



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS

Finance Policy Manual

Volume 2: "Travel Policies"

HQMC-RFF

CHAPTER 1: GENERAL INFORMATION

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [April 2024](#) is [***archived***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
010301	Updated Reporting Endorsement	Revision	Feb 2023
010401	Updated W95 to W9L and W9P	Revision	Apr 2023
010404	Updated instructions to pull Travel SLOAs	Revision	Apr 2023
0117	Moved DSR process from Vol 3	Revision	Apr 2023
010701	Updated IATS overpayments	Revision	Jul 2023
010701	Clarified IATS overpayments for Travel checkages	Revision	Oct 2023
011201	Clarified Split Disbursement	Revision	Apr 2024
011201	Additional clarification Split Disbursement	Revision	Jun 2024
010701	Update paragraph	Revision	Oct 2024

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CHAPTER 1

GENERAL INFORMATION

0101 GENERAL PROVISIONS

010101. Purpose and Applicability

A. References

1. [*Joint Travel Regulations*](#)
2. [*DODFMR Vol 5 Disbursing Policy*](#)
3. [*DODFMR Vol 7A Military Pay Policy*](#)
4. [*DODFMR Vol 9 Travel Policy*](#)
5. [*MCO P1000.6 Assignment, Classification, and Travel System Manual \(ACTSMAN\)*](#)
6. [*MCO 1001R.1 Marine Corps Reserve Administrative Management Manual*](#)
7. [*MCO 1050.3 Marine Corps Leave, Liberty, and Administrative Absence*](#)
8. [*MCO P1900.16 Separations and Retirement Manual*](#)
9. [*MCO 4650.39 Defense Travel System*](#)
10. [*MARADMIN 373/20*](#)
11. [*MARADMIN 465/13*](#)
12. [*MARADMIN 216/13*](#)
13. [*FPM Volume 3- Fiscal*](#)
14. [*IATS 7.2 User Guide*](#)

B. This manual provides technical guidance to Commanding Officers, 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.

C. This manual does not cover every allowance that may be authorized in accordance with the JTR, DODFMR Vol 9, or issues with orders, so if a certain allowance or

question about orders are not addressed, refer to the applicable guidance for the details. Also, should this manual conflict with any of the references, those references will take precedence.

010102. Assistance in Administering Travel Policies

A. 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.

4. 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.

B. 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.

C. Travel Advisory Notices (TANs). HQMC-RFF may issue TANs as necessary to provide additional and/or interim guidance until updates to the FPM Vol 2 - Travel are published. TANs will be posted to the [HOMC/RFF portal](#). TANs will be announced using the Announcements section on the [HOMC/RFF SharePoint](#). Users are highly encouraged to setup alerts for SharePoint Announcements so that you will be notified promptly.

D. Allowance Determinations, Investigations and/or Interpretation of Travel Policy. Refer to the FPM Vol 4, section 050102.

E. Reconsideration Requests. Refer to the FPM Vol 4 section 0504.

F. Advance Decisions. Refer to the FPM Vol 4, section 0502.

010103. Review of Travel Claims

A. All vouchers submitted to the DO/FO will be reviewed by an appointed certifying official. Certifying officials will make every effort to pay each claim. If any portion of the claim is denied, only the 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).

010104. Clean Audit Requirements

A. The original substantiating document (ie: voucher) is expected to be the medium for payment to the maximum extent possible. This includes ALL supplemental transactions, vouchers, payments, amendments, etc. When it is not possible to re-open, or amend the original document, every reasonable method should be exhausted to ensure the payment can be safely linked back to the substantiating voucher that makes the payment/transaction legal and proper. For example:

1. A DTMS document should be linked back to the document that supports actions being taken, source documents being cited in the history statement, and all appropriate attachments contained.

2. A DTS voucher should be amended to affect payment on the voucher that supports such a payment. In the event this is not possible for any reason, there is an expectation that AO comments, MFR, and all appropriate details explaining the circumstances are captured in the document processed for payment.

B. 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 IATS application issues

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

0102 ORDERS**010201. Replacement of Web Orders with Basic Orders**

A. As of 18 June 2018, the Basic Orders System (BOS) was incorporated within the Outbound Interview module (OBI) of Marine Online (MOL). The Basic Order replaced the customary use of Web Orders as the official notification of a permanent change of station/assignment and is the basis for reimbursement of travel related expenses.

B. The DO/FO will accept travel claims which contain Basic Orders in lieu of Web Orders.

C. For orders issued prior to 18 June 2018, the submitting administrative unit will contact the member's detaching administrative unit to obtain a copy of the Web Orders, which may be resident within the OBI.

010202. Travel Under Classified Orders

- A. Refer to the FPM Vol 4, section 0209.

0103 ENDORSEMENTS**010301. Reporting and Detaching**

A. Commanders are responsible for providing an endorsement reflecting the effective date, the time, and the place of receipt. For PCS and Seps travel vouchers processed through MOL via the TVI, the receiving endorsement does not require the member's signature. The endorsement is authenticated by the traveler's certification of the voucher. 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.

B. In cases when an accession traveler does not have copies of all orders and/or endorsements, the administrative unit must provide the MCTFS CHRO display that supports the itinerary. If the CHRO does not match the itinerary, the administrative unit must research the cause and report corrective transactions as necessary before submitting the claim.

C. 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 memorandum 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. If either of those items are not provided, the 158 Remark in MCTFS will display the number of days the member was approved for. If using the 158 Remark, a screenshot must be attached to the DTMS voucher. As long as the number of days on the member's itinerary matches the 158 Remark, the claim may be settled. If the member's itinerary reflects more days than the 158 Remark, the command must provide a memorandum for the record.

D. In unique cases when accession travelers are provided government procured transportation, all meals are provided at no cost and detaching/reporting occurs on the same day, no per diem is authorized for that leg of travel. Appropriate endorsements must be provided and orders must indicate limited/no reimbursement.

E. There are cases when a system generated reporting endorsement to the assigned duty station may not be available within the travel package for TVI claims. For these unique vouchers, the DO/FO may utilize the traveler's 1351-2 itinerary as authorization for travel and transportation entitlements to the assigned duty station. The traveler has attested to the

accuracy of the information provided on the travel claim. Do not return a travel voucher if the reporting endorsement to the assigned duty station is not attached in the claim.

For example: A Recruiter is transferred and joined to RS A with further assignment to RSS B. The traveler is entitled travel and transportation allowances to the location they are physically assigned (RSS B), although there is not a system generated reporting endorsement to RSS B.

Vouchers that may fall within this category include but are not limited to:

1. Recruiter claims to RSS/PCS
2. Embassy Security Group
3. Foreign Area Officers, Regional Affairs Officers, Foreign Area Staff Non-Commissioned Officers and Regional Affairs Staff Non-Commissioned Officers
4. or any other unique reporting endorsement cases

010302. Quarters and Messing

A. 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.

B. 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.

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

D. 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.

010303. Conference Fees

A. If the traveler did not provide a statement that meals were or were not provided, the DO/FO may only reimburse incidentals on the travel claim for the days of the conference.

0104 APPROPRIATION DATA**010401. Permanent Change of Station Appropriation Data**

A. The CMC funds PCS travel with TDY en route if it is an integral part of the PCS. General guidance for accounting data can be found in reference (13). 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).

NOTE: PCS appropriation is only valid for current plus 5 fiscal years. Expired appropriation falls off the Centralized Master Edit Table (CMET) and transactions can no longer be recorded against the expired appropriation. The 860 Remark will be updated with a "1" in the adjust flag for expired appropriation.

B. Utilize the PCS line of accounting (LOA) and standard document number (SDN) listed on the basic orders. 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 FPM Vol 3. 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 the basic orders are issued, 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. W9L/W9P. When processing W9L (Lejeune) or W9P (Pendleton) travel claims, all TAD entitlements are to be charged against the PCS per diem and mileage LOAs.

5. Separation. The LOA for all separation travel will be reflected in MCTFS on the D860 remark. The separation orders must cite the LOA from the D860. Use the LOA and SDN from the D860.

010402. Temporary Duty Appropriation Data

A. The command that benefits from the TDY funds the TDY travel. DTS is the official order writing system. 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.

010403. 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 2022 and ends 3 October 2022, 29 and 30 September 2022 are charged to fiscal year 2022, and 1 through 3 October are charged to fiscal year 2023.
- 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.

010404. Travel SLOAs

- A. All travel standard lines of accounting may be retrieved from an ODSE report in MOL. The report is labeled Table SE and maybe filter via Travel advance, Travel Checkage, etc. For a desktop procedure on how to download TABLE SE from ODSE refer to [Vol 2 Policy Reference Materials](#).

0105 DDS REJECT REPORT

010501. General

- A. The DDS Reject Report identifies when any element (e.g., subhead, object class, cost code, dollar value etc.) of the appropriation data is incorrectly reported on a voucher.
- B. Report retention. Retain the completed reject report for 10 years.

010502. Procedures

A. Rejected travel payments will be returned to the travel section for correction and resubmission. The travel section 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 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.

B. Below are examples of the corrective actions for the most common rejects:

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

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

(b) Verify LOA against obligation in accounting system to identify any inconsistencies with the LOA.

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

2. "Invalid Treasury data"

(a) 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>

3. "Invalid – Accounting Line Amount. 0000000000000000":

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

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

(a) 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.

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

5. "Transaction Already Exists in DDS":

(a) 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.

6. Duplicate Payments found

(a) 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.

7. 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 and reflect on the Problem Disbursement report. These errors will be processed by the paying DO/FO.

0106 NON-DTS CLAIM PREPARATION AND SEPARATION OF DUTIES

010601. Claim Preparation

A. 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 the 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 Chapters 3 and 4 of this manual.

2. NON-DTS TAD. Travel claims will begin at the member's 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 Chapters 2 and 5 of this manual.

010602. Separation of Duties

A. 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. 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 Departmental Accountable Officials (DAO) and must be appointed via a DD577 per reference (2). 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 by a properly appointed approving official (AO) in Block 21.B.

0107 OVERPAYMENTS

010701. IATS Overpayments

A. If a travel settlement results in an overpayment, a Master Military Pay Account (MMPA) checkage will be initiated. The Leave and Earnings Statement (LES) is used to notify the member of the overpayment by establishing a delayed checkage which allows the member to change the payment schedule.

B. Refer to FPM Vol 1 App I and J or utilize Table 42 in MCTFS CICS to retrieve the Pay Code and Cat Code for Travel Advance (DUE US).

FOR TRAVEL CHECKAGES CAT CODE 41						## = 2 DIGIT FY (2024= 24)	
Pay Code	Pay Code Description	Category Code	Officer Enlisted Flag	Table Status Flag		PO	Appropriation
99018	TRAVEL ADVANCE	41	O	A	PO S/B	M00027##MO001TA	1105
99118	TRAVEL ADVANCE	41	E	A	PO S/B	M00027##MO002TA	1105
56122	TRAVEL ADVANCE	41	O	R	PO S/B	M00027##MOR0041	1108
56222	TRAVEL ADVANCE	41	E	R	PO S/B	M00027##MOR0041	1108
99218	TRAVEL ADVANCE	41	O	R	PO S/B	M00027##MOR0041	1108
99318	TRAVEL ADVANCE	41	E	R	PO S/B	M00027##MOR0041	1108
50137	DISABL TRAVEL ADV	41	O	R	PO S/B	M00027##MOR0041	1108
50237	DISABL TRAVEL ADV	41	E	R	PO S/B	M00027##MOR0041	1108

C. To retrieve the Travel Advance (DUE US) SLOA for the corresponding Pay Group, [refer to paragraph 010404](#). For a travel checkage, utilize Category Code 41.

Example: Reserve Checkage, Pay Group 231, Cat CD 41 Travel Advance (* FY)

Cr 17 * 1108 2731 210 67861 044320 2D 120TMF 231000074601 M201432*TOE0TMF
Db 17 * 1108 0000 117 14631 044320 2I IATSTA 04100TVAD231 M000272*MOR0041

0108 RECEIPTS

010801. Requirements

A. General

1. Must contain the name of the company providing the service (e.g. the name of the hotel, airline, rental car agency, etc.), the date the specific services were rendered or articles purchased, and the unit price.

2. 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.

3. Receipts in a foreign currency must have a statement as to what the charges are as well as the exchange rate for the transactions. If an exchange rate is not provided, the DO/FO is authorized to use OANDA to obtain the applicable exchange rate(s). Refer to para 010901.

4. Signatures are no longer required for lost receipt statements. Full or partial SSN are no longer required.

B. Lodging. When a room is jointly occupied, the traveler must state if the additional occupants were official or non-official travelers.

1. Non-official Traveler. When jointly occupied with a person(s) not under official orders, the single room rate plus taxes must be included.

2. Official Traveler(s)

(a) One Official Traveler Pays Cost. When jointly occupied with an official traveler and one official traveler pays the cost and the other shares the room at no cost, then the paying traveler is reimbursed up to the actual cost of a single occupant rate; not to exceed the locality rate.

(b). Official Traveler(s) Split Cost. When jointly occupied with one or more official travelers and the travelers split the cost, the member is reimbursed the appropriate portion of the room rate and taxes. Two official travelers: each is responsible for 50% of the room cost. Three (or more) official travelers: each is responsible for their portion of the room cost. Divide the total cost by the number of official travelers that shared the room.

0109 CURRENCY CONVERSION

010901. Conversion Rate

A. When a traveler fails to provide an exchange rate and the charges were not made to the GTCC, use the [OANDA Currency Converter](#) to obtain the appropriate exchange rate.

B. The date to enter in OANDA will be the day after the transaction was made. OANDA will provide the exchange rate for the date of the transaction on the 'Rate Details' tab below the currency information.

The screenshot displays the OANDA Currency Converter interface. At the top, 'Currency I Have' is set to 'US Dollar' (USD) and 'Currency I Want' is set to 'Japanese Yen' (JPY). The 'AMOUNT' field for USD is '1', and the resulting JPY amount is '107.26'. Below this, the 'INTERBANK +/-' is set to '0%' and the 'DATE' is 'Jul 15, 2020'. A callout box points to the date field with the text 'Enter the date after'. Another callout box points to the 'Rate Details' tab with the text 'The actual transaction date should appear here.' The 'Rate Details' tab is active, showing 'USD/JPY Details' for the 24-hour period ending 'Tuesday, Jul 14, 2020'. It lists 'Selling 1.00000 USD → you get 107.26 JPY' and 'Buying 1.00000 USD → you pay 107.27 JPY'.

C. A screenshot of the rate must be attached to the claim.

0110 BUSINESS PROCESS

011001. 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 '999XX' 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 FPM Vol 1 - Pay.

0111 METHOD OF PAYMENT

011101. Policy

A. Electronic Funds Transfer (EFT) is the mandated method to pay all settlements and advances.

1. Active duty Marine Corps members will receive travel payments to their established military pay direct deposit account that is on the 937 Remark.

2. Civilians and dependents must submit an Alternate EFT form when submitting their travel claim. It is recommended to submit an alternate EFT every time a claim is paid to ensure payment is made to the correct account.

B. Alternate EFT Account (837 Remark). The option for a traveler to use an alternate EFT account has been terminated. Travelers no longer have the ability to start or make changes for alternate EFT accounts through MyPay. All travel claim payments settled after March 23, 2021 will be made to the traveler’s Pay Distribution Info 937 Remark in the Marine Corps Total Force System (MCTFS).

0112 SPLIT DISBURSEMENT

011201. Policy

A. 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. Travelers are required to annotate the amount of the split to the GTCC on their PCS, TDY or PPM voucher, whether it’s a 1351-2 submission or a Defense Travel System (DTS) voucher.

1. If the traveler fails to annotate the split amount (leaves the split amount blank or \$99,999) certifying officials will split the outstanding balance (or the total amount payable, if less than the balance) obtained from the card contractor’s website.

2. If the traveler annotates any amount, to include \$0.00, this will be what the certifying official will split.

3. To support split disbursement requirement, DTS will automatically default air/rail (when charged to the IBA only), hotel, rental vehicle and other miscellaneous, non-mileage expense identified by the traveler in the split disbursement amount. If the traveler changes the default split amount, the approving/certifying official will split the alternate amount as requested by the traveler.

0113 DEFENSE TRAVEL SYSTEM WORKLOAD MANAGEMENT APPLICATION (DWMA)

011301. Purpose

A. 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.

011302. Use

A. 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.

B. Each office administers access for personnel assigned to their office. The DWMA can be accessed through DTMS by selecting the Tools link.

0114 EFT CHANGE REPORT

011401. Appointments

A. Refer to the FPM Vol 4, section 0210

011402. Execution

A. Refer to the FPM Vol 4, section 0602

0115 DEFENSE TRAVEL SYSTEM PERMISSION LEVEL 5 ACCESS

011501. General

A. Purpose. To provide an exception to policy established by reference (9), 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.

B. Authorization. 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.

C. 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.

0116 INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)

011601. General

A. IATS is an automated travel entitlement computation system used by travel office personnel to compute travel entitlements for both military and civilian travelers.

B. Access. The local system administrator grants permissions (see FPM Vol 4, chapter 2 for administrator appointment).

C. Roles. See Appendix G.

0117 DISBURSING SUMMARY REPORT

011701. Signature Requirement

A. The Disbursing Summary Report is required to be signed by an authorized Certifying Officer. The Fiscal section will validate and ensure the Disbursing Summary Report is signed prior to processing the travel business.

011702. Processing

A. This section can be utilized by both a DO and FO. The only difference is that the FO will send only the ACH file(s) to their supporting DO for processing in ITS.

B. Once the Travel section has completed the business for the day, they will provide the Fiscal section the UPLOAD.DAT file and the Disbursing Summary Report.

1. The UPLOAD.DAT file will be sent via a secure means to the Fiscal section. A restricted access folder on a shared drive or restricted access library on a SharePoint are the only acceptable means to transfer the file. The folder access should be limited to the minimum number of personnel necessary to accomplish the task.

C. Once Fiscal receives the file and Disbursing Summary Report, they will conduct the following steps:

1. Prevalidation. All travel payments must be prevalidated prior to being vouchered. This is DDS prevalidation only and does not negate the accounting system prevalidation that was conducted when the claim was worked by the Travel section.

(a) Errors. If there are errors on the prevalidation report, the Fiscal section will need to determine who is responsible to correct the error: Fiscal or Travel.

(1) Fiscal. If the error is determined to be fiscal related, the Fiscal section will conduct the proper research to correct the error. Once the error has been corrected, Fiscal will prevalidate the file once more. If there are no more errors, proceed to step 2. Otherwise, repeat the error correction process.

(2) Travel. If the Fiscal section determines that the error is travel related, the IATS Error Report will be sent to the Travel section to fix the errors prior to vouchering the claims. Once the Travel section corrects the errors, they will send a new UPLOAD.DAT file and Disbursing Summary Report back to the Fiscal Section. The Fiscal Section will conduct another prevalidation on the new file. If there are no more errors, proceed to step 2. Otherwise, repeat the error correction process.

(b) No errors. If there are no errors on the prevalidation file, proceed to step 2

2. Upload. Once all errors, if applicable, have been corrected, the file will be uploaded and processed by DDS to voucher all of the claims.

D. Once DDS has vouchered the claims, the Fiscal section will return the following items to the Travel section:

1. Diary Transaction Report
2. DOWNLOAD.DAT file
3. MCTIR file
4. MCTIR Report
5. NCD (No Check Drawn) Listing

CHAPTER 2: TEMPORARY DUTY (TDY)**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [March 2024](#) is [***archived***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Updated formatting to comply with current administrative instructions	Revision	Nov 2020
020301	Updated Advance Turnaround	Revision	Jan 2021
020401	Added DTS Leave is automatically reported	Revision	Jan 2021
020602	Added note for DTS Leave	Revision	Jan 2021
020202	Replaced EDA with CEDMS	Revision	Feb 2021
020202	Clarified MCTFS TAD vouchers 1 day turnaround	Revision	Mar 2021
020602	Moved TTC 521 to App D of Vol 1	Revision	Apr 2021
020202	Updated 7 day return period vice 10	Revision	Jul 2021
0203	DTS Claims in IATS	Revision	Sep 2021
Ch 2	Listed all travel TTCs in App A	Revision	Sep 2021
020501	Updated TAD leave	Revision	Mar 2022
020603	Updated Servicing Terminals for Quantico	Revision	Jun 2022
020202	Updated MCTFS vouchers to 10 days turnaround	Revision	Jul 2022
0206	Updated Reimbursable Expenses for Pet Expense, rail comparison and ZEV rental cars.	Revision	Mar 2024
0206	Updated Reimbursable Pet Expense Guidance to include Separatees and Retirees	Revision	Jul 2024

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CHAPTER 2**TEMPORARY DUTY (TDY)****0201 GENERAL PROVISIONS****020101. Overview****A. References**

1. [*DODFMR Vol 5 Disbursing Policy*](#)
2. [*DODFMR Vol 9 Travel Policy*](#)
3. [*MARADMIN 691/13*](#)
4. [*MCO 4650.39 Defense Travel System*](#)

0202 RESPONSIBILITIES**020201. Commanding Officer's Responsibilities**

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 to ensure the claim is complete and proper. Special emphasis must be placed on administrative requirements in Chapter 5 of this manual.

C. Forward the travel claim to the servicing DO/FO within 2 working days.

020202. DO/FO Responsibilities

A. The traveler is required to be notified within 7 business days if the travel claim is not proper or complete for payment.

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

C. The DO/FO processes and computes the claim utilizing IATS, DTS or MCTFS 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.

D. The DO/FO must ensure split disbursements are processed in accordance with the DODFMR Vol 9.

NOTE: Effective FY23, all claims identified as MCTFS, will be processed through MCTFS and will not be converted to IATS for processing.

0203 DTS CLAIMS IN IATS

020301. Payments of DTS Claims in IATS

A. The DO/FO may settle claims that were initiated in DTS only when uncorrectable DTS or accounting system errors prevent settlement in DTS. DO/FO should contact the installations Lead Defense Travel Administrator (LDTA) or the submitting unit's Organizational Defense Travel Administrator (ODTA) if assistance is needed. For additional guidance refer to reference (4).

B. Procedures. The DTS generated voucher may be accepted but it must be properly signed by the member and the supervisor, either by hardcopy signature or the DTS generated signatures. The DTS generated signature may be accepted if no additional monetary changes occurred after the signature. The claim must include all appropriate endorsements such as appropriate quarters and messing endorsements for schoolhouse training or exercises. All required receipts must be submitted with the claim. The claim will be input and computed via IATS the same as any other non-DTS claim processed by the office. The DTS generated payment information reflected on the DTS voucher will not be reported as a pre-computed amount into IATS.

C. Once a claim is paid by a DO/FO, the following actions must be taken to ensure DTS records are closed and accounting system records are updated correctly. The DO/FO will contact the ODTA of the submitting unit and request the voucher be Manually Abandoned which will inactivate the voucher. Procedures are defined in reference (4). The ODTA will coordinate the settlement with the submitting unit's servicing Comptroller to ensure any DTS related accounting records are cleared from the accounting system and the appropriate non-DTS accounting entries are recorded.

0204 ADVANCES

020401. General

A. TDY advances are not authorized unless a traveler meets the requirements in paragraphs 9 and 10 of reference (3).

B. If the requirements in paragraphs 9 and 10 of reference (3) have been met and the CO approves an advance, the advance will be computed by DTS or IATS in accordance with section 0505 of reference (2) and paid via EFT.

C. All Advances - All authorized travel advances will be paid within 3 business days of eligibility for payment, or submission by the unit, whichever is later.

020402. Monitoring

- A. Monitor advances per paragraph 4.5 of reference (2).

020403. 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.

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.

(a) 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.

(b) 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. End of Fiscal Year. No partial settlement can cross over fiscal years. 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.

- B. 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.

C. Exceptions to Partial Dates

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

D. 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.

020404. 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.

0205 LEAVE**020501. 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, the DO/FO is responsible for reporting the leave dates on the TAD travel claim for all 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. Effective SR 2-19, in most cases DTS leave is automatically reported, when properly indicated on a voucher. In unique cases when DTS leave is not automatically reported, the DO/FO is responsible for reporting the leave period.

C. Chargeable leave will be reported with TTC/SEQ 557/000 and leave type code of 121.

0206 REIMBURSABLES EXPENSES**020601. General**

A. Expenses not listed herein need to be referred to the Vol 9 or JTR to verify reimbursement criteria.

020602. Express Lanes

A. The JTR does not provide any guidance or authorization for the reimbursement for the use of express lanes, also known as High Occupancy Vehicle (HOV) or High Occupancy Toll (HOT) lanes. These are express travel lanes 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. HOV/HOT lanes are considered to be a personal choice and convenience vice a required expense and are not considered tolls.

020603. Airfare Cost Comparison

A. 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.

1. Example 1. Member procures their own flight from Salt Lake City to Quantico. Quantico has 2 servicing terminals. (DCA and 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. Example 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.

B. 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.

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

020604. Pet Expense/Fees

A. For PCS travel, effective 1 Jan 2024, eligible travelers may be reimbursed for Pet Expenses and Fees. This includes Final PCS for Separatees and Retirees. Utilize the correct PAA code listed for Pet Expense/Fee per par 030503 of this manual. For rates and additional guidance, refer to Chapter 5 of the JTR.

NOTE: Prior to 1 Jan 2024, eligible travelers were reimbursed for pet quarantine.

020605. Rail Comparison

A. Rail transportation will generally be applicable in certain locations such as the Northeast corridor and California areas. The AMTRAK website may be utilized to obtain the rates that are used for cost-comparison when rail transportation is available and considered advantageous to the government. AOs must ensure travelers are aware that the rates may not be retroactively query to the date of the trip and usually conducted after the trip is completed.

B. Rail transportation cost-comparison is not applicable to local travel around the PDS.

020606. ZEV Rental Cars

A. Zero Emission Vehicles (ZEV) rental vehicles should be utilized when available and equal or less than traditional rental vehicles. When creating an authorization, if the ZEV is not an available option, the traveler may choose the ZEV at the rental car location.

B. Individual membership plans for charging ZEV will not be reimbursed.

0207 TRAVEL TIME**020701. General**

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.

020702. Leave In Conjunction with TDY

A. 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 per diem 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 per diem applies.

B. To report leave taken to, from, or between TDY sites refer to Appendix A.

NOTE: TTC 521/000 was typically used to report leave type code 121 (TAD LV), however, effective SR 2-19, all approved vouchers processed by the DO/FO thru DTS with leave reported will automatically process TTC 557/000 with a leave type code 121 (TAD LV) for those leave dates and post it to the MCTFS 611 remark.

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 3 of the JTR.

D. The TDY reporting unit must account for any leave authorized by the TDY site commander.

020703. Liberty in Conjunction with TDY

A. 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 -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.

020704. 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).

020705. Departure from TDY

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).

CHAPTER 3: PERMANENT DUTY TRAVEL (PDT)

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [January 2025](#) is [archived](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
030604	Clarified various TTC descriptions	Revision	Jan 2023
030604	Clarified TTC 594 000	Revision	Feb 2023
030301	Clarified DLA	Revision	Mar 2023
030604	Updated TTC 594, 596	Revision	Apr 2023
030703	Updated Determination of Excess Cost	Revision	Apr 2023
030304	Updated Partial DLA SLOA	Revision	Jun 2023
030504	Added OCC	Revision	Jun 2023
030605	Archived Pre-Val process	Revision	Jul 2023
030604	Added Note to 594 003	Revision	Aug 2023
030604	Clarified 594 009	Revision	Aug 2023
030604	Added Note to 594 020 and 021	Revision	Dec 2023
030304	Updated Partial DLA for FY24	Revision	Dec 2023
030402	Clarified parking fees during TLE	Revision	Jan 2024
030503	Updated Pet Quarantine to Pet Expense	Revision	Jan 2024
030604	Updated various MCTFS Travel TTCs	Revision	Apr 2024
031005	Replaced JIRA request with DTMS MAN DOC	Revision	Apr 2024
030505	Updated TVI verbiage	Revision	Apr 2024
030606	Clarified applicable per diem rate requirement	Revision	Sep 2024
030501	Updated POV Passenger MALT	Update	Oct 2024
0310	Removed obsolete OTA processing procedures. Renumbered 031006 to 031002.	Update	Jan 2025
030304	Added PDLA FY 25 APPN	Addition	Jan 2025
030401	Updated TLE days according to JTR	Update	Feb 2025
030604 H	Updated TTC 595 requirements	Update	Feb 2025

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CHAPTER 3

PERMANENT DUTY TRAVEL (PDT)

0301 GENERAL PROVISIONS

A. Reference:

1. [*Joint Travel Regulations*](#)
2. [*DODI 5154.31*](#)
3. [*DODFMR Vol 4*](#)
4. [*DODFMR Vol 9 Travel Policy*](#)
5. [*MCO 4600.40B Government Travel Charge Card \(GTCC\)*](#)
6. [*MCO 4600.39 Transportation Program*](#)
7. [*MARADMIN 635/20*](#)
8. [*MARADMIN 001/16*](#)
9. [*DODI 1327.06*](#)
10. [*Personally Procured Move*](#)
11. [*MARADMIN 373/20*](#)
12. [*MARADMIN 193/21*](#)

030101. Types of Orders

- 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.

030102. Submission of Travel Claims

- A. Units are mandated to submit all travel claims via DTMS-T.
- B. Service members must utilize the Travel Voucher Interview (TVI) process in MOL for submission of eligible PCS and Separation Travel. In the event a member cannot submit a travel voucher through MOL due to system limitations, the finance office may accept emailed, mailed or DTMS initiated (from Admin RUC) travel vouchers. For additional instructions on submission of travel claim outside DTMS, contact the servicing finance office. Ref to par 030504 for travel types ineligible for TVI.

030103. Permanent Duty Travel Timelines

- A. PCS Settlements – DO/FO must process vouchers within 10 business days for claims processed in IATS and MCTFS.
- B. Separation Settlements – DO/FO must process vouchers within 10 business days for claims processed in IATS and MCTFS but cannot be paid prior to the traveler's end of active service (EAS).
- C. All Advances - All authorized travel advances must be processed within 3 business days of eligibility for payment, or submission by the unit, whichever is later.
- D. 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.
- E. Separation and Personally Procured Move (PPM) Advances – Cannot be paid more than 10 business days prior to the projected commencement date of travel or the pick-up date annotated on the DD form 2278.

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.

030104. Government Travel Charge Card (GTCC)

- A. 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.

B. 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. Per ref (11), use of the GTCC has been extended for PPMs, TEMINS, Civilian PCS and TLA.

030105. Government Provided Transportations Issued (Excluding Auto)

A. 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.

030106. Tour Conversions

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

B. 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 DoD FMR Vol 7A, Ch 26. 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) 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.

0302 ADVANCES

030201. General

A. 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 reference (8), 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.

B. All PCS & PPM advances will be paid via MCTFS. If the travel advance was paid through MCTFS, the settlement must be processed and paid through MCTFS as well. This will ensure all previous advances are reflected on the settlement voucher.

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.

030202. Required Supporting Documents

A. 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. 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.

030203. 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).

030204. Guidelines

A. 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 4 of this manual. Advances are paid via EFT.

030205. Process

A. TTC 593 002 is used to pay an advance for PCS/SEPS 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 (do not include the DLA or MALT/Per Diem in the OTHER field). An example of a precompute amount would be advance TLE. All computed advance amounts (MALT, Per Diem, OTHER and DLA) are paid at 80%. An advance PCS will not process if the detach date is greater than 14 days from the current cycle date.

Example: If you are only paying DLA, input the ZIP codes as 00000 and the mode of travel as NA.

Example for DLA Only:

TTC 593 002 ADV PCS|SDN M7000221CTBXXXX TVL B11 DLA W MODE NA OTHER
0.00 DEP ZIP 00000 ARR ZIP 00000 DET DATE 20210725 DOCID 000000000

NOTE: Only P1 and P2 are reportable for advances mileage at this time.

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. Refer to Appendix A to report TTCs.

C. TTC 593 004 used to check an advance (PCS and PPM) that has not been liquidated. An example would be an advance was issued through MCTFS but the claim was settled through IATS and the advance was not deducted on the settlement.

030206. Temporary Lodging Expense (TLE)

A. 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 fourteen 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 seven days.

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.

030207. Dislocation Allowance (DLA)

A. DLA is only payable when the member cannot receive a GTCC and specifically requests payment.

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.

0303 DISLOCATION ALLOWANCE (DLA)**030301. DLA Computation**

A. General: DLA rates are prescribed in Chapter 5 of the JTR. For TVI claims, request for reimbursement of DLA will appear as a separate expense on the "Additional DD 1351-2 Information" page.

B. A service members grade and dependency status on the permanent change of station (PCS) travel order's effective date determines the DLA rate paid.

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.

030302. Partial Dislocation Allowance (DLA)

A. Claims. Partial DLA is payable to a member who is ordered to occupy/vacate Government 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.

030303. Partial Dislocation Allowance 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.

030304. Partial DLA Appropriation

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

FY 21 SDN M7000021MD006K0

^^^017^2021^2021^^1105^000^DISB^122^D^630000^^^^2760^00008522^044320^M00027
^M70000.MS5104_PE^C21M00027630000^C21B11052760M000^122.01 Off MIL ^^2D

FY 22 SDN M7000022MD006K0

^^^017^2022^2022^^1105^000^DISB^122^D^630000^^^^0000^00008522^044320^M00027
^M70000.MS5104_PE^M40027_1001_000000_000000^22_1105_06_63000^122.01 Off MIL
^^2D

FY 23 SDN M7000023MD006K0

^^^017^2023^2023^^1105^000^DISB^122^D^630000^^^^0000^00008522^044320^M13404
^M70000.MS5104_PE^M80085_BA06_231105_OTHERP^06_630000_PARTIA^122.04
Officer^^2D

Project Number: M80085_BA06_231105_OTHERP

Task Number: 06_630000_PARTIAL_DLA

FY 24 SDN M7000024MD006K0

^^^017^2024^2024^^1105^000^DISB^122^D^630000^^^^0000^00008522^044320^M13404

^M70000.MS5104_PE^M80085_241105_BA06_OTHER^M80085_06_630000_Officer^^^2D

Project Number: M80085_241105_BA06_OTHER

Task Number: M80085_06_630000_PART_DLA

FY 25 SDN: M7000025MD006K0^^^017^2025^2025^^1105^000^DISB^122^D^630000^^^^0000^00008522^044320^M13404^
M70000.MS5104_PE^M80085_251105_BA06_OTHER^M80085_06_630000^122.04 Officer
^^^2I

Doc Ref Number/SDN: M7000025MD006K0

TTC: 2I

0304 TEMPORARY LODGING EXPENSE (TLE)**030401. TLE Allowance Determinations**

A. Time limitations: Effective 27 Nov 2024

1. CONUS: TLE reimbursement is limited to 21 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. 050601)

(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 7 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. 050601).

(b) Reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place, but not OCONUS (JTR par. 050601).

3. Extensions: TLE may be temporarily increased to up to 60 days for PCS move within the CONUS location if approved by Secretaries Concerned. Ref to JTR par 050601 for locations and computation rules.

030402. TLE Claims

A. A member must claim TLE on the DD 1351-2. A request for reimbursement of TLE will appear in the reimbursable expenses section of the 1351-2 or as a separate expense on the "Additional DD 1351-2 Information" page.

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.

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

E. Hotel parking fees incurred while in a TLE status are not reimbursable.

0305 SETTLEMENT

030501. General

A. The DD Form 1351-2 must be used to submit an individual claim for official travel. The travel package, with the supporting documentation listed below, will be forwarded to the servicing Disbursing Officer/Finance Officer (DO/FO) via DTMS for computation and settlement. A legible facsimile of a signed 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 (regardless of the amount) when requesting payment of Temporary Lodging Expense (TLE) or for employee's travel. For travel vouchers submitted through the TVI and do not have the basic orders attached, the office should attempt to retrieve the orders within DTMS/Tool prior to rejecting the claims. 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.

C. 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.

D. **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 7 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.

E. The 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.

F. 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.

G. PCS per diem is not based off duration of travel between duty stations but the ordered distance and mode of travel. Claims will not be rejected if the duration of travel is marked anything other than 'More than 24 hours.' For example: A traveler departed Quantico and arrived to Camp Lejeune by POV less than 12 hours. Traveler rates one day per diem.

H. When only one traveler on official PCS orders utilizes POV as the mode of travel, for all or a portion of that leg, the official traveler may receive MALT. In cases when more than one traveler on official orders utilizes the same POV, only one traveler may receive MALT. A passenger who is an official traveler is not entitled to MALT but may receive per diem entitlements.

030502. Supplemental Claims

A. 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.

030503. 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 Expense/Fee	074133
074154	DITY Move	074164
074201	IPCOT/COT (MBR and DEPN)	074203

030504. Object Class Codes

A. Use the below Object Class Code (OCC) when entering accounting information within IATS.

1. All Travel PCS/TAD Entitlements: 210
2. Primary/Secondary DLA: 210
3. Partial DLA: Use the OCC from the SLOA
4. PPM Settlements: 222
5. Taxes: 117

6. Travel Advance/Checkage: 117
7. Evacuation Claims: Use the OCC from the SLOA

030505. Travel Voucher Interview

A. With the implementation of the Travel Voucher Interview (TVI) process, the traveler no longer fills out a DD Form 1351-2 that was traditionally prepared at the IPAC. Instead, the traveler will answer a series of questions that will be used to create a DD Form 1351-2 within Document Tracking Management System (DTMS). The DD Form 1351-2 will contain an electronic signature that is created once the traveler has certified the TVI using his/her Marine Online (MOL) account. The TVI voucher will prepopulate information from the certified Out Bound Interview (OBI) and Inbound Interview (IBI). The OBI reflects the member's intended plan for travel and may need to be edited by the Marine to reflect actual travel and expenses incurred during their travel. To distinguish a TVI voucher from one submitted by the administrative unit in DTMS, the "Creation Method" will read as "TVI". For PCS orders, TVI will require the member to input a split disbursement amount when traveler is identified as a GTCC holder on the certified OBI. Marines that are not identified as a GTCC holder in OBI will have the option to input a split disbursement amount in TVI. For SEPS orders in TVI, Marines will not have the option to enter split disbursement. Ref to par 011201 for split disbursement procedures.

B. The DO/FO must thoroughly review the travel voucher and provide detailed comments for any travel vouchers being returned to the traveler. DO/FO's must keep in mind that the traveler does not fill out a DD Form 1351-2 and comments must not reference any blocks on the form as the traveler will not see them in the TVI. The traveler will only see comments from the DO/FO's in the "Reason for Rejection" box within their claim summary. For this reason, it is essential the DO/FO's provide the traveler with enough detailed information regarding the discrepancies that they will be able to make the proper adjustments within the TVI before recertification. Due to the limited notifications sent to travelers, when their voucher is returned, it is highly encouraged the DO/FO attempt to contact the traveler via phone call, email and/or any other means available. For DNs, refer to the **TVI Return Guide** located on the sharepoint in the [Vol 2 Policy Reference Materials](#).

C. Comments must be provided for any items not paid, reason why items were denied or any corrective action necessary for reimbursement via a supplemental claim.

D. Currently, travel vouchers that are not eligible to utilize the TVI for processing include: Accession, TEMINS, DUINS, and SkillBridge. As development continues, additional travel types will be added to the TVI.

E. Additional training information on the OBI, IBI and TVI can be found on the Knowledge Base tab of the [MISSA/MISSO](#).

0306 RESPONSIBILITIES AND DOCUMENT DISTRIBUTION**030601. Traveler**

A. The traveler must carefully review and sign the original voucher. The DD form 1351-2 must be signed with a wet signature or digital signature. If digitally signed, the voucher must be retained in the digital format to preserve the verification of the digital signature. The traveler assumes legal responsibility for the claim once he/she signs the voucher, even if he/she did not prepare the voucher.

B. Per ref (12), all Marines in receipt of PCS/PCA orders will be required to utilize the IBI and the TVI process in MOL. The self-service IBI and TVI will be implemented in multiple phases. Exceptions to the use of IBI is listed in ref (12).

030602. Commanding Officer's Responsibilities

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.

030603. DO/FO IATS Responsibilities

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 CEDMS (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: IATS 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 IATS 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.

030604. DO/FO MCTFS Responsibilities

A. Travel claims being processed within MCTFS will not require packaging/blocking within DTMS, each of these claims will be worked and routed independently. 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 Late Fee Payment 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 only when deemed necessary. If rejected to the administrative office or assigned to a preparer, the document routing will follow the behavior which currently exists.

C. The reporting options provide through the various travel TTC, traveler codes and travel mode codes for MCTFS travel are provided to enable the DO/FO to process more travel scenarios through MCTFS. The DO/FO is responsible for determining the appropriate information to encode in the transaction to meet compliance with applicable regulations and policies governing travel.

D. MCTFS travel processing is not available for any OCONUS claims (including VPC and Designated Location), TDY claims, Reserve travel greater than 30 days or second increment IADT.

E. MCTFS Errors. Errors will be processed following the guidance in the FPM Vol 1, paragraph 010201.B.

F. TTC 591 000 allows the DO/FO to communicate back to the member via the Remarks Section of the MCTFS Travel Voucher.

1. A comment must be provided for any items not paid, reasons why items were denied or any corrective action necessary for reimbursement.

2. This transaction allows up to 350 characters and spaces to be entered and populated on the voucher. Only one 591 000 can post to a travel voucher.

3. This transaction replaces the history portion of travel TTC. The history portion of TTCs 578, 593, 594, 595, 596, 598, and 599 will no longer be passed from DTMS to MCTFS.

G. TTC 594/XXX series deals with the travel itinerary, mileage, transportation and per diem. Including Reserve IADT initial (accession) travel.

1. 594 000 will be prepopulated within the DTMS online transaction link. This transaction is used to build the travel itinerary(s) and pay the authorized mileage and per diem. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing. Refer to Appendix A.

2. 594 001 Travel DOV Checkage 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.

3. 594 002 is used when a previously settled MALT PLUS 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. You will obtain the previous DOV number from the 466 Remark (TRAVEL PER DIEM 466 REMARKS). This transaction will not adjust a previously settled Commercial Transportation or Mixed Modes claim.

4. 594 003 is used when a previously settled MALT PLUS 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. You will obtain the previous DOV number from the 465 Remark (TRAVEL MALT 465 REMARKS). This transaction will not adjust a previously settled Commercial Transportation or Mixed Modes claim.

NOTE: If PO was initially reported, there is no 465 remark to modify. The original leg (or claim depending on the leg id) will need to be deleted using TTC 594 009 (or 594 001). Once deleted, the travel can be reported as P1.

5. 594 004 is used when a previously settled MALT PLUS 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. You will obtain the previous DOV number from the 466 Remark (TRAVEL PER DIEM 466 REMARKS). This transaction will not adjust a previously settled Commercial Transportation or Mixed Modes claim.

6. 594 005 is used when a previously settled MALT PLUS 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. You will obtain the previous DOV number from the 466 Remark (TRAVEL PER DIEM 466 REMARKS). This transaction will not adjust a previously settled Commercial Transportation or Mixed Modes claim.

7. 594 006 is used to report a Low Cost PCS Move (LCM). This transaction will pay mileage only. The leg for this travel should always be Z for one and only leg of travel.

8. 594 007 is used to report a leg of travel performed entirely by commercial means. Valid travel modes for this TTC are commercial plane (CP), commercial bus

(CB), commercial rail (CR), transportation provided by airplane (TP), transportation provided by bus (TB) and transportation provided by rail (TR). This transaction will compare the cost of the commercial transportation used to the constructed government cost. The actual cost is reported as the total of all commercial transportation for reported travelers, including taxi to/from the servicing terminal. If the reported mode of travel is TP, TB, or TR, then the actual and authorized cost fields will be \$0.00. If commercial transportation was purchased using GTCC (IBA), the travel mode will be reported as CP, CB, or CR and the IBA values will be reported in both the actual and authorized cost.

9. 594 008 is used to modify a previously reported leg of travel performed entirely by commercial means. When reporting this transaction ensure the encoded leg of travel matches the previously reported information on the 474 Remark (TRAVEL COMMERCIAL EXPENSE 474 REMARK). This transaction will not adjust a previously settled MALT Plus or Mixed Modes claim.

10. 594 009 is used to delete a previously reported leg of travel. You will obtain the previously reported information from the appropriate 466, 474 or 475 Remark. This transaction will not delete a previously reported "Z" travel leg. To delete a "Z" leg, use TTC 594 001. Seq 009 should not be reported on the same cycle with other transactions for the same SDN/Traveler code on the same DOC ID. If meeting those criteria, then Seq 009 must be reported by itself, and if multiple legs of travel must be deleted then each leg must be on a separate cycle by themselves.

11. 594 010 and TTC 594 011. These two transactions are used to report a claim for separations claim limited to the cheapest mode (Category II). The two transactions must be reported together and will perform a cost comparison limited to the cheapest mode and no per diem. The cost comparison will populate the 475 Remark (TRAVEL COST COMPARISON 475 REMARK). The first transaction, TTC 594 010, will contain the members actual travel information and the second transaction, TTC 594 011, will contain the information for the cost comparison. The member and dependent expense amount will be \$0.00 if the mode of travel in the first transaction is POV (P0-P3). The mode on travel for 594 011 must be CB, CP or CR and the leg of travel in both transactions must be Z for one and only leg. If servicing terminal mileage is considered as part of the cost comparison, it must be precomputed and added to the appropriate transportation cost field.

12. 594 020 and 594 021. These two transactions are used to report a leg of travel performed by mixed modes. The two transactions must be reported together and will perform a mixed modes cost comparison. The cost comparison will populate the 475 Remark (TRAVEL COST COMPARISON 475 REMARK). TTC 594 020 will be used to report the travel from the old PDS/TDY Site to the authorized location (i.e. leave site). TTC 594 021 will be used to report the travel from the authorized location to new PDS/TDY site. If the mode of travel for either transactions is POV (P0-P3) the transportation cost and servicing terminal mileage fields for that transaction will be \$0.00. The actual cost is reported as the total of all commercial transportation for reported travelers, including taxi to/from the servicing terminal.

NOTE: When reporting mixed modes, the departure and arrival dates cannot overlap between Seq 020 & 021. The traveler code and leg ID must also match, to include the arrival zip code in Seq 020 and the departure zip code in Seq 021.

13. 594 022 and 594 023. These two transactions are used to report a leg of IADT travel performed by mixed modes. The two transactions must be reported together and will perform a mixed modes comparison. The cost comparison will populate on the 475 Remark (TRAVEL COST COMPARISON 75 REMARK). TTC 594 022 will be used to report the authorized travel entitlements (GTR). TTC 594 023 will be used to report the actual travel entitlements. The Arrival date, leg id, and DTMS Doc ID in both sequences must match.

H. TTC 595/XXX deals with reimbursable expense.

1. 595 000 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. Refer to Appendix A for expense types allowed on this sequence. [This transaction may be reported with a travel transaction \(TTC 594\) or by itself after the travel entitlements have been paid.](#)

2. 595 002 is used to [delete](#) a previously paid reimbursable expense. 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. You will obtain the previous DOV number from the 467 Remark (TRAVEL MISC EXPENSE 467 REMARKS).

3. 595 004 will be used to pay servicing terminal mileage as a miscellaneous reimbursable expense. This transaction is not part of any cost comparison. If servicing terminal mileage is considered in a cost comparison using TTC 594, it should not be reported using TTC 595 004 to avoid duplication of entitlements. The only valid modes of travel for this TTC are PA or PM.

4. 595 005 will be used to modify previously reported servicing terminal mileage. Previously reported information will be obtained from the 467 Remark (TRAVEL MISC EXPENSE 467 REMARK).

I. TTC 596/XXX deals with Dislocation Allowance and Temporary Lodging Expense.

1. 596 000 is utilized for first payment of Dislocation Allowance. It can be reported with TTC 594 xxx or by itself to add DLA not previously reported.

2. 596 001 is used to change or delete DLA (with or without) that was previously paid. Example would be: Previous claim paid DLA without dependents and now reporting DLA with dependents. You will obtain the previous DOV number from the 468 Remark (TRAVEL DISLOCATION ALLOWANCE 468 REMARKS) for DLA that needs to be adjusted.

NOTE: DLA requires a computed Effective Date of Orders to process. When reporting DLA with TTC 594 xxx, the 594 transaction must be reported of leg id Z, L, or R. When reporting without TTC 594 xxx, the 462 remark on file must have an effective date of orders.

3. 596 010 is used pay or add normal Temporary Lodging Expense (TLE). It can be reported with TTC 594 xxx or by itself to add TLE not previously reported.

4. 596 011 is used to adjust or delete previously paid TLE. Obtain the previous DOV number from the 469 Remark (TRAVEL TEMP LODGING EXPENSE 469 REMARKS).

5. 596 012 is used to report TLE Extension. It can be reported by itself to add TLE Extension(s) not previously paid or it can be reported with TTC 594 xxx and 596 010. This transaction is not reportable unless all normal TLE days have been reported.

6. 596 013 is used to adjust or delete previously paid TLE extension. Obtain the previous DOV number from the 469 Remark (TRAVEL TEMP LODGING EXPENSE 469 REMARKS).

NOTE: TLE cannot be reported for travelers unless the travel itinerary has been reported for them. Example: TLE for dependents cannot be reported if there is no 462 remark with a valid dependent traveler code (B, C, or D).

J. Government Travel Charge Card TTC 598 000 will be prepopulated within the DTMS online transaction link. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing.

K. 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.

L. 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.

M. During the processing of the travel claim in MCTFS, if there is an outstanding debt on the 464 remark and a new travel transaction is reported and the Standard Document Number (SDN) is equal to the SDN on the 464 remark and the compute code is 'blank', MCTFS will 'offset' the debt on the 464 remark.

030605. Pre-Validation Process (Archived)

A. The pre-validation process within this section was sunset with the transition to DAI.

030606. PCS TEMINS En Route

A. A Memorandum of Agreement has been established between Finance Branch (RFF) and Formal Schools Training Support (FSTS) to delineate procedural responsibilities. Travel payment processing responsibilities for PCS with TEMINS will be split between FSTS and DO/FO. The TEMINS portion will be settled through Defense Travel System (DTS) by FSTS and the PCS portion will be settled by the DO/FO via IATS or MCTFS. Below are the responsibilities for both TECOM and the DO/FOs:

B. TECOM FSTS responsibilities:

1. Process settlements and requested schedule partial payments utilizing the DTS for the TEMINS portion only. Reasonable efforts should be made to ensure previous vouchers are settled prior to travelers being attached to TECOM FSTS in DTS. Once the voucher is stamped APPROVED, FSTS shall release the DTS profile.

2. Process TEMINS entitlements under applicable regulations and within current establish timelines. Reimbursement for per diem and lodging for TECOM extends from the day of reporting to the TEMINS location through the day before detaching. Special attention should be given to the first day of TAD.

Per diem plus lodging for the day of reporting is paid at 100% of the applicable per diem rate when the first day of travel is different than the reporting date to the TEMINS location. Applicable per diem rate is dependent on the TEMINS location messing requirements, i.e. if essential unit messing the applicable per diem rate would be incidentals only.

Example 1: Member detaches PDS on 7/1 and reports to TEMINS location on 7/4 via POC (375miles). Member rates 100% TAD per diem on 7/4 (paid through DTS) since member should be paid PCS per diem and transportation for 7/3 (paid through IATS/MCTFS).

Example 2: Member detaches PDS on 6/1 and reports to the TEMINS location on 6/3 via POC (325 miles). TEMINS location is Marine Security Guard (MSG) and Essential Station Messing (ESM) is applicable. In this scenario, 100% of the applicable per diem is \$5.00 for incidentals only and lodging is provided at no-cost. If there are missed meals on the report date to the TEMINS location, the traveler may claim them as appropriate on their DTS voucher for potential entitlement to PMR or CMR on the report date only. Member would be entitled to 75% per diem on 6/1 (paid through IATS/MCTFS) and \$5.00 for incidentals on 6/3 (paid in DTS)

Per diem plus lodging for the day of arrival is paid at 75% of meals and incidental expenses (M&IE) when travel and reporting occur on the same day.

Example 3: Member detaches PDS and reports to TEMINS location on same day, 8/1 via POC. Member rates 75% of TAD per diem on 8/1 (paid through DTS) and transportation (paid through IATS).

3. The TECOM funding authorization letter will be updated to make Individual travelers and gaining IPAC units aware of their responsibilities in this process.

4. Ensure proper split disbursement to government travel charge card for all TEMINS payments under current.

5. Provide responses to Document Tracking Management System (DTMS) Miscellaneous Action Notice (MAN) documents within 5 business days to the DO/FO.

6. TECOM funding is only authorized for periods during training. For travelers that are held at the TEMINS location but not undergoing training, (e.g. medical, legal) the command is responsible for funding. A separate Line of Accounting will be required on the DTS voucher for these cases.

C. Disbursing/Finance offices (DO/FO) responsibilities:

1. Process travel payments for the PCS portion and verify TEMINS payments were processed by TECOM. The PCS portion may be processed via MCTFS or IATS as applicable. In cases where the TEMINS voucher is not complete in DTS upon receipt of the PCS travel claim, but pending settlement and signed by the traveler, contact the TECOM organizational mailbox at worldwidetravel@usmc.mil or call TECOM FSTS at (703) 432-1248. If the DTS voucher is not settled after 5 business days of receiving the PCS claim, return the DD 1351-2 in DTMS. The PCS voucher should not be settled until the TAD portion is paid to avoid improper payments. For cases when the TEMINS DTS voucher has not been submitted by the traveler for settlement, the 1351-2 must be returned in DTMS.

2. Process PCS entitlements under applicable regulation.

Pay PCS per diem plus transportation for the days prior to reporting to the TEMINS site.

Example: Member detaches PDS on 4/1 and reports to TEMINS location on 4/4 via POC (375miles). Member rates PCS per diem and transportation for 4/3 (paid through IATS).

Pay PCS per diem plus transportation from the detach date of the TEMINS site through the date of reporting to the PDS.

Example: Member detaches TEMINS site on 9/1 and reports to new PDS on 9/2 via POC (450miles). Member rates PCS per diem and transportation for 9/1 and 9/2 (paid through IATS).

3. Ensure the DTS voucher cover sheet from the settled TEMINS voucher is uploaded to Document Tracking Management System (DTMS) for supporting documentation.

4. Ensure entitlements are not duplicated between TEMINS and PCS processed payments. The DO/FO must review the accuracy of entitlements for both TEMINS and PCS portions of travel, but only making payment/adjustment for the PCS portion. When any portion of the DTS voucher was paid incorrectly, route a Miscellaneous Action Notice (MAN) in DTMS to TECOM at DSSN 5191, clearly explaining the details of what is considered incorrect from the voucher and reference the DTS TANUM in-question.

5. Ensure proper split disbursement to the government travel charge card under current regulations. Any residual balance from the TEMINS period will be considered and included in the amount of split disbursement.

6. When a DTS voucher is not settled and there is a 1351-2 submitted for non-concurrent dependent travel the DO/FO will pay those entitlements due for dependent travel.

D. Administrative Units responsibilities:

1. The PCS voucher dates must start from the old permanent duty station, include the TEMINS location, and finish at the new permanent duty station. Verify that the member has processed their DTS voucher prior to submitting to the servicing DO/FO. If the DTS voucher is not settled, assist the member in completing the submission of their DTS voucher.

030607. PCS TEMINS En Route for Reservist

A. If a reserve member performed TEMINS en route during a PCS move, e.g. MROWS PCS orders, 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 IATS only, no other portion will be processed via DTS. However, DO/FO are still required to review all available systems (i. e. DTMS, CEDMS, DTS, MCTFS, etc.) to ensure accuracy of payments.

C. MROWS does not support TEMINS or DUINS. Reservist may perform PCS or TAD but not a combination.

NOTE: Active Reservist (AR) will follow the same procedures as par 030606 for PCS TEMINS en route for Active duty. For all non-AR follow par 030607.

0307 PERSONALLY PROCURED MOVEMENT**030701. Personally Procured Movement (PPM) of Household Goods Advances**

A. Advance payment is authorized for PPM of household goods for separation or retirement. For PPM under PCS orders, travelers should utilize their GTCC as directed per ref (11).

B. 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.

C. 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.

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

E. 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 14 days from the current cycle dat. This can only be reported via DTMS using a MCTFS NAVMC 11115.

F. 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.

G. 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.

H. TTC 598 002 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 settlement 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.

030702. Local PPM Settlements

A. 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 DD 2278 per ref (6). The traveler must submit the following documents for payment:

1. DD Form 2278.
2. DD Form 1351-2.
3. PPM Checklist and Expense Certification
4. Copies of all applicable orders, statements, power of attorney, or written authorization.
5. Weight tickets and appropriate receipts.

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

1. Review certified DD 2278 and all pertinent supporting documentation for accuracy. If any errors in the amounts are found, return the DD 2278 to DMO for correction.
2. Process payments via IATS for the amount certified on the DD 2278 by the DMO. DO/FO must process the DD 2278 within 10 business days from the date it was submitted.
3. IATS computes the payment based on the estimated weight, the actual weight, and the operating expenses as entered from the DD 2278. 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 IATS 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 DD 2278 to the DMO for

correction. If it is determined that IATS 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 ref (6).

C. 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 IATS for the amount certified on the DD 2278 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.

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

Commanding Officer, Marine Corps Logistics Base
ATTN: Code 470
814 Radford Blvd, Suite 20318
Albany GA 31704-1128

NOTE: Refer to DODFMR, Volume 9, Chapter 6 for more detailed information on required documentation. For all Personally Procured HHG moves any additional expenses included during the move must be validated.

E. 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.

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

G. 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.

H. 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.

I. 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.

J. To adjust a PPM settlement previously paid via MCTFS, the appropriate paying office will report TTC 578 003. Enter the DOV number from the original settlement (original DOV number is located on the PERSONALLY PROCURED MOVE 471 Remark) along with the move date, weights and move number. Enter the full expense amount along with the full Government Constructed Cost (NOT the difference of what was previously reported). This transaction will adjust the taxable income that was previously reported.

K. To adjust a Storage settlement previously paid via MCTFS, the appropriate paying office will report TTC 578 004. Enter the DOV number from the original settlement (original DOV number is located on the PERSONAL STORAGE REIMBURSEMENT 472 Remark) along with the storage type and dates. Enter the full reimbursable expense amount (NOT the difference of what was previously reported). MCTFS will determine the difference in what was originally reported and what was reported with the new transaction. MCTFS will either generate an additional payment or a debit for the overpayment based on the reported information.

L. To pay an Actual Expense (or CFR) the appropriate paying office will report TTC 578 005 via MCTFS. This transaction is used when HQMC approves an actual expense PPM or when the actual expenses are equal to or exceed the government constructed cost/incentive amount. Since this transaction is for actual expenses, there will not be any taxable income reported. This transaction will also deduct any advance that was paid for the PPM move.

M. To adjust a previously reported Actual Expense (or CFR) settlement paid via MCTFS, the appropriate paying office will report TTC 578 006. Enter the DOV number from the original settlement (original DOV number is located on the PERSONALLY PROCURED MOVE 471 Remark) along with the move date, weights and move number. Enter the full expense amount (NOT the difference of what was previously reported). MCTFS will determine the difference in what was originally reported and what was reported with the new transaction. MCTFS will either generate an additional payment or a debit for the overpayment based on the reported information.

030703. Determination of Excess Cost

A. Marine Corps Logistics Base (MCLB), Albany Procedures. Determine when the cost of shipping a Marine's Household Goods move exceeds the Marine's authorized allowances.

1. Process and compute the authorized weight allowance to determine the excess cost for the HHG package.
2. Create and certify a Debt Notification Letter (DNL) within DTMS. The HHG voucher with the LOA must be attached to the DNL. The DNL and supporting documents will be mailed to the member. (Ref to Vol 1 par 120202 for DNL procedures).
3. Physically mail the DNL via the USPS to the member and track it for 30 days. If a cash collection voucher (CV) has not been processed and attached to the DNL within 30 days, create and forward a Pay Adjustment Authorization DD 139 in DTMS to D0003. Associate the corresponding DNL to the DD 139.
4. For Separation and Retirement packages, DFAS-IN will process the out of service debt. (Refer to paragraph 040602 E. for submission procedures).

B. DO/FO Procedures

1. In the event a member remits payment for an excess cost HHG voucher, process a collection using the LOA provided in the HHG voucher attached to the DNL in DTMS.

2. Attach a copy of the CV to the DNL.

C. DFAS-CLE Procedures

1. Upon receipt of a DD139 for an HHG checkage, report TTC 693/003 with applicable 5-digit pay codes.
2. Once the checkage has posted, process an SF 1080 by charging the proper MilPay LOA and credit the HHG LOA provided on the DD 139.

0308 CIVILIAN PCS

030801. Policy

- A. Effective 1 January, 2016, all 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. Refer to MARADMIN 651/15 for details. 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.

0309 ELAPSED TIME**030901. 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 report to the TDY location is considered the first day of temporary duty.
3. Joins in a temporary duty status and is reassigned on PCS orders and remains with the same reporting unit.

B. Date of Detachment

1. 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 select the new detach date. For elapsed time purposed, the new detached date is a day of duty.

C. Effective Date of Orders

1. 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. For members being separated or retired, the last day of active duty is the effective date of orders. 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.

D. Proceed Time

1. 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. The following personnel are authorized 4 days of proceed time when entitled to transportation of dependents and/or household goods under the following conditions:

a. When being reassigned to or from a dependent restricted and /or an “all other” overseas tour. An “all-others” overseas tour is also known as an unaccompanied tour.

b. When the member’s ship of assignment is changing its homeport.

2. 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. 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. 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:

a. Incident to the member's first permanent duty station.

b. When the reassignment is between two stations located within close proximity or between two ships with the same homeport.

c. Incident to separations, release from active duty or retirement.

d. When orders require reporting within 4 days of departure from last duty station.

e. Hawaii and Alaska are not considered Foreign OCONUS and members assigned to these areas will not be entitled to proceed.

E. Commanding Officer’s Responsibilities when a member performs TDY for 45 days or more or is separated while in a TDY Site.

1. TDY for 45 Days or More. The commanding officer must prepare a NAVMC 11108 (Memorandum Endorsement) and forward it to the DO/FO in order to account for elapsed time. The CO or designated representative must sign the NAVMC 11108 as certification. Forward the original copy to the DO/FO.

2. Separated from Active duty. Ensure that any outstanding claims are settled before the member is separated from active duty.

F. DO/FO Responsibilities when a member performs TDY for 45 days or more. 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.) Complete part II of the NAVMC 11108. Report the elapsed time. Use the disbursing diary statement TTC 520 or 521. Retain a copy of the NAVMC 11108 with the FO/DO's retains of the disbursing diary.

G. Commanding Officer’s Responsibilities when a member performs TDY in an IADT Status. 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. Ensure that the member completes and signs part I of the NAVMC 11108 (Memorandum Endorsement). The commanding officer or designated representative must also sign the NAVMC 11108 to certify it. Forward a copy of the NAVMC 11108 and one copy of the orders and endorsements to the DO/FO.

H. DO/FO Responsibilities when a member performs TDY in an IADT status. Compute the TDY leave between the dates the member detached recruit training and the date the member joined the School of Infantry. Report the TDY leave in accordance with the procedures outlined in Chapter 2. Retain a copy of the NAVMC 11108 with the DO/FO who retains the disbursing diary. 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.

I. For Marine that fail to report see FPM Vol 1 - Pay Ch 17 par 170102.

J. For Marine that fail to submit travel claims see FPM Vol 1- Pay Ch 17 par 170101.

030902. Official Distance and Authorized Travel Time

A. See JTR Ch 2 and 5 for official distance and authorized travel time.

030903. Elapsed Time Computation

A. See JTR Ch 2, 3 and 5 for computing elapsed time.

B. 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)

C. 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.

D. For Elapsed Time examples, refer to Appendix H of this manual.

030904. Elapsed Time Diaries

A. MCTFS Settled Vouchers. PCS travel vouchers settled by MCTFS will have the elapsed time automatically reported for travel claims with a Leg ID of Z. MCTFS will not automatically report the elapsed time for travel claims involving multiple legs of travel. 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. Detaching and reporting dates are obtained from the 462 Remark and the authorized travel days are obtained from the 466 Remark. 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.

NOTE: A D04 entry may still appear even if manually reporting TTC 557 with the delay leave type code (120).

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.

C. Reporting requirements and procedures on ET on Disbursing Diary.

Diary Statement

TTC/SEQ 520/000

STRT|PCS- (1) (2) (3) (3) | (4)

(1) Date of detachment

(2) Elapsed time code and number of days

(3) Subsequent codes and days

(4) Eight-digit date joined (This is the day after the day the member reported for duty)

(1) Elapsed Time Codes (2-digit type & 2-digit number of days). The codes in each leg of travel must be reported in the sequence in which they actually occurred (e.g., PR04, DE07, SK03, DE10, TR02, etc.).

<u>Purpose</u>	<u>Code</u>	<u>Notes</u>
Proceed	PR	Can only report one PR period per elapsed time
Delay	DE	
Respite	RA	
Absence		
Travel	TR	
Sick in hospital	SK	

TAD	TD	The day a member reports to a TDY station en route PCS is a day of duty. If the member reports to the TDY station on the same day as detached from the PDS, the following day is considered the first day of temporary duty when preparing this statement. If a member is performing TDY for 45 days or more en route PCS, report 1 day of TDY (TD01) immediately before entering the effective time and date
Awaiting Transportation	AT	Includes the number of days awaiting onward transportation and the days transoceanic travel is performed
Graduation Leave	GL	GL and PR cannot be used in the same entry. GL may not exceed 30 days

(a) Prior to reporting RA, review the 'Respite Absence Hold Quantity' field in the 'TOUR' remark to verify the number of days that can be reported in the elapsed time. (The RA should also be annotated in the Marine's PCSO.)

(b) Once TTC 520 has been reported, all unused RA will automatically be moved to the 'Respite Absence Forfeit Quantity' field in the 'TOUR' remark. This will generate an HC advisory. When the 'HC' advisory is received 'DO/FO COORDINATE WITH THE UNIT TO DETERMINE RESPITE ABSENCE USAGE INCONJ WITH PCS', the DO/FO should validate the RA days reported by TTC 520. This can be done by comparing the RA days reported, to the Respite Absence page of the TOUR remark. If the RA days are correct, no additional action is required. If incorrect RA days or no RA days have been reported, a TTC 520 CORR/STRT can be reported to adjust the RA days.

(c) If the Respite Absence (RA) Days on the Marine's PCSO are not supported by the 'Respite Absence Hold Quantity' field on the TOUR screen, an 'HK' error is generated. When the 'HK' error is received 'REPORTED RESPITE ABSENCE EXCEEDS DAYS AVAILABLE. RESEARCH AND RE-REPORT AS REQUIRED.', the DO/FO should validate the RA days reported. If the incorrect RA days were reported and the TOUR remark supports the correct number of days, report the TTC 520 CORR/STRT using the correct RA days. If the correct RA days were reported or the TOUR remark does not support the RA days, the DO/FO shall report a TTC 520 similar to a Worst Case Scenario (WCS) charging the RA time as Delay.

(d) Once TTC 520 has posted, the DO/FO will generate a MANDOC in DTMS to the supporting PAC office asking for the correct RA balance to be restored to the 'Respite Absence Forfeit Quantity' field on the TOUR screen. Currently this can only be done by MISSA. Once this is accomplished, a TTC 520 CORR/STRT can be reported with the correct RA/DE days to credit back any applicable leave days.

(2) Statement Exceeds Six Codes. The diary statement may require more than six codes. When this occurs, put the seventh and subsequent codes in a second entry. The following rules apply:

(a) The 'date of detachment' on the second entry must be the day before the joining date on the first entry.

STRT|PCS- YYYY0619 PR04 DE15 TR03 TD10 DE04 SK10 |YYYY0805

STRT|PCS-YYYY0804 DE10 TR04 AT04-|YYYY0824

(3) Number Of Days (For One Code) Exceeds 99. If the number of days for one of the codes is more than 99, use the same code again to account for the remaining days. Do not use another line unless the first one exceeds six codes. For example, to report sick (hosp) of 105 days: SK99 SK06.

0310 OUSTANDING TRAVEL ADVANCES

031001. 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 the accounting system. OTAs identify SDNs that are out of balance within DAI, usually in an unliquidated status (ULO).

031002. Outstanding MCTFS Advances (PCS/PPM)

A. Advances paid through the MCTFS Travel Process will post on the 461 remark in MCTFS. When an unliquidated MCTFS advance has aged 120 days, it will create an inconsistent condition code D08 on the ICR. The D08 entry will populate on the report every day until a settlement DOV and date is posted to the 461 remark.

B. Outstanding MCTFS advance identified by D08 on the ICR require thorough research of MCTFS, DTMS, and IATS to determine appropriate corrective action. Refer to Financial Policy Manual Volume 1 Pay Policies Appendix F for instructions to complete the ICR.

C. Create DTMS Document NAVMC 11115. Report TTC 593 004 to check an unliquidated PCS or PPM advance.

0311 LATE FEE PAYMENT

031101. General

A. The Late Fee Payment requires federal agencies to process timely payments and to pay interest when payments are made late, this includes travel payments. This fee is computed like Prompt Payment Act interest rate. DO/FOs must ensure that the late fee payment function is operational in IATS through the system maintenance module.

031102. Late Fee Payment 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, IATS) were functional in order to block the travel claim in IATS.

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.

4. For TAD vouchers, the late payment fee is to be charged to the line of accounting provided on the orders. For PCS vouchers, the late payment fee is to be charged to the member's Per Diem PAA, see 030503.

031103. 1099-INT Report Process

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. 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. The DO/FO keep required retains in accordance with the DODFMR Vol. 5. The 1099-INT will not be produced for interest payments of less than \$10.00.

CHAPTER 4: SEPARATIONS

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [July 2022](#) is [***archived***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Updated formatting to comply with current administrative instructions	Revision	Nov 2020
040206	Format	Revision	Jan 2021
040301	Separation Timeline	Revision	Jan 2021
040303	Updated APSM to FPM Vol 1 - Pay	Revision	Feb 2021
040206	Updated Seps Adv from 100 to 80 percent	Revision	Aug 2021
Ch 4	Listed all travel TTCs in App A	Revision	Sep 2021
040204	Included OBI process	Revision	Dec 2021
040602	Updated Overpayment Notification Procedures	Revision	Feb 2022
040303 C	Updated MCTFS Procedure	Revision	Apr 2022
040303 D	Updated Per Diem and Travel Allowance	Revision	Apr 2022
040401	Updated retiree travel submission from one to three years	Revision	Jul 2022
040103	Updated Cat II	Revision	Aug 2022

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CHAPTER 4

SEPARATIONS

0401 GENERAL PROVISIONS

040101. Policy

A. References

1. [Joint Federal Regulation](#)
2. [Separation and Retirement Manual](#)
3. [MarAdmin 307/16](#)

B. 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 a member's Home of Selection (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.

C. 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.

040102. Category I

A. Definition. Category I members are separated honorably 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)

B. Entitlement

1. 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).

2. 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).

3. 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).

040103. Category II

A. Definition. Category II members are separated under the following conditions:

1. Completed less than 90 percent of the initial active duty enlistment or other initial service commitment.

2. Discharged under other than honorable conditions.

B. Entitlement for 90 percent or less

1. Service member. Transportation is provided 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). Per diem is not payable. When transportation is not provided, the cost of transportation from the place of separation to the place to which the separatee 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. Dependents. Travel allowances for family members of a member who has completed less than 90 percent of his initial contract are limited to the same amounts and conditions as the member. Per Diem is not payable.

C. Entitlement for Other than Honorable Conditions

1. Service member. Transportation is provided 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). Per diem is not payable. When transportation is not provided refer to Table 5-31 of ref (1).

2. Dependents. Travel allowances for family members of a member are authorized standard PCS travel and transportation allowance. When the family member travels by POC, the discharged member is not an authorized traveler.

040104. Category III

A. Definition. Category III members are separated under the following conditions:

1. Retired.
2. Transferred to the FMCR.
3. Placed on the TDRL/PDRL.

B. Entitlement

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.

0402 ADVANCES**040201. Policy**

A. 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. Examples of extenuating circumstances may be:

1. A Marine who has become a victim of identity fraud less than a week before departing on terminal leave.

2. Bankruptcy or other situations creating financial hardship if no advance is provided to the Marine.

B. Advances will not be paid any earlier than 10 days prior to the estimated date of departure.

040202. PPM

- A. Refer to paragraph 030701.

040203. Permissive Travel (PTAD)/Terminal Leave Awaiting Separation (LWAS)

A. Advances 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.

040204. Authority for Family Member Travel/Shipment of Household Goods Prior to the Member's Separation Date

A. Marines separating or retired are required to utilize the Out Bound Interview (OBI) process within MOL per ref (3). 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, the member may request the SDN/LOA from the DMO endorsement using the OBI process. Exceptions to this process is covered in ref (3). In cases when the DMO endorsement cannot be produced, 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.

040205. Commanders and Administrative Units Responsibilities

- A. Ensure the advance request includes the following items:
1. Commander's extenuating circumstances approval letter
 2. Completed NAVMC 11115.
 3. Signed Statement of Understanding (SOU). The mandatory SOU required for all separation advances is found in Appendix B.
 4. 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.
 5. Submit advance requests to the DO/FO no earlier than 10 days prior to the estimated departure date.

040206. Disbursing/Finance Office Responsibilities

A. 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 all required documentation per paragraph 040205 has been provided.
- C. Pay 80 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. Refer to section 0404.
- E. Issue an advance according to what the member has elected and the limitations contained in this chapter. 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 settlement 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).

040207. Coordination with Transition Assistance Program Offices

- A. Coordination must be made with the transition assistance program office so they can update their briefing materials when changes to separations policy and procedures are made.

0403 SETTLEMENT

040301. Policy

- A. Refer to par 030103 E. of this manual for settlement timelines.

040302. WINATS Procedures

- 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. 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 IATS 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.

- C. The DO/FO must process and compute the claim utilizing IATS.

040303. MCTFS Procedures

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. 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. MMPA indebtedness. With the processing of any MCTFS travel settlement, if the MMPA has a negative carried forward amount:

1. Travel funds will automatically be used to offset all or a portion of the indebtedness, and

2. Any residual travel funds remaining after the offset will automatically be paid to the member.

3. Even if there are no residual funds, an advisory transaction (ADF) (AA, TRAVEL FUNDS ADJUSTED TO OFFSET PAY ACCOUNT DEBT) will be generated to the DO/FO along with a message displayed on the travel settlement voucher. The DO/FO will ensure all funds have been properly applied to offset a member's debt, note in the Diary Feedback Module which debt the travel funds were applied and (if any) what action was taken.

D. DTMS Transactions. Once MCTFS has computed the travel settlement, the appropriate transactions will be pre-staged in DTMS.

1. Per Diem and Travel Allowances. TTC/SEQ 0594/000 will be prepopulated within the DTMS online transaction link for Category I and Category III separations. Category II separations will be processed using TTC/SEQ 0594/010 and 0594/011. Refer to Appendix A, Type Transaction Codes (TTC) and Sequences (SEQ), for the transaction layout.

2. Miscellaneous Expenses. TTC/SEQ 0595/000 will be utilized for any authorized miscellaneous expenses incurred and claimed by the member. Refer to Appendix A, Type Transaction Codes (TTC) and Sequences (SEQ), for the transaction layout.

3. Deletion of entire settlement. In the rare case that an entire travel settlement needs to be backed out, submit a MAN Document to RFF-KCI, D0018. Ensure to provide sufficient justification as to why the settlement needs to be backed out. RFF-KCI will report TTC/SEQ 0594/001. This transaction will back out the entire travel settlement for the specified voucher number and will post a debt to the MMPA.

E. 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.

F. 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.

0404 SUSPENSE FILES

040401. Suspense File General

A. The DO/FO must maintain a suspense file for each member who was issued a travel advance for separation or retirement. The suspense file may be maintained electronically or via hardcopy files.

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

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

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

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

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

040402. Clearing Suspense Files

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 and 7 of this manual to clear the obligation. 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 5 of this manual for the reserve debt process.

0405 RESPONSIBILITIES**040501. Member's Responsibility**

A. 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).

040502. Commanding Officer's Responsibility

A. 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.

040503. DO/FO Responsibilities:

A. 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.

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

2. 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).

0406 DEBT NOTIFICATION AND OFFSET

040601. Debt Offset 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.

040602. Overpayment Notification Procedures

A. 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.

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

C. When entering the appropriation data into IATS 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 Vol 3 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 IATS will process the claim as a "none" voucher.

D. 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.

E. If the MMPA record is no longer resident in MCTFS, submit package to DFAS-IN for processing. The new process no longer requires the IATS cover sheet or the DD Form 139. Do not submit packages to DFAS-IN via physical mail.

1. Package must contain the required information (Full SSN, TANUM or order number, and debt history to include date of original debt, amount of original debt, date due process was conducted, and the LOA used) be annotated onto the INL.

2. Use below link for processing debts via DFAS-IN: [AskDFAS](#) Use the **Out-of-Service Base Level Debt Submissions Customer Service Guide** located in the **Policy Reference Material Vol 2** and properly fill out the required information fields.

040603. 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 FPM Vol 1 - Pay for due process procedures.

0407 RESPONDING TO DFAS DEBT PROTEST

040701. 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 5: RESERVE COMPONENT**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [October 2024](#) is [archived](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Updated formatting to comply with current administrative instructions	Revision	Nov 2020
050105	Updated APSM to FPM Vol 1 - Pay	Revision	Feb 2021
050106	Updated Processing Reserve Travel Claims	Revision	Feb 2021
050201	Reserve Allowance AT	Revision	Apr 2021
050105	Updated procedures for Reserve Comp Debt	Revision	Jul 2021
050106	Moved Reserve Travel TTCs from Ch 3	Revision	Jul 2022
050106	Added Note to TTC 599 003	Revision	Feb 2023
050106 G	Added MROWS modification	Revision	Jun 2023
050106 I	Added clarification	Revision	Jun 2023
050106 I	Clarified 595 001	Revision	Aug 2023
050203	Updated Missed Meals	Revision	Aug 2023
050201 F	Removed Rental Car verbiage from AT	Revision	Sep 2023
050106 I	Added Note for TTC 599 000	Revision	Oct 2023
050106 I	Updated various MCTFS Travel TTCs	Revision	Apr 2024
050106	Updated requirements for TTC 599	Revision	Oct 2024
050106 I	Updated requirements for TTC 595	Update	Feb 2025

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CHAPTER 5

RESERVE COMPONENT**0501 GENERAL PROVISIONS****050101. General**

A. Reference:

1. [37 USC 402](#)
2. [DODD 1418.05](#)
3. [DODI 1225.9](#)
4. [DODFMR Vol 7A Military Pay Policy](#)
5. [DODFMR Vol 9 Travel Policy](#)
6. [44 COMP GEN 615](#)
7. [Joint Travel Regulations Chapter 3](#)
8. [MARADMIN 489/14](#)
9. [MARADMIN 651/17](#)
10. [MCO 1001.R.1](#)

B. 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.

050102. 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.

050103. DO/FO Responsibilities

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

050104. 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.

050105. Processing Reserve Component Debt

A. TTC 542/001 and 590/000 are reported and post a checkage of an overpaid travel entitlement/check and outstanding travel advance. If the checkage period is not during an active duty pay period, report TTC 590. Ensure the effective date of the transaction is the last day of the member's orders. This should prevent the transaction from failing since the date of the TTC does not match the reserve period of duty.

B. Report the below procedures for corrections:

If TTC 542/001 was erroneously reported prior to July 2021 and posted to member's incorrect pay account, report the following:

1. Delete TTC 542/001
2. Create a SF 1081
3. Report TTC 590/00

If transactions were reported after July 2021, TTC 542/001 will fail with error message "ED of TTC does not match period of RES", report the following:

1. Create a SF 1081
2. Report TTC 590/00

050106. Processing Reserve Travel Claims

A. Effective 7 May 2018, specific Reserve Component order types began settling travel via DTS. Marine Resource Order Writing Service (MROWS) identifies specific “order types” and “sub-types” that will have travel and voucher submissions executed via DTS:

1. ADOS RC
2. ADOS AC
3. School/PME
4. IMA AT
5. Activation Orders (effective 2 Sep 2020)
 - (a) ADOS Contingency (ADOS CO) - USC 10, Sec 12301(d)
 - (b) Partial mobilization- USC 10, Section 12302
 - (c) Presidential Recall – USC 10, Section 12304
 - (d) Preplanned Mission ISO Combatant Commanders – USC

10, Section 12304b

B. In the event an MROWS Orders type identified above is issued with any of the below factors identified, the orders will be disqualified from using DTS and shall be settled by a DD Form 1351-2 submitted via DTMS and settled through IATS or MCTFS (if applicable):

1. Group Travel
2. Field Duty in conjunction with orders
3. Drills in conjunction with Active Duty
4. PCS orders
5. Confirmation orders
6. Other Funded orders
7. Orders not authorized per diem & travel
8. IRR population
9. Order modifications from Non-DTS enabled order type/situation to a DTS-enabled order type/situation

C. All DTS authorizations submitted under the Reserve Component DTS profile (9-digit SSN followed by "R") will have a copy of the MROWS Cover sheet and Orders attached to the authorization.

D. Reserve members issued PCS MROWS orders will settle their PCS by completing a DD Form 1351-2 submitted via DTMS and settled through IATS. Any periods of TAD completed throughout the duration of these orders will be executed via the DTS by using the Marine's Active Duty DTS Profile (a nine digit SSN instead of the ten digit SSN ending with an "R").

E. Reserve members executing MROWS orders that are not DTS eligible that must execute a period of concurrent TAD:

1. Require the modification of the originally issued MROWS orders to add a "For Further Assignment" for the period of concurrent TAD, or

2. Receive a DD form 1610, citing the appropriation data from the MROWS orders. These claims will be settled by completing a DD Form 1351-2, submitted via DTMS, and settled through IATS.

3. Any period of concurrent TAD authorizing "dual lodging" require the modification of the MROWS orders IOT authorize the period of dual lodging.

F. All claims settled in IATS must include the required supporting documentation mandated by the JTR and/or this manual.

G. Although the MCTFS 861 Remark can be used to validate a period of duty, there are occasions in which the remark is not updated with a modification of MROWS orders. One example is a modification due to commuting distance from Primary Residence Address (PRA) to place of duty.

H. 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.

I. Reserve travel claims for mileage only, mileage with first and last day per diem and incidental expenses commercial meals and or GMR with or without lodging and rental car for duty performed at the HTC only can be processed via MCTFS. If the DO/FO receives an IATS voucher for Reserve travel with the above entitlements, they can process it via MCTFS and are not required to validate the GTCC balance for these specific claims.

TTC 591 000 allows the DO/FO to communicate back to the member via the Remarks Section of the MCTFS Travel Voucher. A comment must be provided for any items not paid, reasons why items were denied or any corrective action necessary for reimbursement. This transaction allows up to 350 characters and spaces to be entered and populated on the voucher. Only one 591 000 can post to a travel voucher. This transaction replaces the history portion of travel TTC which will no longer be passed from DTMS to MCTFS.

TTC 595 001 will be utilized for any authorized miscellaneous expense incurred and claimed by the member on a reserve mileage claim. Once the TTC/SEQ is certified, it will be transmitted to MCTFS for processing. Refer to Appendix A for expense types allowed on this sequence. [It is a credit only transaction.](#)

TTC 595 001 is also used to pay a claim requesting reimbursement for taxi to/from the HTC vice POV, and when tolls, parking or ferry expenses are incurred with POV travel.

TTC 595 003 is used to [delete](#) a previously paid reimbursable expense (using TTC 595 001) for a reserve mileage claim. You will obtain the previous DOV number from the 467 Remark (TRAVEL MISC EXPENSE 467 REMARKS).

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

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 an amount in the AUTH MILES field.

MCTFS does NOT validate the ZIP codes.

If the DO/FO receives a Reserve Mileage claim with POV limited to the GTR cost it can be processed via MCTFS using TTC 595 001 Reserve Travel Miscellaneous Expense. The comparison needs to be done outside of MCTFS and attached in DTMS. MCTFS does not compare the POV miles to the GTR cost.

Note: When processing a reserve travel claim with multiple mileage claims that occur on the same date (I.E. LOD Travel) mileage must be added together as one TTC 599 000 transaction to prevent failure.

TTC 599 001 is used to adjust the previously reported mileage effective date. This transaction will update the effective date of the mileage paid on a previously reported claim. You will obtain the previously reported DOV number from the 485 remark.

TTC 599 002 is used to adjust the previously reported number of miles paid. You will obtain the previously reported DOV number from the 485 remark.

TTC 599 003 is used to adjust the previously reported mode of travel. You will obtain the previously reported DOV number from the 485 remark.

Note: Reporting this transaction will delete both to and from mileage on the 485 remark. If only reporting this transaction to remove one mileage transaction, you will need to report TTC 599

000 again to only credit back the one day of mileage after TTC 599 003 has processed. If checking mileage to pay airfare, TTC 595 003 may be reported on the same cycle.

TTC 599 004 is used to pay the first day of Per Diem (lodging and meals). This transaction will pay 75% of the M&IE rate for the reported ZIP code and actual lodging limited to the locality rate. This transaction will populate an “F” to the day type on the 486 Remark (RESERVE TRAVEL PER DIEM 486 REMARK).

TTC 599 005 is used to modify or delete the first day of Per Diem previously paid. You will obtain the previously reported DOV number from the 486 remark.

TTC 599 006 is used to pay the last day of Per Diem (meals only). This transaction will pay 75% of the M&IE rate for the reported ZIP code. This transaction will populate an “L” to the day type on the 486 Remark (RESERVE TRAVEL PER DIEM 486 REMARK).

TTC 599 007 is used to modify or delete the last day of Per Diem (meals only) previously paid. You will obtain the previously reported DOV number from the 486 remark.

TTC 599 008 is used to report CONUS incidental expense. This transaction will pay the current CONUS incidental expense rate for a reported period of 30 days or less. This transaction will populate an “I” to the day type on the 486 Remark (RESERVE TRAVEL PER DIEM 486 REMARK).

TTC 599 009 is used to credit or delete previously paid CONUS incidental expenses. You will obtain the previously reported DOV number from the 486 Remarks. If adjusting the dates on a previously reported Incidental Expense, you will need to report a delete for the previously reported dates, then a credit for the correct period.

TTC 599 010 is used to report CONUS commercial meals (CMR) with or without lodging. This transaction will pay 100% of the locality M&IE rate for the reported zip code and actual lodging limited to the locality rate for a period of 30 days or less. This transaction will populate a “C” to the day type on the 486 Remark (RESERVE TRAVEL PER DIEM 486 REMARK).

TTC 599 011 is used to modify or delete previously paid CONUS commercial meals and lodging (CMR). You will obtain the DOV number from the 486 Remark. Reminder, the only items that can be changed with a CHANGE purpose code is the lodging amount or the ZIP code. If the dates need to be changed, you must report a DELETE and then report the appropriate 599 010 transaction with the correct information.

TTC 599 012 is used to report CONUS government meals (GMR) with or without lodging. This transaction will pay 100% of the locality M&IE rate for the reported zip code and actual lodging limited to the locality rate for a period of 30 days or less. This transaction will populate a “G” to the day type on the 486 Remark (RESERVE TRAVEL PER DIEM 486 REMARK).

TTC 599 013 is used to modify or delete previously paid CONUS government meals and lodging (GMR). You will obtain the DOV number from the 486 Remark. Reminder, the only items that can be changed with a CHANGE purpose code is the lodging amount or the ZIP code. If the dates need to be changed, you must report a DELETE and then report the appropriate 599 012 transaction with the correct information.

J. Reserve Initial Active Duty for Training (IADT) claims, first increment only, may be processed through MCTFS using TTC 0594 Sequences 001, 003, 007, 008, 009, 022 and 023 and TTC 0595 Sequences 000, 002, and 004. Dependent travel, DLA, and TLE are not reportable for IADT claims. Refer to Chapter 3 paragraph 030604 and Appendix A for more information.

050107. Types of Orders

A. 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).

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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).

H. 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.

I. 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.

0502 RESERVE TRAVEL AND TRANSPORTATION ALLOWANCES

050201. Reserve Allowances

A. 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)

B. 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. 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 ref (7).

3. For AD orders issued for more than 180 days, see ref (7).

C. 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.

D. 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.

E. 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.

F. 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.

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.

(j) When AT is performed away from the HTC and all meals are provided at no cost, then incidental expense (IE) is authorized. The endorsement must include specify if field duty is performed.

(k) 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.

H. 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.

050202. Lodging For Reserve Members While Performing Inactive Duty Training (IDT) At Their Home Training Center (HTC) or Individual Mobilization Augmentee (IMA) Assigned Location

A. 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.

B. 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 lodging 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.

C. 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.

D. 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.

E. 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.

050203. Meals For Reserve Members While Performing Inactive Duty Training (IDT) At Their Home Training Center (HTC) Or Individual Mobilization Augmentee (IMA) Assigned Location

A. 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.

B. 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).

C. Administrative action. Commanding officers or IMA operational sponsors can report the necessary missed meal adjustments. In cases when the CO cannot report, 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 YYYYMMDD to YYYYMMDD

___ Breakfast meals, ___ Lunch meals, and ___ Dinner meals

D. DO/FO action. The DO/FO is not to take any action to report missed meals unless requested to do so by the CO and only in the event that the CO cannot report the necessary adjustment. 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

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [April 2024](#) is [archived](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Updated formatting to comply with current administrative instructions	Revision	Nov 2020
060103	Updated APSM to FPM Vol 1 - Pay	Revision	Feb 2021
060903	Updated Witness Fees procedures	Revision	Apr 2021
061201	Added ref and updated note for Evac	Revision	Apr 2021
Ch 6	Added JTR reference	Revision	May 2021
Ch 6	Updated Family member with Designated Individual	Revision	May 2021
Ch 6	Updated formatting and references	Revision	Oct 2021
060903	Updated retiree travel submission from one to three years	Revision	Jul 2022
0602	Updated UDP Rates	Revision	Sep 2022
060212	Added Reporting Deployed Per Diem	Revision	Sep 2022
060201	Updated UDP Authorization	Revision	Oct 2022
060211	Updated UDP Table with effective dates	Revision	Oct 2022
0613	Updated Evacuation process	Revision	Oct 2022
061003	Updated Witness Fees	Revision	Dec 2022
0608	Updated Deceased Unsettled Travel Claim	Revision	Mar 2023
061306	Updated Submission of Evacuation Claims for DTMS profiles	Revision	Apr 2023
0604	Updated verbiage for mental health	Revision	Jun 2023
060203	Updated missed meals	Revision	Aug 2023
061503	Updated Sponsorship Claims	Revision	Oct 2023
061502	Updated In and Around Mileage	Revision	Dec 2023
061502	Added Note to In and Around Mileage	Revision	Apr 2024
0613	Update to Evacuation Claim Process	Revision	Jul 2024
061306	Update Submission of Evacuation Claims for DTMS	Revision	Oct 2024

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CHAPTER 6

SPECIAL CATEGORY TRAVELERS**0601 GENERAL PROVISIONS****060101. General****A. Reference:**

1. [*Joint Travel Regulations*](#)
2. [*DODFMR Vol 7A Military Pay Policy*](#)
3. [*DODFMR Vol 9 Travel Policy*](#)
4. [*MCO P3000.15B Manpower Unit Deployed Program SOP*](#)
5. [*Joint Security Cooperation Education and Training*](#)
6. [*MCO 4600.39*](#)
7. [*32 CFR*](#)
8. [*28 US Code*](#)
9. [*DODI 1400.25 Vol 1405*](#)

0602 UNIT DEPLOYMENT PROGRAM (UDP)**060201. Authorization**

A. Deployment per diem is paid to units conducting operational deployments OCONUS away from the units Permanent Duty Station when both Government quarters and messing are available.

1. Marine Corps personnel are paid UDP entitlements via MCTFS. Navy personnel are paid via DTS.

2. Refer to paragraph 060211 for the current rates.

060202. Per Diem Rates

A. 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 the FPM Vol 2. No deviations from these rates are authorized.

B. 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.

060203. Conditions When Deployed Per Diem Is Payable

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

B. 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 can report the necessary missed meal. In case when admin cannot report the entry, the DO may report via a NAVMC 11116 to the DO/FO per FPM Vol 1 - Pay Chapter 6.

060204. Conditions when Deployed Per Diem Is Not Payable

A. 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:

- (a) Members traveling together status with no reimbursement.
- (b) Leave.
- (c) Unauthorized absence status.
- (d) In hands of foreign authorities.
- (e) Confinement.
- (f) Sick in hospital or sick-misconduct.
- (g) Embarked on or performance of duty aboard a ship.
- (h) Authorized to locality per diem rate.

(i) Authorized the locality per diem rate as a member of the advance or rear party.

(j) 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.

060205. 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 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.

060206. Payment Procedures

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

B. 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.

C. 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).

D. 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.

060207. 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.

060208. 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.

060209. 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.

060210. 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.

060211. 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. The following rates have been established for the units based on their location and the circumstance at that location as follows:

	<u>Deployed Per Diem Qualifier Codes</u>	<u>Rates</u>	<u>Eff Dates</u>
A	Australia	\$3.50	3/1/2022
B	Black Sea Rotational Force (BSRF)/Marine Rotational Force Europe (MRF-E) (Includes Romania)	\$3.50	2/1/2015
C	Contingency (OCONUS)	\$3.50	1/1/2003
D	Special Purpose MAGTF Africa	\$0.00	5/1/2014
E	Special Purpose MAGTF Crisis Response (Moron, Spain)	\$3.50	5/1/2014
F	Special Purpose MAGTF Crisis Response (Tripoli, Libya and Sigonella, Italy)	\$3.50	4/26/2016
G	All Ground Units (WestPac)	\$3.50	3/1/2022
H	Republic of Georgia	\$3.50	3/1/2015
I	Aviation Units (Iwakuni) (WestPac)	\$3.50	3/1/2022
N	Norway	\$3.50	1/16/2017
O	Aviation Units (Okinawa) (WestPac)	\$3.50	3/1/2022
R	I MEF RC ACT OCO	\$3.50	5/1/2021
S	I MEF RC ACT Baseline	\$3.50	5/1/2021
T	Humanitarian	\$3.50	12/26/2004
U	II MEF RC ACT OCO	\$3.50	5/1/2021
V	II MEF RC ACT Baseline	\$3.50	5/1/2021

060212. Reporting Deployed Per Diem (DPD)

A. Substantiation. DO/FO internally identified issue (noted below) or NAVMC 11116 with appropriate remarks, as follows: “CREDIT (OR CHECK) DEPLOYED PER DIEM FROM YYYYMMDD TO YYYYMMDD. ALL POSSIBLE MEANS TO CORRECT THE DEPLOYED PER DIEM FOR THE STATED PERIOD HAVE FAILED.”

B. Action. The CO has the ability to adjust deployed per diem prior to separating the member. For adjustments identified after the member has been separated, the CO will submit a 11116 to the DO/FO. If a discrepancy is identified by the DO/FO while settling a member's pay account, during the Final Join Audit (FJA), or when settling TAD travel claims (IATS or DTS), a 11116 does not need to be requested. Guidelines for the entitlement to Deployed Per Diem are contained in the references. The DO/FO will report the corrective action. Refer to App A to credit or check deployed per diem.

0603 TEMPORARY DISABILITY RETIRED LIST (TDRL)**060301. 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.

060302. 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.

060303. 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 CMCMSR-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.

060304. 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 to the Finance Officer, 3250 Catlin Avenue, Quantico, Virginia 22134-5001 for settlement.

0604 MEMBER DIAGNOSED WITH MENTAL IMPAIRMENT

060401. General

A. A member who has been diagnosed with a mental impairment 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.

B. Once the member is placed on TDRL or PDRL due to mental impairment, 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 ref (5).

060402. Process

A. Normally, once a member has been diagnosed with a mental impairment, 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.

B. 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.

060403. 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 IATS in order to charge all lines of accounting and liquidate any outstanding travel advances. If the member died en route, refer to paragraph 0608 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.

0605 DESIGNATED INDIVIDUAL TO BEDSIDE

060501. Transportation Of Designated Individual To Bedside Of Seriously Ill/Injured (SI) Or Very Seriously Ill/Injured (VSI) Marines General

A. An Invitational Travel Order (ITO) may ordinarily be issued to no more than 3 designated individuals 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.

B. Issuance of an ITO requires the submission of a Personnel Casualty Report (PCR), an ITO request, and a letter/request from the commander or head of the military medical facility and the attending physician of the service member requesting the presence of the designated individual(s).

060502. Transportation Of Designated Individual To Bedside Of Seriously Ill/Injured (SI) Or Very Seriously Ill/Injured (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 designated individual 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.

060503. Transportation Of Designated Individual To Bedside Of Seriously Ill/Injured (SI) Or Very Seriously Ill/Injured (VSI) Marines Administrative Support

A. Prior to the designated individual (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 designated individual must ensure that a telephone number for the organization, as well as a number for the designated

individual 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.

060504. Identifying Payment Settlement Officers For SI/VSI Designated Individual Claims

A. Settlement of claims for designated individual 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. Designated Individual 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. Designated Individual 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. Designated Individual 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: Designated individual can be provided a debit card which can be used by the DO/FO in order receive an advance of \$300 to \$500.

060505. Transportation Of Designated Individual 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 designated individual 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.

060506. Transportation Of Designated Individual To Bedside Of SI/VSI Marines DO/FO Restrictions

A. Travel at Government expense is only authorized for three designated individual, 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 "Designated Individual" for this type of travel is defined in Chapter 5 of the JTR.

0606 HOSPITALIZED IN CONUS AS NOT SERIOUSLY INJURED (NSI)**060601. Sustained In A Combat Operation/Area General**

A. Invitational Travel Orders (ITOs) may be issued to no more than 3 designated individuals 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 designated individual 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.

B. 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.

060602. Hospitalized In CONUS 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 designated individuals.

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 designated individuals in obtaining transportation via CTO to/from the Marine's bedside. Because time is often crucial, the designated individuals 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.

060603. Hospitalized In CONUS Administrative Support

A. Prior to the designated individual(s)' departure from the hospital, the Marine's command or PAT will assist the designated individuals 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 Designated Individuals 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 designated individual(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.

060604. Payment Settlement Office For NSI Designated Individual Claims

A. Settlement of claims for designated individual 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. Designated Individual 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. Designated Individual travel claims in connection with Marine patients who are hospitalized aboard Camp Lejeune, are submitted to the Disbursing Officer, II MEF, Camp Lejeune.

D. Designated Individual 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: [IMEF DISBURSING TRAVEL@usmc.mil](mailto:IMEF_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

060605. 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 Designated Individuals to rectify any discrepancies. In a case when proper documentation cannot be obtained from the designated individuals 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.

060606. Restrictions

A. Travel at Government expense is only authorized for three designated individuals, unless HQMC authorizes more designated individuals utilizing the Secretarial Process. The term "Designated Individual" for this type of travel is defined as "necessary for the Service member's health and welfare" paragraph 033201 of the JTR.

0607 TRAVEL OF FAMILY TO BURIAL/MEMORIAL SERVICE**060701. Transportation Of Designated Individuals Travel To Attend Burial/Memorial Services Of Deceased Marines - General**

A. 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 3 of the JTR. Chapter 3 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 Designated Individuals to travel on their behalf.

B. The specific allowances for the Designated Individuals that receive authorization to travel are explained in Chapter 3 of the JTR.

060702. Transportation Of Designated Individuals Travel To Attend Burial/Memorial Services Of Deceased Marines – Attendant or Escort

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

060703. Process

A. 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.

B. 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 Designated Individuals elect to drive or obtain commercial transportation independently, reimbursement of mileage or the commercial transportation is authorized and paid in accordance with Chapter 3 of the JTR

C. Upon completion of travel, the CACO, along with the unit's administrative section, will assist the Designated Individuals 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.

0608 DECEASED UNSETTLED TRAVEL CLAIM**060801. General**

A. TDY. The below process applies to a deceased member after travel is complete but before submitting a voucher. 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 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. PCS. The below process applies to a deceased member after travel is complete but before submitting a voucher. If the member was enroute to the new PDS, the member is authorized travel and transportation allowances, to include per diem 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. 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.

C. Dependents. Final dependent travel of the deceased member and burial site travel are to be settled by the Disbursing Office/Finance Office 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.

060802. Administrative and Payment Procedures

A. Command. A completed travel voucher (DD Form 1351-2) with the statement "MEMBER DECEASED" in the signature block is to be submitted to the servicing DO/FO with all supporting documentation in DTMS for TDY or PCS travel claims. Supporting documentation includes all orders and endorsements, receipts, and a copy of the Report of Casualty (DD Form 1300).

B. DO/FO. 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). The payment of allowances or the collection of the debt will not be made by the DO/FO. Do not split disburse to the travelers GTCC since the settlement of the voucher is processed by DFAS and the beneficiaries are responsible for settlement with the card provider.

1. DTS. For DTS vouchers with or without scheduled partial payments made prior to settling the voucher. Do not cancel the original authorization. There is no requirement to input the DTS claim into IATS.

(a) An unsigned and uncertified voucher will be created in DTS. The voucher must reflect the date of death as the last day of TDY. Add remarks to the voucher indicating the reason for the updated end date. Do not indicate an amount to be split disbursed to the GTCC.

(b) Ensure the LOA is in legacy format. Refer to par 060803.

(c) Print the travel package with the Travel Voucher summary/computations sheet and all supporting documents.

(d) Forward the complete package to DFAS-CL.

(e) Reduce the claim to zero and manually abandon the claim. The Lead Defense Travel Administrator (LDTA) should be contacted to request the document be abandoned.

2. IATS PCS/TDY. An unsigned voucher will be created in IATS. Do not include an amount to be split disbursed to the GTCC. Print the travel package with the Travel Voucher summary/computation sheet and all supporting documents. Forward the complete travel voucher to DFAS-CL and delete the voucher from IATS.

3. Forward to DFAS. 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:

(a) Create a MAN document and mark “NO” under “Response Required”.

(b) Associate the 1351-2 with a copy of the IATS/DTS 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.

(c) 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.

C. DFAS-CL. 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.

060803. Lines of Accounting

A. If the line of accounting in DTS are in standard line of accounting format, the DO/FO will need to convert to a Legacy line prior to submitting to DFAS for processing. Below is an example for a DTS converted SLOA.

SLOA:

DTS TANUM: 2N8HP0

CIC(FY22): DTS2N8YHP000000

044320^097^^0100^^20222022^^^^1PLR^31613^440818^^18877989^10807^^5600^^

Legacy:

Dept Cd: 97

FY: 2022

APPN: 0100

SubHead: 5600

BCN: BLANK (If 31613 or 10807 is supposed to be the BCN, a new LOA would need added to the CMET. Valid BCNs per CMET with a SubHead of 5600 are 67906, 08522, 00000 and Blank/NULL)

AAA: 044320

SDN: DTS2N8YHP000000 (To pass the Legacy Validations the SDN will need to be: DTS2N822P000000)

0609 FAMILY TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD**060901. Dependent's Travel - General**

A. The surviving Designated Individuals 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.

060902. Dependent's Travel - Command Responsibilities

A. 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.

B. 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 3 of the JTR for escort should be followed.

060903. Dependent's Travel - Submission Process

A. The authorization for dependent travel and transportation allowances ends if the dependents do not begin travel to their final home within three years 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.

B. 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).

060904. Dependent's Travel - 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.

0610 TRAVEL OF WITNESSES**061001. Member Of The Uniformed Services**

A. 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.

B. Travel allowances are payable from the O&M Funds that support TDY travel for the convening authority of the court-martial. See Table 3-2 of the JTR.

C. 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.

061002. DOD Civilian Employee

A. 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.

B. Travel allowances are payable from the O&M funds of the agency who summoned the witness.

C. 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.

061003. Non-Government Employee

A. 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.

B. An ITO must be issued for the individual to receive payment of travel and transportation allowances (see paragraph 030702 of the JTR for further guidance). Only an individual actually subpoenaed may be issued an ITO and paid travel and transportation allowances.

C. Travel allowances are payable from the O&M funds of the agency that summoned the witness.

D. 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.

E. Witness Fees. In addition to TDY travel and transportation allowances, non-government employees appearing as a witness will be paid an Attendance Fee of \$40 per day. Expert witnesses will be paid an Expert Witness Fee in lieu of the Attendance Fee based on compensation limits determined by the convening authority. Attendance Fees and Expert Witness Fees are a mission vice travel related expense and may be paid by the DO/FO using the Standard Form (SF) 1034 (Public Voucher).

1. The 1034 must be signed by the witness and one of the following:
 - (a) Trial counsel or assistant trial counsel of the court-martial;
 - (b) Summary court officer;
 - (c) Counsel for the court in a court of inquiry;
 - (d) Recorder or junior member of a board to redress injuries to property, or
 - (e) Military or civil officer before whom a deposition is taken
2. If the 1034 is already certified, the payment can be recorded in DDS as a manual disbursement (mandis). If not already certified, enter as a PV and certify by a properly appointed certifying officer.
3. The following supporting documentation is required to be attached to the voucher:
 - (a) ITO or subpoena
 - (b) Certified copy of the order appointing the court-martial, court of inquiry, or investigation
4. Prior to executing the payment, verify that the LOA is in the SAM, CMET, and DAI. Upload screenshots of each to confirm verification.

0611 MARINE CORPS JR. RESERVE OFFICERS TRAINING CORPS (MCJROTC)

061001. General

A. 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.

061102. Orders

A. 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.

061103. 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.

0612 FOREIGN TRAINEES**061201. ALLOWANCES**

A. 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.

061202. 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.

061203. Living Allowance

A. 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.

0613 EVACUATIONS**061301. CONUS Allowances**

A. 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 rest with the individuals listed in Chapter 6 of ref (1). 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.

B. 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.

C. 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.

D. 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.

E. 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.

061302. Orders for Members

A. 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.

B. Once this determination has been made, the individual orders must contain the following:

1. The reason for the evacuation.
2. The start and end date of the evacuation.
3. The designated location or distance radius that has been established.
4. The appropriate standard line of appropriation (SLOA) from command.

C. A uniformed member who is ordered to depart an area being evacuated must be placed in a TDY status and issued the according set of orders. 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 ref (1) may be issued.

D. 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 Ch 6 of ref (1).

E. The member must submit the order, lodging receipts and a DD Form 1351-2 to the servicing DO/FO.

061303. Orders For Family Members and Civilian Employees

A. Upon authorization/orders from the appropriate military officials, military dependents, civilians and NAF are authorized travel and transportation allowances to/from the designated CONUS evacuation/limited evacuation safe haven location in accordance with Chapters 6 of ref (1) as applicable.

B. 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 start and end date of the evacuation.
3. The limited evacuation safe haven location.
4. The names and ages of all eligible family members.
5. The appropriate line of appropriation (SLOA) from RFE.

C. Actual allowances depend upon the specific circumstances of the evacuation. 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.

D. 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.

E. If an evacuated dependent stay with friends or relatives while at the safe haven, no lodging reimbursement is allowed.

F. If an evacuated civilian employee stays with friends or relatives while at the safe haven, the civilian employee may be reimbursed for the additional lodging costs the hosts incur for accommodation. Guidelines are listed in JTR table 2-15.

G. 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.

H. A DD Form 1351-2 listing all the family members must be completed and submitted. Refer to 061306 for claim submission guidance.

061304. Funding for Nonappropriated funds (NAF)

A. Appropriated funds (APF) are authorized for evacuation allowances of NAF personnel, and more importantly, NAF is authorized only when APFs are not available or sufficient. This is one of the few occasions where APF is authorized for all NAF personnel, regardless of Morale, Welfare, and Recreation (MWR) category or NAF-supported program. Rules and provisions on evacuations that apply to APF personal shall be extended to NAF personal.

B. Funding support for evacuation determinations include (1) the Command requesting APF support through their chain of command; if that request is denied, (2) the Command using locally available APF; and if local APF is not available or sufficient, (3) the Command using locally available NAF.

C. Ref to par 061303 for NAF employee orders.

061305. OCONUS Allowances

A. Ref (1) 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.

061306. Submission of Evac Claims

A. Units are required to submit evacuation claims to the servicing finance office via DTMS and paid through IATS. The evacuation claim for the dependents and the TAD claim for the service member must be prepared as two separate packages, [dependent claims must be submitted as individual DTMS claims. Dependent travel claims will be submitted individually with the identifier code "E" followed by the dependents SSN \(EXXXXXXXX\) within DTMS. Validate the appropriate dependent SDN is on the evacuation order and ensure processing of applicable EFT form.](#) Evacuation claims will not be processed through DTS due to accounting issues.

B. Claims will require two vouchers with separate orders for the Military Member and the Military Dependents regardless if the member and dependents traveled together. The service member can NOT sign a claim on the dependent's behalf unless the only dependent submitting the claim is a minor.

For Civilian Employees, Civilian Dependents, NAF Employees and NAF Dependents, one voucher may be accepted.

. The follow are required to be submitted in the travel voucher:

1. Orders (DD form 1610)
 - a. Active Duty Members are on TAD orders (1106 appn).
 - b. Mil Dependents are on Evac Orders (1105 appn)
 - c. Civilians & Civilian Depn are on Evac Orders (1106 appn)
 - d. NAF & NAF Depn are on Evac Orders (1106 appn)
2. DD Form 1351-2 (Signed by the proper Authorizing Official)
3. Evacuation Order from authorizing authority
4. Evacuation Termination Order from authorizing authority
5. Electronic Funds Transfer Sheets for Dependents
6. Lodging Receipts
7. Constructed Travel Worksheet (For any travelers that exceed the maximum traveling distance)
8. Refer to the guidance posted on the HQMC Evacuation Guidance located on the **HQMC/RFF Evacuation Material** for templates and complete listing of SLOA/LOA for the corresponding evacuation.

0614 AEROMEDICAL EVACUATIONS (MEDEVAC)

061401. Use Of The Aeromedical Evacuation (MEDEVAC) System

A. 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.

B. 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.

0615 LOCAL TRAVEL

061501. General

A. Local travel vouchers will be submitted through Defense Travel System (DTS).

B. 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. 379 (1980)).

C. 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.

061502. In And Around Mileage

A. 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.

B. 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.

C. Mileage log sheet submission requirements. The mileage log sheets will contain the first and last name, grade, 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. Signatures on the mileage sheets are not required for local mileage claims submitted via DTS when the traveler digitally signs the voucher. A signature is required on the mileage sheet for cases when the local mileage voucher is T-Entered via DTS and/or submitted via IATS.

NOTE: Local vouchers submitted for mileage reimbursement at the PDS does not require an additional mileage log sheet.

061503. Sponsorship Claims

A. Per reference (10), a sponsor coordinator may claim reimbursable expenses such as but not limited to local mileage performed with their privately owned vehicle, airport parking, and toll fees. All local vouchers will require the Sponsorship Assignment Letter that identifies the sponsor coordinator and the traveler(s). This will assist in preventing duplicate payments on both the local voucher for the sponsor and the PCS travel voucher for the traveler.

B. The DO/FO will verify both claims to ensure overpayment is not made to the sponsor and/or the traveler.

061504. Key Volunteers

A. 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.

B. 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 IATS by the servicing DO/FO.

C. Those key volunteers issued ITOs must submit for reimbursement on a DD Form 1351-2 for expenses incurred while on official travel.

D. 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 2 of this manual.

0616 STUDENT AND DEPENDENT UNUSUAL/EMERGENCY CIRCUMSTANCES**061601. Family Members**

- A. Family Member Located OCONUS; Requires Medical Care.
- B. 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.

061602. Dependent Student

A. 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

- B. 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.

0617 UNITED NATIONS (UN) PEACEKEEPING ORGANIZATION OBSERVER**061701. Per Diem When TDY**

A. 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.

B. 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)).

CHAPTER 7: DEBT MANAGEMENT**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [November 2020](#) is [***archived***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Updated formatting to comply with current administrative instructions	Revision	Nov 2020
070105	Updated APSM to FPM Vol 1 - Pay	Revision	Feb 2021
070102	CEDMS procedures	Revision	Feb 2021

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CHAPTER 7

DEBT MANAGEMENT**0701 PROCESSING TRAVEL DEBTS FOR CIVILANS AND OTHER SERVICES****070101. Notification Process**

A. Reference:

1. [*DODFMR Vol 16 Department of Defense Debt Management*](#)
2. [*MCO 4600.39*](#)

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 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 16).

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.

070102. Process

A. 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 IATS. The travel section will input the collection as an accrual and do a 2D credit LOA to offset the checkage.

B. DO/FOs must process both vouchers through CEDMS. Once vouchers have been uploaded to CEDMS and validated (i.e. successfully posted, legible, and retrievable), hard copy retains may be destroyed.

C. 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.

070103. Members of Other Services Who Do Not Make Cash Remittance

A. If the traveler does not provide cash remittance, do the following:

1. Certify the travel voucher. Process the claim in IATS 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

070104. Former Civilian Employees and Civilians Who Are Not Employees Of The Government That Do Not Make Cash Remittance

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. 16, Chapter 3. 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.

070105. Wounded Warriors and 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 [FPM Vol 1 - Pay](#) Chapter 13.

CHAPTER 8: INTERNAL CONTROLS (ARCHIVED)

Chapter has been archived and incorporated into the FPM Vol 4

APPENDIX A: TRANSACTION CODES (TTC) AND SEQUENCE (SEQ)**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [October 2024](#) is [***archived***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Sep 2021
All	Updated SR 2-21 TTCs	Release	Oct 2021
All	Clarified TTC 594, 595 and 599	Release	Dec 2021
All	Updated TTC 594, 595 and 599	Release	Apr 2022
All	Updated TTC 594	Release	Jul 2022
All	Updated TTC 594 003, 004, 005, 009	Release	Aug 2022
All	Updated TTC 594 011	Release	Sep 2022
All	Added TTC 331 000 and 332 000	Release	Sep 2022
All	Clarified TTC 599 003	Release	Feb 2023
All	Deleted TTC 591, Updated TTC 596	Release	Apr 2023
All	Added Note to TTC 594 009	Release	Aug 2023
All	Added Note to TTC 599 000	Release	Oct 2023
All	Updated TTC 594 and 595	Release	Dec 2023
All	Updated TTC 591, 594, 595, 599	Release	Apr 2024
All	Updated TTC 596 011 removed purpose code 'A'	Release	Jul 2024
All	Update TTC 559 Seq 009, 010, 011, 012, 013	Release	Oct 2024
All	Update to TTC 595 Seq 000, 001, 002, 003	Release	Feb 2025

TYPE TRANSACTION CODES (TTC) AND SEQUENCES (SEQ)

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
0331	000	CREDIT DEPLOYED PER DIEM [A] FR [B] TO [C] [A] Qualifier Code [B] From Date [C] To Date	A
0332	000	CHECK DEPLOYED PER DIEM [A] FR [B] TO [A] From Date [B] To Date	A
0520	000	STRT PCS (1) (2) (3) (4) (5) (6) (7) (8) (1) Date of Detachment (2) Elapsed Time Code and Number of Days (i.e. DE01) (3) through (7) Subsequent Codes and Days (8) Join Date (YYYYMMDD) (The day after the member has reported for duty)	A
0521	000	STRT TAD LV- (1) (2) (3) (1) Leave Start Date (YYYYMMDD) (2) Days of Leave Taken (2 digits) (3) Leave End Date (YYYYMMDD) (Last day of chargeable leave)	A
0542	001	CHEK ADV TA-\$ (1) (2) (1) Amount (2) Effective Date (YYYYMMDD)	A
0556	000	CRED LV PRD- (1) TO (2) (3) (1) Three-digit Leave Type Code from 611 Remark XXX(numeric) (2) Eight-digit Leave Date Leave Period Began (YYYYMMDD) (3) Eight-digit Leave Date Leave Period Ended (YYYYMMDD)	A
0557	000	CHEK LV PRD- (1) TO (2) (3) (1) Three-digit Leave Type Code from 611 Remark XXX (numeric) (2) Eight-digit Date Leave Period Began (YYYYMMDD)	A

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(3) Eight-digit Date Leave Period Ended (YYYYMMDD)	
0578	000	CRED PPM SDN (1) DOC ID (2) MOVE DT (3) ACT WT (4) PRO WT (5) EXP AMT (6) GOV COST \$(7) MOVE NUMBER (8)	B
		(1) SDN (2) DTMS Document ID (3) Move/Pickup Date (4) Actual Weight (5) Pro Weight (6) Moving Expense Amount (7) Government Constructed Cost (8) Move Number	
0578	001	CRED STORAGE SDN (1) DOC ID (2) TYPE (3) FROM DT (4) TO DT (5) REIM AMT \$(6)	B
		(1) HHG 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	
0578	003	CRED PPM ADJUST SDN (1) DOV (2) DOC ID (3) MOVE DT (4) ACT WT (5) PRO WT (6) EXP AMT (7) GOV COST \$(8) MOVE NUMBER (9)	B
		(1) SDN (HHG SDN) (2) DOV (From Original Settlement) (3) DTMS Document ID (4) Move/Pickup Date (5) Actual Weight (6) PRO Weight (7) Moving Expense Amount (8) Government Constructed Cost (9) Move Number	
0578	004	CRED STORAGE ADJUST SDN (1) DOV (2) DOC ID (3) TYPE (4) FROM DT (5) TO DT (6) REIM AMT \$(7)	B
		(1) SDN (HHG SDN) (2) DOV (From Original Settlement) (3) DTMS Document ID (4) Move/Pickup Date (5) Actual Weight (6) PRO Weight (7) Moving Expense Amount	
0578	005	CREDIT PPM ACTUAL EXPENSE SDN (1) DOC ID (2) MOVE DT (3) ACT WT (4) PRO WT (5)	B

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		ACTUAL EXPENSE AMT \$(6) MOVE NUMBER (7)	
		(1) SDN (HHG SDN) (2) DTMS Document ID (3) Move/Pickup Date (4) Actual Weight (5) Pro Weight (6) Actual Expense Amount (7) Move Number	
0578	006	PPM ACTUAL ADJUST SDN (1) DOV (2) DOC ID (3) MOVE DT (4) ACT WT (5) PRO WT (6) ACTUAL EXPENSE AMT \$(7) MOVE NUMBER (8)	B
		(1) SDN (HHG SDN) (2) DOV (3) DTMS Document ID (4) Move/Pickup Date (5) Actual Weight (6) Pro Weight (7) Actual Expense Amount (8) Move Number	
0590	000	CHEK TA-\$ (1) (2)	R
		(1) Amount (2) Effective Date (YYYYMMDD)	
0591	000	TRAVEL RMK – SDN (1) DOCID (2)	B
		(1) SDN (2) DOCID	
		NOTE: This transaction is used for the DO/FO to communicate to the traveler through the history stamen on the MCTFS Travel Voucher. Comments will be entered in the freeform filed in DTMS. Only one 591 transactions up to 350 bytes of information may be entered and populated on MCTFS Travel Voucher.	
0592	000	CHEK TRVL-\$ (1) (2)	A
		NOTE: Restricted to DFAS reporting only (1) Amount (2) Effective Date (YYYYMMDD)	
0593	000	CRED TRVL ADV-\$ (1) SDN (2) DOV (3) (4)	B
		(1) Amount (2) SDN (3) Voucher Number	

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(4) Effective Date	
0593	001	CRED TRVL ADV-SDN (1) DOV (2)	B
		(1) SDN (2) Voucher Number	
0593	002	ADV PCS SDN (1) TVL (2) DLA (3) MODE (4) OTHER \$ (5) DEP ZIP (6) ARR ZIP (7) DETACH DATE(8) DOCID (9)	B
		(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 dependence, O= without dependents, N= none (4) Mode (P0 = Passenger, P1 = 1 POV, P2 = 2, P3 = 3 POV or NA = None) (5) Other (6) Depart Zip (7) Arrival Zip (8) Detach Date (9) Document ID	
0593	003	ADV PPM ADV AMT \$(1) SDN (2) MOVE DATE (3) DOCID (4)	B
		(1) Advance Amount (2) SDN (3) Move Date (4) Document ID	
0593	004	CHECK ADV ADV AMT \$(1) SDN (2) DOV (3) TYPE (4) DOCID (5)	B
		(1) Advance Amount (2) SDN (3) DOV# of Advance being checked (4) Advance Type (PPM or PCS) (5) Document ID	
0593	005	LOCAL ADV ADV AMT \$(1) SDN (2) DOV (3) TYPE (4)	B

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(1) Advance Amount (2) SDN (3) DOV# of Advance being checked (4) Advance Type (PPM or PCS)	
0594	000	TSET SDN (1) TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DT (5) ARR DT (6) MODE/LEG (7) DOCID (8) PLEAD ZIP (9) HOR ZIP (10) (1) SDN (2) Traveler Type (M – Marine Only; D – Dependent Only; B – Both; C- Concurrent) (3) Departing Zip Code (4) Arriving Zip Code (5) Departure Date (6) Arrival Date (7) POV Mode / LEG (P0- PASSENGER; P1 – 1 POV; P2 – 2 POVs; P3- 3 POVs) (F, 2 thru 9, L, Z, R, S) (8) DTMS Document ID (9) PLEAD Zip Code (10) Home of Record Zip Code NOTE: Concurrent is used when the dependents travel with the member but start/complete their travel with a different date/location than the member. (i.e. residence to residence vice base to base) Traveler Code: <u>M00</u> - Member only travel- will pay member only per diem @ applicable CONUS Standard Rate for the authorized travel days. <u>DXX</u> - Dependent only travel-will pay 100% of applicable CONUS Standard Per Diem Rate for 1 st dependent 12 and over, 75% for each additional dependent 12 and over, and 50% for each dependent under 12. <u>CXX</u> -Dependent concurrent travel- will pay dependent only per diem at 75% of the Applicable CONUS Standard Per Diem Rate for each dependent 12 and over and 50 % for each dependent under 12. <u>BXX</u> – Both member and dependent travel – will pay member per diem at 100% of the CONUS Standard Per Diem Rate, each dependent 12 and over 75%, and each dependent under 12, 50%. Mode of Travel: does not consider previously reported transactions. <u>P0</u> – Passenger – Pays no mileage but allows per diem only for the reported transaction based on the authorized travel days and reported traveler code. <u>P1</u> – pays 1 POV @ the applicable PCS mileage rate for the reported transaction. <u>P2</u> – pays 2 POVs @ the applicable PCS mileage rate for the reported transaction. <u>P3</u> – pays 3 POVs @ the applicable PCS mileage rate for the reported transaction. CP – commercial transportation via commercial plane. Only valid for sequence 007 and above. CB – commercial transportation via commercial bus. Only valid for sequence 007 and above.	B

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		<p>TP – transportation provided via airplane. Only valid for sequence 007 and above. TB – transportation provided via bus. Only valid for sequence 007 and above.</p> <p>Leg of Travel: used to identify separate legs of travel F – First leg of travel (e.g. Recruit training to MCT) 2-9 – The number corresponds to the second, third, fourth leg of travel, etc. (e.g. MCT to MOS School is leg 2. Following on school would be leg 3. Etc.) L – Last leg of travel. This is reported to indicate the arrival at the new PDS and no legs of travel will be reported for the SDN. (e.g. MOS School to New PDS). Z – Indicates the one and only leg of travel. Used when there is only one leg of travel involved. (e.g. travel from old to new PDS with no TAD/TEMINS enroute). R – Leg of travel to the Recruiting Station (RS). S – Leg of travel between Recruiting Station (RS) to the Recruiting Sub Station (RSS).</p> <p>NOTE: R and S legs can only be reported on TTC 594 000 with traveler code M00 and travel mode P1. Dependent travel cannot be reported to/from the RS.</p>	
0594	001	TRVL DOV CHECKAGE SDN (1) DOV (2) DOC ID (3)	B
		<p>(1) SDN (2) DOV (3) DOC ID</p>	
0594	002	TSUP SDN (1) DOV (2) TVL (3) LEG (4) DOC ID (5)	B
		<p>(1) SDN (2) Previous Settled DOV (From 462 remark) (3) Travelers (New Info) (4) Leg (F, 2 thru 9, L, Z) (5) DOC ID (Current Doc ID from DTMS)</p>	
0594	003	TSUP SDN (1) DOV (2) MODE/LEG (3) TVL (4) DOCID (5)	B
		<p>(1) SDN (2) Previous Settled DOV (From 462 remark) (3) Mode and Leg of Travel (New Mode Info/Previously Reported Leg Info) (4) Travelers (From 462 remark if reported alone or from 594 002 if reported on the same cycle) (5) DOC ID (Current Doc ID from DTMS)</p>	
0594	004	TSUP SDN (1) DOV (2) DEP DT (3) ARR DT (4) LEG (5) TVL (6) DOC ID (7)	B
		<p>(1) SDN (2) Previous Settled DOV (From 462 remark) (3) Departure Date (New Info) (4) Arrival Date (New Info) (5) Leg (F, 2 thru 9, L, Z)</p>	

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(6) Travelers (From 462 remark if reported or from 594 002 if reported on the same cycle) (7) DOC ID (Current DOC ID from DTMS)	
0594	005	TSUP SDN (1) DOV (2) DEP ZIP (3) ARR ZIP (4) PLEAD ZIP (5) HOR ZIP (6) LEG (7) TVL (8) DOC (9) (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) Leg (F, 2 Thru 9, L, Z) (8) Travelers (From 462 remark if reported or form 594 002 if reported on the same cycle) (9) DOC ID (Current DOC ID from DTMS)	B
0594	006	LCM PCS - SDN (1) TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DATE (5) ARR DATE (6) MODE/LEG (7) DOC ID (8) (1) SDN (2) Traveler Code (3) Departure Zip (4) Arrival Zip (5) Departure Date (6) Arrival Date (7) Mode/Leg (8) DOC ID	B
0594	007	CONCUS COMM TVL – SDN (1)TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DATE (5) ARR DATE(6) MODE /LEG (7) ACTUAL COST (8) AUTHORIZED COST (9) DOC ID (10) (1) SDN (2) Traveler Code (3) Departure Zip (4) Arrival Zip (5) Departure Date (6) Arrival Date (7) Mode/Leg (8) Actual Cost (total of all commercial transportation for reported travelers including taxi to/from servicing terminal) (9) Authorized Cost (total of all GTR costs for reported travelers) (10) DOC ID	B
0594	008		

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		MOD CONUS COMM TVL – SDN (1) TVL (2) DOV (3) ARR ZIP (4) DEP DATE (5) ARR DATE (6) MODE/LEG (7) ACTUAL COST (8) AUTHORIZED COST (9) DOC ID (10)	B
		(1) SDN (2) Traveler Code (new info) (3) DOV (previously reported info) (4) Arrival Zip (new info) (5) Departure Date (new info) (6) Arrival Date (new info) (7) Mode/Leg (new mode info/previously reported Leg info) (8) Actual Cost (new info) (9) Authorized Cost (new info) (10) DOC ID (Current DOC ID from DTMS)	
0594	009	DEL CONUS TVL LEG– SDN (1) TVL (2) LEG (3) DOC ID (4)	B
		(1) SDN (2) Traveler Code (previously reported info) (3) Leg of Travel (previously reported info) (4) DOC ID (Current DOC ID from DTMS)	
		NOTE: Seq 009 should be reported on the same cycle with other transactions for the same SDN/Traveler code on the same DOC ID. If meeting those criteria, then Seq 009 must be reported by itself, and if multiple legs of travel must be deleted, then each leg must be on a separate cycle by themselves.	
0594	010	CHPST MOD P1 – SDN (1) TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DATE (5) ARR DATE (6) MODE/LEG (7) DOC ID (8) PLEAD ZIP (9) HOR ZIP (10)	B
		(1) SDN (2) Traveler Code (3) Departure Zip (4) Arrival Zip (5) Departure Date (6) Arrival Date (7) Mode/Leg (P0-P3, CB, CP) (8) DOC ID (9) PLEAD Zip (10) HOR Zip	
0594	011	CHPST MOD P2 – SDN (1) TVI (2) MBR EXPAMT (3) DEP EXP AMT (4) MBR GCC AMT (5) DEP GCC AMT (6) MODE/LEG (7) DOC ID (8)	B
		(1) SDN (2) Traveler Code (3) Member Expense Amount	

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(4) Dependent Expense Amount (5) Member Govt Constructed Cost (6) Depn Govt Constructed Cost (7) Mode of Travel for Comparison and Leg of Travel (CB, CP) (8) DOC ID Note: Seq 010 and 011 must be reported together.	
0594	020	MXD MD PDS TO AUTH – SDN (1) TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DATE (5) ARR DATE (6) MODE/LEG (7) TRANS COST (8) TERM MILE (9) DOC ID (10) (1) SDN (2) Traveler Code (must match Seq 021) (3) Departure Zip (old PDS) (4) Arrival Zip (stopover site) Note: Must match Arrival zip in Seq 021 (5) Departure Date (old PDS) (6) Arrival Date (stopover site) (7) Mode/Leg (Leg ID must match Seq 021) (8) Transportation cost (total cost for all travelers including taxi to/from servicing terminal; null if POV) (9) Servicing Terminal Mileage (null if POV) (10) DOC ID	B
0594	021	MXD MD AUTH TO NDS – SDN (1) TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DATE (5) ARR DATE (6) MODE/LEG (7) TRANS COST (8) TERM MILE (9) DOC ID (10) (1) SDN (2) Traveler Code (must match Seq 020) (3) Departure Zip (stopover site) Note: Must match Arrival zip in Seq 020 (4) Arrival Zip (new PDS) (5) Departure Date (stopover site) (6) Arrival Date (new PDS) (7) Mode/Leg (Leg ID must match Seq 020) (8) Transportation cost (total cost for all travelers including taxi to/from servicing terminal; null if POV) (9) Servicing Terminal Mileage (null if POV) (10) DOC ID Note: Seq 020 and 021 must be reported together. Departure/Arrival dates cannot overlap between Seq 020 and 021.	B
0594	022	IADT MXD MD 1 st - SDN (1) TVL (2) DEP ZIP (3) ARR ZIP (4) DEP DATE (5) ARR DATE (6) MODE/LEG (7) GOVT TRANS COST (8) TERM MILES/TAXI (9) DOCID (10) (1) SDN (2) Traveler Code (M00 Only)	R

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(3) Departure Zip (Old PDS) (4) Arrival Zip (New PDS) (5) Departure Date (Old PDS) (6) Arrival Date (New PDS) (7) Govt Authorized Mode/Leg (Mode=TP/TB, Leg must equal TTC 594 023) (8) Govt Authorized Transportation Cost (GTR cost) (9) Terminal Mileage/Taxi (precomputed amount) (10) DOCID	
0594	023	IADT MXD MD 2nd - SDN (1) POV DEP ZIP (2) POV ARR ZIP (3) POV ARR DATE (4) POV MODE/LEG (5) COMM MODE (6) COMM TRANS COST (7) TERM MILES/TAXI (8) DOCID (9) (1) SDN (2) POV Departure Zip (POV travel only) (3) POV Arrival Zip (POV travel only) (4) New PDS Arrival Date (must match arrival date in 594 022) (5) POV Mode/Leg (mode is only P0 or P1, Leg must equal leg in 594 022) (6) Commercial Mode (CB, CP, CR only) (7) Commercial Transportation Cost (8) Terminal Miles/Taxi (precomputed amount) (9) DOCID Note: Seq 022 and 023 must be reported together.	R
0595	000	TRVL MISC EXPENSE SDN (1) AMOUNT (2) TYPE (3) DT INCUR (4) DOC ID (5) (1) SDN (2) Amount (3) Type (from list below) (4) Expense Date (5) DTMS Document ID Note: Can be reported with any certified 594 or 596 transaction or by itself after the original travel 594 transaction(s) have been reported.	A
<u>Reimbursable Types</u> AIRTAX Airfare Associated Taxes and Fees CCTRANS Child Care Transportation COMTIK Commercial Ticket DMALT Dependent MALT (Precomputed amt) EXCBAG Excess Baggage FERRY Ferry Tolls HBMILK Human Breast Milk Transportation/Shipping LDGTAX Lodging Tax MMALT Member MALT (Precomputed amt)			

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		PETFEE Pet Fees PTRANS Public Transportation Costs RENTAL Rental Car Expenses ROM Restriction of Movement Precomputed Amt TAXI Taxi Fares TOLLS Tolls OTHER Other Expenses Not Covered	
0595	001	TRVL EXPENSE MIS SDN (1) AMOUNT (2) TYPE (3) DATE (4) DOCID (5) (1) SDN (2) Amount (3) Type (Valid Values: FERRY, TOLLS, COMTIK, TAXI, PARK, LODGE, LDGTAX, RENTAL, RCFUEL, HBMILK) (4) Date Incurred (5) DOC ID NOTE: Reserve mileage only travel claim use.	R
0595	002	ADJUST TRVL REIM EXPENSE MISC SDN (1) DOV (2) AMOUNT (3) PURPOSE (4) TYPE (5) DATE (6) DOCID (7) (1) SDN (2) Previous Settled DOV (From 467 Remark) (3) Amount (4) Purpose ('D' for Delete only) (5) Type (Valid Values: Same as Seq 000) (6) Date Incurred (Obtain Date from the 467 Remark) (7) DOC ID Note: Used to delete previously paid reimbursable expense. To adjust a previously reported miscellaneous expense, you will need to report a delete (595 002) for the previously reported item, then a credit (595 000) for the correct item.	A
0595	003	ADJUST RES TRVL EXPENSE MISC SDN (1) DOV (2) AMOUNT (3) PURPOSE (4) TYPE (5) DATE (6) DOCID (7) (1) SDN (2) DOV (Original DOV) (3) Amount (4) Purpose Code ('D' for Delete only) (5) Type (FERRY, TOLLS, COMTIK, TAXI, PARK, LODGE, LDGTAX, RENTAL, RCFUEL) (6) Date Incurred (Obtain from the 487 Remark If Deleting a Previously Paid Exp) (7) DOC ID (Current DTMS DOC ID) To adjust a previously reported miscellaneous expense, you will need to report a delete (595 003) for the previously reported item, then a credit (595 001) for the correct item.	R

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
0595	004	SERV TERM MILEAGE TVL – SDN (1) TRVL (2) MODE (3) TERM MILES (4) DATE INCURRED (5) DOC ID (6) (1) SDN (2) Traveler Code (3) Mode (PA or PM only) (4) Terminal Miles (5) Date Incurred (6) DOC ID	B
0595	005	ADJUST SERV TERM MILEAGE TVL – SDN (1) TRVL (2) MODE (3) TERM MILES (4) PURPOSE (5) DATE INCURRED (6) DOC ID (7) (1) SDN (2) Travel Code (3) Mode (PA or PM only) (4) Terminal Miles (5) Purpose (6) Date Incurred (7) DOC ID	B
0596	000	TRVL DISLOC ALLOW SDN (1) TYPE (2) DOCID (3) (1) SDN (2) Type (3) DOCID	B
0596	001	MOD DISLOC ALLOW SDN (1) TYPE (2) DOV (3) PURPOSE (4) DOCID (5) (1) SDN (2) Type ('W' With or 'O' Without) (3) DOV (From 468 Remark) (4) Purpose ('C' Change, 'D' Delete) (5) DOCID	B
0596	010	TEMP LODGING EXPENSE SDN (1) LODGE AMT \$(2) FM DT (3) TO DT (4) ZIP (5) TVL (6) DOCID (7) (1) SDN (2) Daily Lodging Amount (3) From Date	B

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(4) To Date (5) Zip Code (6) Travelers (7) DOCID	
0596	011	ADJUST TLE SDN (1) LODGE AMT \$(2) PURPOSE (3) FM DT (4) TO DT (5) ZIP (6) TVL (7) DOV (8) DOCID (9)	B
		(1) SDN (2) Previously Paid Lodging Amount (3) Purpose ('C'= Change, 'D'= Delete) (4) From Date (5) To Date (6) Zip Code (7) Travelers (8) DOV (9) DOC ID	
0596	012	TLE EXTENSION SDN (1) LODGE AMT \$(2) FM DT (3) TO DT (4) ZIP (5) TVL (6) DOCID (7)	B
		(1) SDN (2) Daily Lodging Amount (3) From Date (4) To Date (5) Zip Code (6) Travelers (7) DOCID	
0596	013	ADJUST TLE EXTENSION SDN (1) LODGE AMT \$ (2) PURPOSE (3) FM DT (4) TO DT (5) ZIP (6) TVL (7) DOV (8) DOCID (9)	B
		(1) SDN (2) Previously Paid Lodging Amount (3) Purpose ('C'= Change, 'D'= Delete) (4) From Date (5) To Date (6) Zip Code (7) Travelers (8) DOV (9) DOC ID	
0598	000	TRVL GOV CHARGE CARD AMT (1) MIS SDN (2) DATE (3)	B
		(1) Amount (2) SDN (3) Date (Use current date)	
0598	001	GOV CHARGE CARD AMT-\$XXXXXXX.XX DOC ID XXXXXXXXXX YYYYMMDD	B

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(1) Amount (2) Document ID (From 11116 in DTMS) (3) Date (Use current date)	
0598	002	PPM GCC AMT (1) SDN (2) DOCID (3)	B
		(1) Amount (2) SDN (3) DOC ID	
0599	000	RESERVE MILEAGE -SDN (1) TRVL DT (2) DEP ZIP (3) ARR ZIP (4) AUTH MILES (5) ACT MILES (6) MODE (7) DOC ID (8)	R
		(1) SDN (2) Trvl Date (3) Departure Zip Code (4) Arrival Zip Code (5) Authorized Miles (6) Actual Miles (7) Mode (8) Document ID NOTE: When processing a reserve travel claim with multiple mileage claims that occur on the same date (I.E. LOD Travel) mileage must be added together as one TTC 599 000 transaction to prevent failure.	
0599	001	MOD RES MILEAGE DT-SDN (1) ORIG TRVL DT (2) NEW TRVL DT (3) DOV (4) DOC ID (5)	R
		(1) SDN (2) Original Trvl Date (Obtained from the 485 remark) (3) New Trvl Date (4) DOV (Obtained from the 485 remark) (5) Document ID (Current DTMS DOC ID)	
0599	002	MOD RES MILEAGE -SDN (1) TRVL DT (2) DEP ZIP (3) AUTH MILES (4) ACT MILES (5) DOV (6) DOC ID (7)	R
		(1) SDN (2) Trvl Date (Obtained from the 485 remark) (3) Dep Zip (Obtained from the 485 remark) (4) Auth Miles (This is the DTOD mileage or Mileage claimed) (5) Actual Miles (This is the new number of miles claimed) (6) DOV (Obtained from the 485 remark) (7) Document ID (Current DTMS DOC ID)	
0599	003		

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		<p>MOD RES MILEAGE MODE-SDN (1) TRVL DT (2) MODE (3) PURPOSE (4) DOV (5) DOC ID (6)</p> <p>(1) SDN (2) Trvl Date (Obtained from the 485 remark) (3) Mode (New Mode Claimed if changing or original mode if deleting) (4) Purpose Code ('C' Change or 'D' Delete) (5) DOV (Obtained from the 485 remark) (6) Document ID (Current DTMS DOC ID)</p> <p>Reporting this transaction with purpose code 'D' will remove both to/from transactions for mileage from the DOV. This transaction will not allow you to delete only one TTC 599 000 transaction. Once this transaction has processed report correct mileage or correct mode of travel.</p>	R
0599	004	<p>RES PER DIEM FIRST DAY-SDN (1) TRVL DT (2) ARRIVAL ZIP (3) LODGE AMT (4) DOC ID (5)</p> <p>(1) SDN (2) First day of Travel (3) Arrival Zip Code (4) Lodging Amount (Amount mbr paid for lodging on the first day) (5) Document ID (Current DTMS DOC ID)</p>	R
0599	005	<p>MOD RES PER DIEM FIRST DAY-SDN (1) TRVL DT (2) ARRIVAL ZIP (3) LODGE AMT (4) PURPOSE (5) DOV (6) DOC ID (7)</p> <p>(1) SDN (2) Travel date (New date or obtain the original date from the 486 remark) (3) Arrival ZIP Code (New ZIP code or obtain the original from the 486 remark) (4) Lodging Amount (New amount or obtain the original amount from the 486 remark) (5) Purpose Code ('C' Change or 'D' Delete) (6) DOV (Obtain from the 486 remark) (7) Document ID (Current DTMS DOC ID)</p>	R
0599	006	<p>RES PER DIEM LAST DAY-SDN (1) TRVL DT (2) DEPART ZIP (3) DOC ID (4)</p> <p>(1) SDN (2) Last day of Travel (3) Departure ZIP Code (4) Document ID (Current DTMS DOC ID)</p>	R
0599	007	<p>MOD RES PER DIEM LAST DAY-SDN (1) TRVL DT (2) DEPART ZIP (3) PURPOSE (4) DOV (5) DOC ID (6)</p>	R

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		(1) SDN (2) Travel date (New date or obtain the original date from the 486 remark) (3) Depart ZIP Code (New ZIP code or obtain the original from the 486 remark) (5) DOV (Obtain from the 486 remark) (6) Document ID (Current DTMS DOC ID)	
0599	008	RESERVE CONUS INCIDENTAL EXPENSE- SDN (1) FROM DATE (2) TO DATE (3) DOCID (4)	R
		(1) SDN (2) From date (first day of incidental expense) (3) To date (last day of incidental expense) (4) DTMS Document ID	
0599	009	MOD RESERVE CONUS INCIDENTAL EXPENSE- SDN (1) FROM DATE (2) TO DATE (3) PURPOSE (4) DOC ID (5)	R
		(1) SDN (2) From date (prev reported date) (3) To date (prev reported date) (4) Purpose Code ('C' for Credit or 'D' for Delete) (5) DTMS Document ID Purpose code C = credit, not change. If adjusting the dates on a previously reported Incidental expense, you will need to report a delete for the previously reported dates, then a credit for the correct period.	
0599	010	RESERVE CONUS COMM MEALS - SDN (1) FROM DATE (2) TO DATE (3) ZIP (4) LODGE AMT (5) DOC ID (6)	R
		(1) SDN (2) From date (first full day of commercial meals) (3) To date (last full day of commercial meals) (4) Per Diem Location Zip Code (5) Lodging Amount (daily rate of incurred lodging) (6) DTMS Document ID	
0599	011	MOD RESERVE CONUS COMM MEALS – SDN(1) FROM DATE (2) TO DATE (3) ZIP (4) LODGE AMT (5) PURPOSE (6) DOV (7) DOC ID (8)	R
		(1) SDN (2) From date (prev reported date) (3) To date (prev reported date) (4) Per Diem Location Zip Code (new or old info) (5) Lodging Amount (new or old info)	

TTC	SEQ	ENGLISH STATEMENT	COMPONENT (A – Active; R – Reserve; B – Both)
		<p>(6) Purpose Code ('C' for Change or 'D' for Delete) (7) DOV (Obtain from the 486 remark) (8) DTMS Document ID</p> <p>Note: reminder, the only items that can be changed with a CHANGE purpose code is the lodging amount or the ZIP code. If the dates need to be changed, you must report a DELETE and then report the appropriate 599 012 transaction with the correct information.</p>	
0599	012	<p>RESERVE GMR – SDN (1) FROM DATE (2) TO DATE (3) ZIP (4) LODGE AMT (5) DOC ID (6)</p> <p>(1) SDN (2) From date (first full day or GMR) (3) To date (last full day of GMR) (4) Per Diem Location Zip Code</p> <p>(5) Lodging Amount (daily rate) (6) DTMS Document ID</p> <p>Note: Although GMR is not based on Zip code, the Zip code field is necessary to determine the max lodging rate.</p>	R
0599	013	<p>MOD RESERVE GMR – SDN(1) FROM DATE (2) TO DATE (3) ZIP (4) LODGE AMT (5) PURPOSE (6) DOV (7) DOC ID (8)</p> <p>(1) SDN (2) From date (prev reported date) (3) To date (prev reported date) (4) Per Diem Location Zip Code (new or old info) (5) Lodging Amount (new or old info) (6) Purpose Code ('C' for Change or 'D' for Delete) (7) DOV (previously settled DOV from 486 remark) (8) DTMS Document ID</p> <p>Note: Reminder, the only items that can be changed with a CHANGE purpose code is the lodging amount or the ZIP code. If the dates need to be changed, you must report a DELETE and the report the appropriate 599 012 transaction with the correct information.</p>	R

APPENDIX B: MFR TRAVEL SUPPORT

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [November 2020](#) is [archived](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Nov 2020
B-0102	Clarified Unit Support Breakout	Release	Feb 2023

B-01 GENERAL**B-0101. Background**

A. 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.

B-0102. Unit support breakout

1. Parris Island Finance: DSSN 5153

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

2. 2nd MLG Disbursing Camp Lejeune: DSSN 6092

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

3. Quantico Finance: DSSN 6105

(a) All MARFORRES IPAC

(b) HQ MARFORRES

(c) HQ MARFORNORTH

(d) HQBN MARFORRES

(e) 4TH MARDIV HEADQUARTERS

(f) 4TH MAW HEADQUARTERS

(g) 4TH MLG HEADQUARTERS

(h) FHG HEADQUARTERS

(i) Active, SMCR, and IMA accounts

(j) Intelligence Support Battalion

4. 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)

5. San Diego Finance: DSSN 6798

(a) Force Headquarters Group (except for INTEL SPT BN, FHG HEADQUARTERS)

(b) 4th Law Enforcement Battalion (and all subordinate units)

(c) Marine Corps Individual Reserve Support Activity

(d) 6th Communication Battalion

(e) 3rd ANGLICO

(f) 4th ANGLICO

(g) 6th ANGLICO

(h) DPC/RSU - East

(i) DPC/RSU - West

(j) 1st Civil Affairs Group

(k) 3rd Civil Affairs Group

(l) 4th Civil Affairs Group

(m) Marine Corps Advisor Co. A

(n) Marine Corps Advisor Co. B

(o) DCO/IDM

APPENDIX C: STATEMENT OF UNDERSTANDING**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

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Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Nov 2020

SEPARATIONS 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 D: SEPARATIONS TRAVEL PACKAGE**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

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PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Nov 2020

Exemption to SF 1012 approved by GSA/RMS 13-41
Acme Professional & Associates

Instructions to complete DD Form 1351-2 for final separation or retirement.

Block 1:

- Check the EFT box
 - Payment will be made to your established EFT that your regular pay check is deposited into unless new EFT is provided.
- Split Disbursement does not apply

Block 2:

- Provide your complete name

Block 3:

- Provide your grade/rank

Block 4:

- Provide your SSN

Block 5:

- Put an X in the appropriate box(es)

Block 6:

- Enter your complete mailing address in blocks 6a through 6d

Block 7:

- Provide a contact number

Block 8:

- Leave blank

Block 9:

- List all travel advances (amount and date) that were received

Block 10:

- List all travel advances (amount and date) that were received

Block 11:

- Unit separated or retired from

Block 12:

- If dependents accompanied member, check ACCOMPANIED
 - Complete blocks 12a through 12c
- If dependents did not accompany member, check UNACCOMPANIED
 - Do NOT complete blocks 12a through 12c
- Leave blank if member has no dependents

Block 13:

- Dependents address when member received orders to separate/retire

Block 14:

- Select appropriate box

Block 15a:

- List only dates (no times)

Block 15b:

- List all stops

Block 15c (use two letters):

Example – if you drove your own vehicle, enter PA

GTR/TKT	T	Automobile	A
Govt Transportation	G	Motorcycle	M
Commercial Transportation (own expense)	C	Bus	B
		Plane	P
		Rail	R
Privately Owned Conveyance (POC)	P	Vessel	V

Block 15d:

Mission Complete	MC
Authorized Delay	AD
Awaiting Transportation	AT
Leave en route	LV

Block 16:

- Check the appropriate box

Block 18:

- List all reimbursable expenses

Block 20a:

- Sign your claim

Block 20b:

- Enter date claim was signed

APPENDIX E: ALTERNATE EFT FORM**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Nov 2020

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION <small>FOR PROCESSING MARINE CORP TRAVEL PAYMENTS (Refer to INSTRUCTIONS FOR PREPARING AUTHORIZATION before completing the form.)</small>		
SECTION I - RECIPIENT INFORMATION		
NAME <i>(Last, First MI)</i> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		
MAILING ADDRESS <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		
<div style="display: flex; justify-content: space-between;"> CITY STATE ZIP </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; width: 50%; height: 20px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px;"></div> </div>		
SOCIAL SECURITY NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	PHONE NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	EMAIL <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
SECTION II - ACCOUNT INFORMATION		
ACCOUNT TYPE <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div>CHECKING</div> </div> <div style="display: flex; margin-top: 5px;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <div>SAVINGS</div> </div>		ROUTING TRANSIT NUMBER (RTN) <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
ACCOUNT NUMBER <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
FINANCIAL INSTITUTION NAME AND ADDRESS <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		
MAILING ADDRESS <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		
<div style="display: flex; justify-content: space-between;"> CITY STATE ZIP </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; width: 50%; height: 20px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px;"></div> <div style="border: 1px solid black; width: 10%; height: 20px;"></div> </div>		
ACCOUNT HOLDER'S NAME <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		
SECTION III AUTHORIZATION		
RECIPIENT'S SIGNATURE <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 40px; height: 10px; background-color: #f00; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 400px; height: 20px; margin-left: 5px;"></div> </div>		DATE <i>(M/D/YYYY)</i> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

HQMC-RFF FORM EFT, OCT 2020

APPENDIX F: CROSSWALK TO PREVIOUS VERSION

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Nov 2020

New FPM Vol 2 - Travel structure

	Old	New
CH 1	General Provisions	General Information
1-1	Procedures	Procedures
1-2	Orders	Orders
1-3	Endorsements	Endorsements
1-4	App Data	App Data
1-5	Non DTS Claims Preparation & Sep of Duties	DDS Reject Report (from old 1-4)
1-6	Overpayments, Lost Receipts, Travel Expenses of Other	Non DTS Claims Prep
1-7	Business Process	Overpayments
1-8	DTS Workload Man App	Receipts
1-9		Currency Conversion (from old 1-6)
1-10		Business Process
1-11		Method of Payment (from old 1-1)
1-12		Split Disbursement (from old 1-1)
1-13		DTS Workload Man App
1-14		EFT Change Report (from old 9-4)
1-15		DTS Permission Level 5 Access (from App K)
CH 2	Permanent Change of Station (PCS)	Temporary Duty (TDY)
2-1	General Provisions	General
2-2	TLE and DLA Advances	Responsibilities
2-3	PCS Settlement	Advances
2-4	Responsibility and Doc Distribution	Leave
2-5	Temporary Lodging Expense (TLE)	Reimbursable Expenses
2-6	Dislocation Allowance	Travel Time (from old 8-5)
2-7	Personally Procured Movement	
CH 3	Separations	Permanent Duty Travel (PDT)
3-1	Separations	General Provisions
3-2	Separation Settlement	Advances
3-3	Separation Travel Advances	Dislocation Allowance (DLA)
3-4	Separation Process	Temporary Lodging Expense (TLE)
3-5	Suspense Files	Settlement
3-6	Responsibilities (Separations)	Responsibilities and Doc Distribution
3-7	Debt Notification and Offset	Personally Procured Movement
3-8	Responding to DFAS Debt Protest	Civilian PCS (from old 9-3)
3-9		Elapse Time (from old Ch 8)
3-10		Outstanding Travel Advances (from old 9-1)
3-11		Prompt Payment Interest Report (from old 9-2)

CH 4	Temporary Duty (TDY)	Separations
4-1	Temporary Duty (TDY)	General
4-2	Monitoring Advances	Advances
4-3	TDY Settlements	Settlement
4-4	TDY Leave	Suspense Files
4-5	Reimbursable Expenses	Responsibilities
4-6	Responsibilities	Debt Notification and Offset
4-7		Responding to DFAS Debt Protest
CH 5	Reserve Components	Reserve Components
5-1	General	Overview
5-2	Reserve Travel and Transportation Allowances	Reserve Travel and Transportation Allowances
CH 6	Special Category Travelers	Special Category Travelers
6-1	Special Category Travelers	Unit Deployment Program (UDP)
6-2	Temporary Disability Retired List (TDRL)	Temporary Disability Retired List (TDRL)
6-3	Member Mentally Incompetent	Member Mentally Incompetent
6-4	Family Member Travel to Bedside	Family Member Travel to Bedside
6-5	Hospitalized In Conus As Not Seriously Injured (NSI)	Hospitalized In Conus As Not Seriously Injured (NSI)
6-6	Travel of Family to Burial/Memorial Service	Travel of Family to Burial/Memorial Service
6-7	Deceased Marine Unsettled Travel Claim	Deceased Marine Unsettled Travel Claim
6-8	Family Travel When Member Officially Reported As Dead	Family Travel When Member Officially Reported As Dead
6-9	Travel of Witnesses	Travel of Witnesses
6-10	Marine Corps JR. Reserve Officers Training Corps (MCJROTC)	Marine Corps JR. Reserve Officers Training Corps (MCJROTC)
6-11	Foreign Trainees-Travel Authorizations	Foreign Trainees
6-12	Evacuations	Evacuations
6-13	Aeromedical Evacuations (MEDEVAC)	Aeromedical Evacuations (MEDEVAC)
6-14	Local Travel	Local Travel
6-15	Student and Dependent Unusual /Emergency Circumstances	Student and Dependent Unusual /Emergency Circumstances
6-16	Observer To A United Nation (UN) Peacekeeping Organization	United Nations (UN) Peacekeeping Organization Observer
CH 7	Debt Management	Debt Management
7-1	Processing Travel Debts for Civilians and Other Services	Processing Travel Debts for Civilians and Other Services
CH 8	Elapsed Time	Internal Controls
8-1	Elapsed Time	Internal Control Measures
8-2	DO/FO Responsibilities	Travel Pay Remediation Plan
8-3	Official Distance/Authorized Travel Time	
8-4	Computing Elapsed Time	

8-5	TDY Travel Time	
8-6	Reporting Elapsed Time Diary	
CH 9	Outstanding Travel Advances	
9-1	Outstanding Travel Advances General	
9-2	Prompt Payment Interest Report	
9-3	Civilian PCS Claim W2 Processing	
9-4	Electronic Funds Transfer (EFT) Change Report	
CH 10	Internal Control Measures	
10-1	Internal Control Measures	
10-2	Travel Pay Remediation Plan	
App		
A	Advance Separation NAVMC 11115 Example	Hyperlinks
B	Advance Separation Statement of Understanding	MFR Travel Support
C	Separations Travel Packet	Statement of Understanding
D	Alternate EFT Form	Separations Travel Package
E	NAVMC 11108 Memo End Cert of Accountability for ET TDY 45 or More	Alternate EFT Form
F	Appropriation Data	Crosswalk to Previous Version
G	Memo on Orders in Excess of 180 Days	IATS User Profiles
H	Flat Rate Per Diem For Long Term TAD	Elapse Time Examples
I	GTCC Frequent Asked Questions	
J	IATS Profiles	
K	DTS Permission Level 5 for Disb and Fin	
L	DTS-R Unit Integration Schedule	

APPENDIX G: IATS USER PROFILES

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

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Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [March 2022](#) is [archived](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Updated formatting to comply with current administrative instructions.	Release	Nov 2020
G-0205. E	Updated Examiner Preparer View Privileges and added Note.	Release	Jan 2021
G-0202	Replaced JIRA with SharePoint site	Release	Mar 2021
G-0205. F	Removed IC personnel verbiage	Release	Mar 2021
G-01	Reorganized G-02 under G-01 and added View Travelers Account History	Release	Apr 2021
G-02	Updated profiles to reflect any combination	Release	Mar 2022
G-0106	Added appointment details for the application administrator	Update	Dec 2022
G-0107	Renumbered the former G-0106	Update	Dec 2022

G-01 GENERAL**G-0101. 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.

G-0102. 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.

G-0103. 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.

G-0104. Deviations

A. Deviations to the below profiles are not authorized without approval by HQMC-RFF. Requests for deviations will be submitted [in accordance with the FPM to Vol 4, section 0501](#). 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 RFF SharePoint.

G-0105. 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.

G-0106. Application Administrator

A. An application administrator must be appointed in accordance with the FPM Vol 4, section 0206

G-0107. 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 performing 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.

G-02 PROFILES

G-0201. Super User

A. Super User accounts are no longer authorized.

G-0202. System Administrator

A. The System Administrator, hereinafter referred to as Application Administrator, is someone that does not work in the Travel Section and will be limited to any combination 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*
- *View Traveler's Account History*

G-0203. Disbursing

A. Access for individuals who are granted disbursing privileges, are limited to any combination 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*
- *View Traveler's Account History*

G-0204. Auditor (Certifier)

A. 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 any combination 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*
- *View Traveler's Account History*

G-0205. Examiner (Preparer)

A. Access for individuals who are granted preparer privileges are limited to any combination 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*
- *Input/Modify Requests*
- *Log Incoming Requests into IATS*
- *Process Download File from Personnel*
- *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*

- *View Traveler's Account History*

NOTE: Input/Modify Request and Process Download File from Personnel are incompatible privileges and cannot be granted under the same profile (System limitation)

G-0206. Utility Module (EFT Change Report)

A. 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. 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-0207. View only

A. 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 H: ELAPSED TIME EXAMPLES

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [April 2021](#) is [***archived***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Nov 2020
All	Updated Elapsed Time Examples	Release	Apr 2021
All	Updated H-06 ET Example	Release	Apr 2022

H-01 EXAMPLE 1 – ALL POC TRAVEL*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

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| 20190105| DE18 TR08 | 20190201

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Transportation

PR = Proceed Days

TR = Travel Days

RPT = Report Date

JD = Join Date

H-02 EXAMPLE 2 – ALL COMMERCIAL TRAVEL*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)

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| 20190630| DE31 TR01 | 20190802

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Transportation

PR = Proceed Days

TR = Travel Days

RPT = Report Date

JD = Join Date

H-03 EXAMPLE 3 – MIXED MODES

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)

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| 20190106| DE18 TR03 | 20190128

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Transportation

PR = Proceed Days

TR = Travel Days

RPT = Report Date

JD = Join Date

H-04 EXAMPLE 4 – ACCESSION

Member detached MCRD on 31 May and travels via POV to leave site in Miami FL. He departs leave site on 10 Jun and reports to MCT at Camp Geiger, NC via POV for TAD. Member detached Camp Geiger, NC on 5 Jul and travels to Camp Johnson, NC via GA for TAD. Member detaches Camp Johnson, NC on 5 Sep and reports to Camp Lejeune, NC via GA on 5 Sep.

Elapsed time would be reported as follows:

Itinerary

DATE		PLACE	MODE	DTOD
31 MAY	DEP	MCRD Parris Island, SC	PA	532
31 MAY	ARR	Miami, FL		
10 JUN	DEP	Miami, FL	PA	827
12 JUN	ARR	Camp Geiger, NC		
5 JUL	DEP	Camp Geiger, NC	GA	
5 JUL	ARR	Camp Johnson, NC		
5 SEP	DEP	Camp Johnson, NC	GA	
5 SEP	ARR	Camp Lejeune, NC		

Elapsed time would be reported as the following:

Entry	Dates	Number of Days
DET	5/31	1
DE	6/1-6/10	10
TR	6/11	1
TD	6/12-7/5	24
TD	7/6-9/5	62
RPT	9/5	1

TTC/ SEQ 520/ 000

STRT DET| 20190531| DE10 TR01 TD24 TD62 | 20190906

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Transportation

PR = Proceed Days

TR = Travel Days

RPT = Report Date

JD = Join Date

H-05 EXAMPLE 5 – CONUS TO OCONUS

Member detached on 1 Jan 2019 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.

Elapsed time would be reported as follows:

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| 20190101| PR04 DE22 AT02 TR07 | 20190206

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Transportation

PR = Proceed Days

TR = Travel Days

RPT = Report Date

JD = Join Date

H-06 EXAMPLE 6 – OCONUS TO CONUS**RETURN FROM OVERSEAS**

Travel performed by single conveyance POE to POD and multiple conveyance POD to PDS

POE to POD (1st leg)

Order Camp Foster Japan to Los Angeles International airport

POD to PDS (2nd leg)

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

POD to PDS

Total POC (611)

Constructed Travel Time Computation: Ordered distance 2,633

POC 611 (Use the distance conversion which is 611 miles= 2 days via POC)

Authorized Travel time 8 days or ordered distance 2,633

Travel by POC 2 days

Total Constructed Travel time 1 day on first leg and 2 days on second leg to be reported on ET

Elapsed time would be reported as the following:

Entry	Dates	Number of Days
DET	6/10	1
TR	6/11	1
DE	6/12-6/23	12
TR	6/24-6/25	2

TTC/ SEQ 520/ 000

STRT DET| 20170610| TR 01 DE12 TR02 | 20170626

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Transportation

PR = Proceed Days

TR = Travel Days

RPT = Report Date

JD = Join Date

APPENDIX I: IATS SQL ACCESS REQUEST(ARCHIVED)

These accounts are no longer needed and have been archived

APPENDIX AA: HYPERLINKS

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

PARAGRAPH	EXPLANATION OF UPDATE	PURPOSE	DATE
All	Initial release	Release	Sep 2021

A-01 PURPOSE

The purpose of this appendix is to provide the hyperlink for users who are using Adobe Reader. Adobe Reader does not allow access to links external to the document. When a user needs to access a link listed in the manual, copy and select the hyperlinked item, and then search for it. Also, make note of the actual page number the link was on, not the chapter page number. The search should bring you to this section and to the correct link. Copy and paste the link into the browser of your choice to access the external link.

A-0101. Hyperlinks**archived (pg) 2**

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DODFMR Vol 7A Military Pay Policy (pg) 5

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MCO P1900.16 Separations and Retirement Manual (pg) 5

[https://www.marines.mil/portals/1/Publications/MCO 1900.16 CH 2.pdf?ver=2019-02-26-080015-447](https://www.marines.mil/portals/1/Publications/MCO%201900.16%20CH%202.pdf?ver=2019-02-26-080015-447)

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<https://www.marines.mil/News/Messages/Messages-Display/Article/2566901/implementation-of-the-inbound-interview-and-travel-voucher-interview-processes/>

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