

Separation Travel Entitlements and Travel Claim Submission Instructions



Regional Disbursing Office – West

Camp Pendleton, CA

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Introduction

This guide is designed to assist you in understanding separation travel entitlements, how to prepare your separation travel voucher, and where to submit it for settlement.

Separation Travel Entitlements

Travel 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.

Category 1. Honorably separated under the following conditions: Completed at least 90 percent of the initial active duty enlistment period or other initial service commitment, medical reasons, hardship, or initial enlistment contract or other initial service commitment reduced by the CMC or the Secretary of the Navy.

- Travel entitlements to include per diem are authorized not to exceed Home of Record or Place of enlistment (MEPS).

Category 2. Honorably, having completed less than 90 percent of the initial active duty enlistment or other initial service commitment, or discharged under other than honorable conditions.

- Travel entitlement is limited to the least costly transportation mode available (usually a bus ticket). No per diem is authorized.
- The transportation reimbursement cannot exceed the cost to travel to the HOR or Place of Enlistment.
- Contact your IPAC or [Disbursing](#) to determine entitlements for dependents.

Category 3. Retired, transferred to the FMCR, or placed on the TDRL/PDRL.

- Travel entitlements to include per diem are authorized to the Home of Selection. You can elect any place within the 48 continental states. Your request for an Overseas Home of Selection, to include Alaska, must be authorized by HQMC, M&RA prior to departure. The Home of Selection must be stated in your NAVMC 11060.
- Reimbursement to travel to an overseas destination will be limited to the maximum continental POV entitlement, unless the members original HOR is that destination. *Example: 10 days per diem and mileage from Camp Pendleton to Maine.*

Entitlements when you elect to drive

Mileage Allowance In Lieu of Transportation (MALT)

Mileage: Current mileage rate is \$.23 a mile.

Mileage: Disbursing will calculate the distance using the Defense Table of Ordered Distance mileage calculator for the distance that you drove and are authorized.

Tolls: Tolls can be reimbursed if they are incurred while traveling on the most direct route.

Number of POVs allowed

1. You can request reimbursement to drive one POV.
2. If you have dependents than can legally drive a POV, you can request reimbursement to drive an additional POV. This must be stated in the travel claim.
3. More than 2 vehicles must be authorized by MMIB-3(MMIA).

Per diem rates

The per diem entitlement includes lodging, meals and incidentals. *There is no additional entitlement to lodging. Rates are subject to change.*

Member	\$129.00 per day
Dependents 12 & over	\$ 96.75 per day
Dependents 11 & under	\$ 64.50 per day

Note: If dependent is traveling separately, one dependent 12 or older would rate \$129.00 per day. This is usually the spouse. This must be stated on the voucher.

Allowable days to travel when driving

This listing represents the number of maximum allowable travel days based on the distance you are authorized to travel. The number of days payable is based on the number of days it actually took you to travel.

1-400 miles	= 1 day travel	1801-2150	= 6 days travel
401-750	= 2 days travel	2151-2500	= 7 days travel
751-1100	= 3 days travel	2501-2850	= 8 days travel
1101-1450	= 4 days travel	2851-3200	= 9 days travel
1451-1800	= 5 days travel	3201 and over	= 10 days travel

Example: Someone that is authorized to travel from Oceanside, CA to Austin, TX (1330 miles) is entitled to receive up to 4 days of per diem. If you reached your destination in 2 days, then only 2 days are payable.

Entitlements when you elect to travel via commercial air

Airfare

You must book your flights via the installation travel office (SATO or RAVENAL). They will issue airline tickets to you and your dependents at no cost to you. Remember to submit the travel itinerary with your voucher.

Purchasing your own ticket: Reimbursement for purchasing your own ticket when the installation travel office is not used is limited to the government cost. You must submit your airfare receipt for reimbursement if you bought your tickets.

Per diem

You are entitled to 1 day of per diem at 75% of the [locality rate](#) you are traveling to.

You can be reimbursed taxi fares to and from the airport. You must file your receipts for reimbursement.

Each dependent also rates 1 day of per diem based on age.

Separation Travel Advance

You must request your separation travel advance via your IPAC.

Disbursing will pay the advance no earlier than 10 days prior to your departure date. *This date is usually the first day of permissive TAD, terminal leave, or end of active service.*

You are authorized 100% of the mileage rate per POV or airfare.

Note: Per diem cannot be paid as an advance.

Warning

- *Receiving a separation travel advance is under the understanding that you will submit and settle your travel claim immediately upon completing your travel and no later than 60 days after your end of active service.*
- *All unsettled advances will be recouped by the government 60 days after your estimated arrival date or 60 days after you ECC (whichever is greater) and will result in a debt owed to the government.*
- *The Defense Finance and Accounting Service (DFAS) will forward all unpaid debts to a collection agency. This will have a significant negative impact on your credit and in many cases will result in a garnishment of your federal tax refund.*

Submitting your Travel Claim

Submit your travel voucher as soon as you complete your travel but no earlier than 10 business days before your end of current contract or end of active service. **This is because disbursing cannot pay your travel settlement until your end of current contract or end of active service.**

Example of a separations travel claim and required documentation

[Example of separations travel voucher for a Marine stationed overseas and sent to Camp Pendleton to complete the separations process](#)

[Example of a separation voucher for a Marine separated from an installation in the United States](#)

Submit your travel claim

It is highly recommended that you submit your travel claim via email as this will expedite the settlement of your voucher and provide an efficient way to communicate with you if there are any errors with your claim. You will receive a confirmation email within 1 business day acknowledging receipt.

Allow disbursing 10 working days to process your travel claim before calling or emailing them to request a status on your travel claim.

Email your travel claim to: 1MEF_DISBURSING_TRAVEL@USMC.MIL

Or

Mail your travel claim to:

Disbursing Officer
Attn: Disbursing Travel
Box 555607
Camp Pendleton, CA 92055

Note: If you executed a Personally Procured Move (PPM), formerly a Do-It-Yourself Move (DITY), you must file your DITY move voucher with MCLC Albany, GA.

For questions and updates on PCS or Separations PPM moves, contact MCLC, Albany, GA:

Website: <http://www.logcom.marines.mil/Capabilities/DITYMoves.aspx>

Travel payment

Travel settlement payments will be deposited into your existing direct deposit account.

If an alternate account is requested, complete the [EFT Authorization Form](#).

It takes disbursing around 10 business days to process and settle your travel voucher.

Contact Us

- Organizational mailbox : 1MEF_DISBURSING_TRAVEL@USMC.MIL

Phone numbers (760) 763-7100

- Ext. 1 - For travel claims questions and status
- Ext. 3 - For questions in regards to your last(Separation) payment