

## Separation Travel Information

### Greetings on behalf of the Regional Disbursing Office-West!

As you prepare to leave the Marine Corps, we want to inform you of your travel entitlements and the information necessary to assist you to file your travel claim.

### UPDATE YOUR EMAIL IN MOL

**Update your personal email address in MOL.** This will give us a way to contact you if we need additional information to settle your separation travel claim.

### SEPARATION TRAVEL ADVANCE

You can request a Separations Travel Advance to assist you with the cost of your travel expenses. The request should be submitted to disbursing at least 10 working days before your estimated date of departure. The advance is only for the cost of transportation (POV mileage or commercial transportation) and does not include per diem.

We recommend that you do not request the advance as unless you need it. If you do, please remember it under the understanding that you will submit your travel claim once you complete your travel and no later than 60 days after your EAS. If not, disbursing will establish a debt for the amount of the debt that you will owe back to the government. If the advance is not paid back, the Defense Finance and Accounting Service (DFAS) will forward all unpaid debts to a collection agency and this could have a negative impact on your credit. In many cases, this will result in a garnishment of your federal tax refund.

### SEPARATIONS TRAVEL CALCULATOR!

The Separation Travel Calculator is designed to give you an estimate of your travel entitlements when you travel via POV. This Calculator only computes entitlements when you drive within the continental U.S. To determine how much you rate for airfare, please contact your installation travel office (SATO, RAVENAL)

<http://www.1stmlg.marines.mil/StaffSections/SpecialStaff/Disbursing/Travel/SeparationsTravel.aspx>

### SUBMITTING YOUR TRAVEL CLAIM

Your travel voucher must be submitted to disbursing within 5 working days after you have completed your travel. For information on your separation travel entitlements, how to complete your separation travel claim, and where to submit it, please access this link:

[http://www.1stmlg.marines.mil/portals/123/Docs/special\\_staff/d disbursing/travel/Separation\\_%20Travel\\_%20Entitlements\\_%20and\\_Travel\\_%20Claim\\_%20Submission\\_%20Instructions.pdf](http://www.1stmlg.marines.mil/portals/123/Docs/special_staff/d disbursing/travel/Separation_%20Travel_%20Entitlements_%20and_Travel_%20Claim_%20Submission_%20Instructions.pdf)

### PERSONALLY PROCURED MOVE (PPM), FORMERLY A DO-IT-YOURSELF (DITY) MOVE

If you executed a Personally Procured Move, in addition to filing a travel claim to disbursing, you must also file a separate voucher with MCLC Albany, GA. Their website has contact information and instruction on how and where to file your PPM voucher. The MCLC, Albany, GA website is:

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

### OUR CONTACT INFORMATION

Once you submit your voucher, wait 10 working days before contacting us to check the status of your travel voucher.

Email : **1MEF\_DISBURSING\_TRAVEL@USMC.MIL**

Phone number: **(760) 763-7100**

Ext. 1 for travel related questions

Ext. 3 for separation pay related questions