate the member would have been paid had the member stayed at the original TAD location. The member is required to provide receipts for the dual lodging location (original lodging location).

Example 3: Long Term TAD to DC for 210 days. If the lodging rate is $200 per night and the length of the TAD results in a lodging entitlement of 55%, the member would be entitled up to $110 per day.

The member is staying at the Comfort Inn for $119.00 per night. During the long term TAD at the original DC location, the member is entitled to $110 per day due to the flat rate per diem being an ”entitlement” of a maximum of 55%.

If the member is directed to conduct concurrent TAD for more than 30 days in which dual lodging is entitled for 30 days, the member is entitled to flat rate per diem at the concurrent TAD site and the actual expense of

$110.00 during the dual lodging portion due to dual lodging being a miscellaneous reimbursement NTE the rate the member would have been paid had the member stayed at the original TAD location. The member is required to provide receipts for the dual lodging location (original lodging location); however, the member is not required to provide receipts for the concurrent TAD location due to the concurrent TAD location being a flat rate per diem location.

NOTE: For member's that pay rent at their original location, the daily amount NTE for dual lodging will consist of the prorate amount of rent and all applicable utilities.

APPENDIX "I" GTCC FREQUENTLY ASKED QUESTIONS

1. Q: Am I required to use the GTCC if I choose not take any advances?

A: Yes, once the Marine Online/Unit Diary Marine Integrated Personnel System (MOL/UD-MIPS outbound interview process is implemented at the Marine's command, active duty and active reserve (AR) Marines performing PCS travel, to include concurrently traveling dependents, will use the GTCC in lieu of a traditional travel advance. See question 9 below.

2. Q: What if I don't take the MOL outbound interview?

A: MARADMIN 001/16 is only applicable to Marines who have been directed to use the outbound interview prior to commencing travel. Your command's Installation Personnel Administration Center (IPAC) or administrative support center will contact you with guidance concerning the outbound interview and whether you are required to use it.

3. Q: How does this policy effect AMC or Patriot Express flights?

A. AMC or Patriot Express costs are not charged to or paid directly by the traveler. These are chartered flights arranged and paid for by U.S. Transportation Command, the cost for use is then charged back to the Marine Corps citing the appropriation data on the PCS orders. In other words, the subject MARADMIN has no impact on current AMC process. Regarding circuitous travel; the member must still be approved in advance for transoceanic circuitous travel per MCO 4600.7. CONUS circuitous travel can be approved at the local command. When authorized circuitous travel, the Distribution Management Office (DMO) will arrange commercial transportation directly from the old PDS to either the Patriot Express terminal, or if approved for the overseas leg, to the new PDS and charge that to the IBA. That ticket would be used to exchange for the Leave in Conjunction with Official travel (LICWO) travel. Any costs above that would be paid by the member using something other than the GTCC.

4. Q: How does the Commercial Travel Office (CTO) receive my GTCC account information to pay for my transportation?

A: The IPAC will direct the Marine to contact the CTO to pass their GTCC information for payment of transportation requests at the appropriate time.

5. Q: What if something happens and I need to have my credit limit adjusted during my travel?

A. Contact the Agency Program Coordinator (APC) from your previous command for assistance.

6. Q: What do I do if I need assistance during travel and can't contact my previous command's APC or I don't know who the APC is?

A: Call the number on the back of your travel card for assistance.

7. Q: Will every Marine be mandated to utilize the GTCC for PCS travel or only if they want an advance?

A: Marines are mandated to utilize their GTCC for PCS if directed to use the Outbound Interview. If the IPAC directs the Marine not to use the Outbound Interview, use of the card is not required.

8. Q: If so, what are the repercussions if a Marine uses a personal credit card?

A: The commander will take appropriate action. Cardholders who misuse or fail to use their travel card when required may be subject to administrative or disciplinary action, as appropriate.

9. Q: Will there be a mandatory split disbursement policy?

A: Yes, a payment option whereby the traveler can designate a specified amount of his or her travel allowance to be sent directly to the GTCC issuing bank and the remainder of the allowance to their designated EFT. If the traveler does not specify a split amount or does not justify why a lessor amount is being split on the DD Form 1351-2, the Approving Official (AO) will verify the GTCC balance at the time of settlement via the GTCC contractor's electronic access system and split disburse the applicable amount of all undisputed charges, up to and including the entire payable amount based on charges incurred during the associated travel period.

10. Q: What is the timeframe for a paper advance to be submitted if a non-card holder expedited request gets delayed?

A: Expedited delivery of a GTCC can take up to six days to be delivered. Advances are only used when traveler is not able to obtain a GTCC prior to departure as certified by the commander.

11. Q: Will an Email be sent to the Marine upon receipt of orders or will they have to log into MOL to receive the information?

A: Marines will receive an Email only if the Marine has elected to receive alerts through the "My Messages" tab within MOL. MOL will send a no-reply email alerting the Marine when orders are issued, modified, or cancelled.

12. Q: Can there be an extension to the "15 day rule" upon reporting? Most travel vouchers are not completed within that timeframe and most families are still trying to get settled in.

A: No, the GTCC account will come out of a PCS status 15 days after arrival at the new PDS. As a result, Marines should complete their travel claims upon checking in with their administrative support center.

13. Q: Can a Marine who personally obtains airfare still be reimbursed NTE the cost of the flight booked by DMO?

A: Use of a CTO is required. If no CTO is available or if the servicing CTO authorizes personal procurement of transportation, the traveler will be reimbursed up to the amount the Government would have paid. The GTCC must still be used to pay for the transportation. Keep in mind that if the DMO authorizes you to personally procure your own transportation you must use an American flagged carrier for air transportation. The only exception to this requirement is if the DMO certifies that no American flagged carrier is available.

14. Q: Is there an example of flights booked through DMO when there is leave enroute to get a better understanding of the process?

A: This type of travel is referred to as Leave in Conjunction with Official travel or LICWO. Regarding circuitous travel; the member must still be approved in advance for transoceanic circuitous travel per MCO 4600.7. CONUS circuitous travel can be approved at the local command. When authorized circuitous travel, the DMO would arrange commercial transportation directly from the old PDS to either the Patriot Express terminal, or if approved for the overseas leg, to the new PDS and charge that to the Marine's GTCC. That ticket would be used to exchange for the LICWO travel. Any costs above the official travel would be paid by the member using something other than the GTCC.

15. Q: Will Consecutive Overseas Tour and In-Place Consecutive Overseas Tour (COT/IPCOT) travel be billed to individual GTCC accounts?

A: COT/IPCOT travel is a different type of travel and is not included in the Outbound Interview Process. MCO 4600.40B currently authorizes use of the GTCC for IPCOT travel but not COTs travel.

16. Q: How do I get my Dislocation Allowance (DLA) if I am required to use my GTCC for PCS?

A: DLA will be included in the travel estimate for Marines with dependents and Marines in the grades of E6 and above without dependents. The estimated DLA amount will be added to the Marine's GTCC credit limit which will allow the Marine to use the GTCC for DLA related expenses. DLA is only entitled if the member does not occupy single type government quarters at the new duty station within the first 60 days of reporting.

17. Q: Will I forfeit my DLA or other travel entitlements if I don't charge it on my GTCC?

A: DLA is not forfeited if not charged on the GTCC for DLA related expenses. If a member is entitled to $3000 for a PCS move ($1000 for travel and $2000 for DLA) and the member only charges $800 on the GTCC, upon settlement the member will be entitled to $3000. Finance will split disburse $800 to the GTCC and pay the member $2200 for the remaining travel/DLA entitlements to his/her standard military direct deposit account. Split disbursement will cover the member's outstanding balance on the GTCC or the amount that the member indicates on the 1351-2.

18. Q: If my dependents travel separately, can they use my GTCC?

A: No. If dependents travel separately and require an advance, you must request an EFT advance through Disbursing. Disbursing will only advance the dependents travel and DLA.

APPENDIX "J" WINIATS PROFILES

J101 GENERAL

J10101. Overview

A. Proper separation of duties is necessary and recommended by the GAO Green Book. Separation of duties help to reduce the possibility of fraud, waste, and abuse but cannot be prevented absolutely because of the risk of collusion between two or more individuals.

J10102. Fraud

A. If it has been determined that fraud has been committed, the individual(s) will be held accountable and appropriate punitive action will be taken.

J201 PROFILES

J20101. General

A. The established user profiles will provide your office with the basic framework for managing and operating IATS by ensuring personnel are only granted access to the parts of the application required to perform their assigned duties. DO/FOs may further restrict access within each profile category but may not grant more privileges than what are listed in A20104.

B. IATS is a service-level application that is continually updated to include additional enhancements that may result in the addition of new privileges. To ensure profiles remain current and keep pace with the enhancements, the profiles will be reviewed and modified as appropriate.

J20102. Deviations

A. Deviations to the below profiles are not authorized without approval by HQMC-RFF. Requests for deviations will be submitted via JIRA. If approved, letters will be maintained for a period of 10 years beyond the length of the individual's assignment to the office. Approvals will be saved to the Exception/Waiver Letters page on the SharePoint.

J20103. Restrictions

A. Users cannot have access to both *Create/Modify Financial Information* and *Create Upload File for Disbursing*.

B. The individual that signs the Disbursing Summary Report cannot sign the EFT Change Report.

C. Individuals granted Examiner (preparer) privileges shall not have access to both:
(1) *Input/Modify Request*, and
(2) *Process Download File From Personnel*

D. Access to *Process Download File From Personnel* should be limited to the minimum number of personnel necessary to download payroll data.

J20104. System Account

A. The System account is to be maintained and used only by the System Section and IATS Application Administrators. The SYSTEM account is to only be used when preforms IATS Software upgrades and can be provided to the local Server Personnel that are completing the upgrade if the System Section or Application Administrator do not have access to the Server or to reset an Application Administrator's password if all Application Administrators have been Suspended/locked out of IATS. Once an Application Administrator's password has been reset, that Application Administrator will reset all other User's passwords.

B. The System password will not be changed every 30 days once it has expired. If the System password has expired, the Application Administrator will run the IATS Account Reset tool on the Server. If the Application Administrator does not have access to the Server, the IATS Account Reset tool will be provided to the local Server Personnel to run on the Server.

J20105. View Privileges

A. Super User. Super User accounts are no longer authorized.

B. System Administrator. The System Administrator, hereinafter referred to as Application Administrator, is someone in a position of authority (i.e., Officer, SNCO) that does not work in the Travel Section and will be limited to the following:

- *Add/Modify IATS User Accounts*
- *Backup Database*
- *Create Blocks*
- *Create Suspense Reports*
- *Delete Blocks*
- *Delete Orders With No Details*
- *Delete Previously Entered Requests*
- *Delete Travel Order With Open Suspense Items*
- *Delete Travel Orders Without Open Items*
- *Delete Travel Account With Open Suspense Items*
- *Delete Traveler Accounts Without Open Items*
- *Delete Travelers With No Details*
- *EFT Change Report - Traveler (inactive without Utility Module Access)*
- *Enter the Maintenance Module*
- *Enter the Utility Module*
- *Locked User Reports (inherited function and not individually selectable)*
- *Modify Maintenance Accounting*
- *Modify Maintenance Tables*
- *Process Download File From Personnel*
- *Purge Old Data From the IATS Database*
- *Purge Return Request*
- *Return Disbursed Block Back to Disbursing*
- *Unlock Blocks*
- *Unlock Logins*
- *Unlock Traveler Accounts*
- *Unlock User*
- *View Previously Entered Requests*

C. Disbursing. Access for individuals who are granted certifier functions (i.e. SNCOs/Senior NCOs not assigned Auditor functions) are limited to the following:

- *Assign DOV Numbers to Payments*
- *Assign/Reassign Blocks to Examiners/Auditors*
- *Create Blocks*
- *Create Check Record File*
- *Create Upload File for Accounting*
- *Create Upload File for Disbursing*
- *Delete Blocks*
- *Enter the Maintenance Module*
- *Modify Maintenance Accounting*
- *Modify Maintenance Tables*
- *Process Download File From Disbursing*
- *Process Download File From Personnel*
- *Transfer Requests from One Block to Another*
- *Unlock Blocks*
- *Unlock Traveler Accounts*

D. Auditor (Certifier). Users assigned as auditors must be appointed as a Certifying Officer via DD Form 577. Access for individuals who are granted auditor privileges are limited to the following:

- *Assign/Reassign Blocks to Examiners/Auditors*
- *Create Suspense Reports*
- *Create/Modify Post Detail Remarks*
- *Delete Orders With No Details*
- *Delete Suspense Items*
- *Delete Travelers With No Details*
- *Generate Management Reports*
- *Generate Tax Reports*
- *Grab Blocks Awaiting Audit (inherited function and not individually selectable)*
- *Modify Suspense Items*
- *Purge Return Request for a Traveler*
- *Release Block to Next Processing Phase (inherited function and not individually selectable)*
- *Return Blocks to Examiner (inherited function and not individually selectable)*
- *Transfer Requests from One Block to Another*
- *Unlock Blocks*
- *Unlock Traveler Accounts*
- *Update Suspense File*
- *View Civilian PCS Summary Records*
- *View Suspense Items*

E. Examiner (Preparer). Access for individuals who are granted preparer privileges are limited to the following:

- *Access DITY Summary Records*
- *Create Blocks*
- *Create/Modify Financial Information*
- *Create/Modify Post Details Remarks*
- *Create/Modify Travel Orders*
- *Create/Modify Traveler Accounts*

- *Delete Blocks (empty blocks only)*
- *Delete Orders With No Details*
- *Delete Travelers With No Details*
- *Enter Advances/Accruals Paid to Traveler Other Than Thru IATS*
- *Enter Collections Received from Traveler*
- *Grab Unassigned Blocks*
- *Log Incoming Requests into IATS*
- *Purge Return Requests for a Traveler*
- *Release Block to Next Processing Phase*
- *Return Incoming Requests to Traveler*
- *View Civilian PCS Summary Records*
- *View Previously Entered Requests*

F. Utility Module (EFT Change Report). Access to Enter the Utility Module for the purposes of solely reviewing the EFT Change Report should be limited to just a few people that do not work in the direct travel production process. Personnel in IC should not be the individuals to conduct this review and certification. Users will be limited to the following privileges:

- *Enter the Utility Module*
- *EFT Change Report - Traveler*
- *Privilege to View a Traveler's Account History*

G. View only. Individuals inside or outside of the office that require view only access for research purposes (i.e. IC, comptrollers, etc.) will be limited to the following privileges:

- *Privilege to View a Traveler's Account History*

APPENDIX "K" DEFENSE TRAVEL SYSTEM (DTS) PERMISSION LEVEL FIVE (PL-5) FOR DISBURSING AND FINANCE PERSONNEL

Ref: (a) MCO 4650.39A

The purpose of this update is to provide an exception to policy established by reference (a), Defense Travel System, to allow for the assignment of DTS PL-5 to Disbursing, Finance, (DO/FO) and Formal Schools Travel Support personnel (FSTS) appointed as voucher reviewing and approving officials.

Background

In accordance with the reference DTS PL-5 is not currently authorized for assignment to DTS voucher reviewing and approving officials. This exception to policy allows for the assignment of DTS PL-5 to DO/FO and FSTS personnel appointed as voucher reviewing and approving officials. The reason for this exception is to facilitate personnel lookup for diary reporting and government travel charge card account inquiries. This exception does not apply to unit level voucher reviewers.

DO/FO and FSTS Actions

Effective immediately, DO/FO and FSTS personnel may be granted PL-5 in DTS if appointed as voucher reviewers or approvers. DOs/FOs and FSTS should submit requests to their servicing lead defense travel administrator (LDTA) to add PL-5 for their personnel.

LDTA Actions

LDTAs will assign PL-5 upon request from DOs/FOs and FSTS. Updated DD Form 577s are not required for personnel currently appointed as voucher reviewers or approvers. New appointments will include PL-5 in the remarks section.

APPENDIX "L" DTS-R UNIT INTEGRATION SCHEDULE

May 2018:

4th MARDIV HQ (Nola, LA)

4th MLG HQ (Nola, LA)

FHG (Nola, LA)

1/24 (Selfridge, MI)

4th AAV (Tampa, FL)

4th RECON BN (San Antonio, TX)

6th COMM (Brooklyn, NY)

CLB-453 (Aurora, CO)

APPENDIX "K" OLD CHANGES

60701	*Updated POC information for submission to DFAS*	*2 Feb 2018*
App I	*Included Credit/Cash deposit LOA*	*2 Feb 2018*
100104	*Updated IPIA report procedures*	*1 Mar 2018*
60704	*Updated Deceased procedures*	*1 May 2018*
30701	*Removed requirement to contact all separate's upon EAS*	*1 May 2018*
50102	*Included new DTS-R process*	*1 May 2018*
40302	*Updated MFR Units*	*1 May 2018*
Ch 5	*Revised Chapter by consolidating sections*	*1 May 2018*
10602	*Removed positive proof of payment when GTCC not used*	*1 May 2018*
App K	*Added appendix to capture DTS-R units*	*1 May 2018*
10801	*Updated DWMA location*	*5 Jun 2018*
60704	*Updated deceased DTMS process*	*5 Jun 2018*
10203	*Relocated field duty type orders to Ch. 1*	*5 Jun 2018*
40504	*Relocated dual lodging to Ch. 4*	*5 Jun 2018*
10602	*Included shared room statement requirement*	*5 Jun 2018*
20202	*Updated DLA statement requirement for E7 and above*	*5 Jun 2018*
Ch 1	*Revised Chapter by consolidating sections*	*5 Jun 2018*
App F	*Added LOA information for CA CPen Wildfires*	*10 Jul 2018*
App H	*Included termination of Flat Rate Per Diem*	*13 Aug 2018*
40401	*Included time frame requirement for reporting of TAD leave (Eff 1 Sept)*	*15 Aug 2018*
100104	*Updated IPIA report requirements*	*27 Aug 2018*
90403	*Updated Opt K report requirements*	*11 Sept 2018*
100202	*Updated PPR timeline requirements (Eff Oct 1st)*	*11 Sept 2018*
10205	*Clarified need for MROWS modifications*	*11 Sept 2018*
10205	*Clarified MROWS DTS-R modification requirement*	*1Nov 2018*
20701	*Included PAA for PPM advances*	*1 Nov 2018*
20503	*Updated TLE supporting documentation requirement*	*1 Nov 2018*
50201	*Updated Critical Shortfall reimbursement amount*	*1 Nov 2018*
App F	*Clarified Federal Tax Withheld from PPM LOA*	*7 Dec 2018*
100104	*Updated IPIA report procedures*	*7 Dec 2018*
60702	*Deleted NOTE regarding split amount for deceased claims*	*7 Dec 2018*
Ch 2 & 3	*Updated travel claims settled in MCTFS turnaround time to 5 days (effective Jan 1st)*	*7 Dec 2018*