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# TRAVEL CLAIM SETTLEMENT PROCEDURES FOR PERMANENT CHANGE OF STATION ORDERS WITH TEMPORARY DUTY UNDER INSTRUCTION

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MSGID/GENADMIN/CMC WASHINGTON DC PR//

SUBJ/ TRAVEL CLAIM SETTLEMENT PROCEDURES FOR PERMANENT CHANGE OF STATION  
ORDERS WITH TEMPORARY DUTY UNDER INSTRUCTION//

REF/A/JTR/

REF/B/MCTIM/

REF/C/TAN 2/20/

REF/D/MSG/MARADMIN 029/11 M&RA/ R 1411297 JAN 11/

REF/E/MCO 1000.6/

NARR/REF A IS THE JOINT TRAVEL REGULATIONS (JTR). REF B IS THE MARINE  
CORPS TRAVEL INSTRUCTION MANUAL (MCTIM). REF C IS TRAVEL ADVISORY NOTICE  
(TAN) 2-20. REF D IS MARADMIN 029/11 PCS PCA TAD MANAGEMENT GUIDANCE FOR  
SDA SCHOOL ASSIGNMENTS. REF E IS MARINE CORPS ORDER 1000.6 ASSIGNMENT,  
CLASSIFICATION AND TRAVEL SYSTEM MANUAL (ACTSMAN).

POC/J.E. ANWYL/CW03/UNIT:HQMC-RFF/TEL:703-432-9811/EMAIL:

JOSHUA.ANWYL@USMC.MIL//

POC/T.S. DEMPSEY/CW05/UNIT:M&RA SECRETARIAT/TEL:703-432-9217/EMAIL:

TREVOR.DEMPSEY@USMC.MIL//

POC/S.L. HART/MGYSGT/UNIT:M&RA SECRETARIAT/TEL:703-432-9738/EMAIL:

SCOTT.HART@USMC.MIL//

POC/J.A. FERENGE/GS-14/UNIT:TECOM FSTS/TEL:703-432-0475/

EMAIL:JIM.FERENCE@USMC.MIL//

GENTEXT/REMARKS/1. Purpose. This MARADMIN establishes procedures and delineates responsibilities for accurate and efficient processing of Permanent Change of Station (PCS) travel settlements, partial payments, and advances involving Temporary Duty Under Instruction (TEMINS).

2. Situation. The complexity of the entitlements associated with these periods of travel result in an inordinate number of errors that negatively impact customer service and ultimately operational readiness.

3. Action. Effective upon release of this MARADMIN, in an effort to improve the processing of the payments associated with PCS with TEMINS enroute travel claims, payment processing responsibilities will be shared between Formal Schools Training Support (FSTS) and a Marine's servicing Disbursing/Finance Office.

3.a. Training and Education Command (TECOM), FSTS Program Management office will process travel authorizations and settlement vouchers utilizing the Defense Travel System (DTS) for the TEMINS portion only.

3.b. The Disbursing/Finance Offices (DO/FO) will process travel payments for the PCS portion only after verifying TEMINS payments are/were processed by TECOM.

4. Responsibilities.

4.a. Commanding Officer of detaching command.

4.a.1. Ensure all unsettled DTS travel authorizations and vouchers for the member's previous travel are submitted as soon as possible and no later than 30 days prior to the report date listed on the TECOM FSTS funding authorization letter.

4.a.2. Ensure the member's DTS traveler profile information is up to date including email address, phone number, banking information (EFT) and government travel charge card (GTCC) information.

4.a.3. Ensure the member retrieves the TECOM FSTS funding authorization letter from the Marine Corps Training Information Management System (MCTIMS). This letter contains information and instructions that are vital in creating the DTS travel authorization for the TEMINS period. If required, the member should coordinate with the local training personnel to retrieve this letter from MCTIMS.

4.a.4. Ensure the member creates a DTS travel authorization for the TEMINS period according to the TECOM funding authorization letter for directed expenses (e.g. Government lodging and meals provided). The DTS authorization is for reimbursement of lodging (if applicable), meals and incidental expenses (M&IE) while at the TDY location only. All transportation requirements and/or expenses are part of the PCS order and

must not be added to the DTS authorization. The only exception to this requirement is for travel that occurs while in a TDY status (e.g. TEMINS to TEMINS locations). In this case, travel reimbursements will be included on the DTS authorization. IAW reference (a), all lodging reservations must be booked using the travel management company (TMC) via the DTS reservations module. All current lodging policies outlined in reference (a) must be adhered to. When applicable, scheduled partial payments (SPP) shall be requested. The line of accounting (LOA) will be added to the authorization by the FSTS approving official (AO). Once completed, the document must be signed and routed to the "World Wide Travel (WWT) Routing List".

4.a.5. Seven days prior to departure, review the DTS authorization to verify it has been approved. If the authorization has not been approved, contact the TECOM FSTS Management Office at [WORLDWIDETRAVEL@USMC.MIL](mailto:WORLDWIDETRAVEL@USMC.MIL).

4.b. TECOM FSTS Management Office.

4.b.1. Ensure the travel authorization is approved no later than seven days prior to departure. All expenses and entitlements must be approved IAW reference (a).

4.b.2. Process TEMINS DTS travel voucher under references (a) and (b). Reimbursement for per diem for TECOM extends from the day of reporting to the TEMINS location through the day before detaching. DTS vouchers will be settled within current established timelines.

4.b.3. FSTS will only approve scheduled partial payments when requested in the travel authorization.

4.b.4. When a member is held beyond the graduation date (i.e., medical or legal hold), the FSTS Management Office will contact the appropriate Comptroller/financial management office to coordinate the proper LOA to be added to the DTS voucher.

4.c. Schoolhouse Commander.

4.c.1. Upon student check-in, review the DTS travel authorization to ensure per diem amounts are correct. If the TDY is in excess of 45 days, assist the member in creating an amendment to change the per diem entitlements when necessary. This will update the member's scheduled partial payment amount and prevent the member from being overpaid.

4.c.2. Ensure the member receives a proper reporting/detaching endorsement prior to detaching from the school.

4.c.3. In order to prevent unnecessary delay, administrative sections shall be expected to facilitate the submission of DTS travel vouchers prior to students departing from the TEMINS location. Ensure the member is encouraged and provided ample time to create and submit a DTS travel

voucher prior to departing the TEMINS location to prevent delays with PCS travel settlement.

4.d. Commanding Officer, gaining command.

4.d.1. If the DTS voucher has not already been created, ensure the member creates and submits the DTS TEMINS voucher with required receipts within 5 days of reporting. Non-compliance to this timeline will delay the PCS settlement. All orders and endorsements related to the TDY period and lodging receipts must be uploaded with the DTS voucher. Contact the TECOM FSTS Management Office when the DTS voucher has been pending Approval for more than 5 business days.

4.d.2. To gain access to the member's profile while still attached to the TECOM TEMINS organization DM6105TECOMWWTTEMINS, Defense Travel Administrators (DTA) must add the member's SSN to their group in DTS. The DTA must have permission levels 0, 1, and 5 to add the SSN. The DTA must select "DTA Maintenance Tool" on the main DTS home page. Select "Groups" and select "Add" under "Individual Group Members". Contact the supporting Lead Defense Travel Administrator for assistance.

4.e. Disbursing/Finance Offices.

4.e.1. Process travel payments for the PCS portion IAW the references.

4.e.2. Ensure the TEMINS portion of the travel has been processed by TECOM. When the TEMINS portion has not been settled and the claim is in a pending status, the DO/FO must contact TECOM and inform the TECOM FSTS Management Office that the member has the PCS portion of the settlement pending. The DO/FO will hold these claims in the office for 5 business days, pending expedited DTS voucher settlement by TECOM.

4.e.3. Return all PCS/TEMINS travel packages when the member has not submitted a voucher in DTS for the TEMINS portion. The PCS travel claim will not be settled until the TEMINS voucher is paid.

5. Ensure widest dissemination of these new policies.

6. This message has been coordinated with DC, M&RA and Commanding General, Training and Education Command.

7. Release authorized by Lieutenant General John M. Jansen, Deputy Commandant for Programs and Resources.//