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**Note from the Disbursing Officer, RDO-WEST**

Travel during a Permanent Change of Station (PCS), Separation from Active Duty, or while in Temporary Additional Duty (TAD) status is something every Marine will encounter during their time in service. Due to the constant evolution of travel procedures and frequent changes to policy and regulations, my Travel Operations Section has designed this quarterly newsletter to assist the individual traveler. We will use this platform to highlight significant changes to policy and regulations and to address discrepancy trends that we've noticed in TAD, PCS, and Separations Travel. Our hope is that this newsletter will better inform you and lead to increased efficiency during the voucher settlement process.

**MARADMIN 001/16: Government Travel Charge Card use during Permanent Change of Station Travel**

As of 1 January 2016, the Marine Corps has mandated the use of the Government Travel Charge Card (GTCC) for PCS moves. The goal is to leverage the GTCC program and improve customer service for Marines executing a PCS move. As part of this initiative, Marines in receipt of PCS orders will be required to conduct their outbound interview, when directed by their servicing Installation Personnel Administration Center (IPAC), through the Marine On-Line (MOL)/Web Unit Diary-Marine Integrated Personnel System (UD-MIPS) outbound interview.



The outbound interview generates an estimate of your travel entitlements and the amount will be available for use on the GTCC. The card will be activated automatically 10 days before the detach date. [Click here to read MARADMIN 001/16](#). HQMC has prepared a YouTube video that explains how the program works. <https://www.youtube.com/watch?v=V7WMkMVX8GQ>

**View your GTCC balance online!**

CitiManager is the online interface for the GTCC. It gives cardholders access to see recent account activity including unbilled transactions, view monthly statements (current and past), make payments, update contact information, manage email and alert notifications, and much more. Every GTCC cardholder is recommended to sign up for an account at: <https://home.cards.citidirect.com/>

**Separation Travel**

**Marines are not submitting a Separations Travel Claim**



Marines are forgetting to submit a travel claim upon reaching their final destination after they separate from the Marine Corps. By not doing so, Marines are forgoing a substantial reimbursement they rate for the cost of their travel.

We are sending an email reminder to Marines that have separated to submit a travel claim. In the email, we provide links to forms and instructions. We recommend you update your email addresses in MOL before you separate from the Marine Corps so that you will receive these reminders. You can also access our website for information on how to complete and submit a separation travel claim. Access our separations website at:

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

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**I MEF/MCI-West CAMPEN DTS Helpdesk**

The role of the DTS Helpdesk encompasses the system and permissions management of DTS. More importantly, the mission of the helpdesk is to provide the best customer service for all appointed officials and travelers.

The path of escalation for a traveler that has issues with DTS is to first contact unit DTS appointed officials (ODTAs, ROs, AOs). If they are not able to assist and resolve your questions or issues, they should contact us. If you find yourself having the need to contact us, please let the helpdesk know why your unit reps couldn't assist you so that we can resolve the issue with the unit.

**Travel Voucher Submission Timeline**



Upon returning from TAD, a traveler is required to submit a travel voucher for settlement within 5 business days. The same timeline applies when reporting for duty to a new duty station!

Submitting a travel voucher within 5 business days ensures that the GTCC balance is paid immediately when the voucher is settled and will also ensure the traveler is paid as soon as possible.

Helpful Links!

**Defense Travel System (DTS)** <http://www.defensetravel.osd.mil/>  
**Joint Travel Regulations (JTR)** <http://www.defensetravel.dod.mil/site/travelreg.cfm>  
**I MEF DTS Website** <http://www.imef.marines.mil/DTSHelpdesk/References>  
**RDO-West Website** <http://www.1stmlg.marines.mil/StaffSections/SpecialStaff/Disbursing.aspx>

Helpful Links!

## Current Changes

### Travel Advisory Notice 04 – 16

TAN 4-16 establishes the Standard Flat Rate Per Diem allowance for the WESTPAC Unit Deployment Program (UDP) to \$2.10 a day effective April 15, 2016. This includes the WESTPAC UDP locations of Australia, Iwakuni, and Okinawa. This is a significant rate change that will affect both Marines and Sailors. UDP Flat Rate Per Diem is paid in MCTFS 3270 for Marines and in DTS for Sailors. [Click here to view TAN 04-16.](#)

## DTS Topics

### Requirement to use government quarters for TAD



The Joint Travel Regulations (JTR), requires uniformed service members on TAD orders to a U.S. Installation to check for government quarters availability. If available, government quarters must be utilized otherwise lodging reimbursement is limited to the government cost. If unavailable, the traveler must obtain a certificate of non-availability before booking commercial lodging. The certificate of non-availability must be uploaded to the voucher.

### Requirement to book lodging in DTS

As of September 1, 2015, the JTR requires that travelers use DTS to book lodging for TAD travel for both government quarters (when available in DTS) and commercial lodging. To support this policy, DTS automatically routes travelers to the Lodging Reservation Module to book lodging when creating an authorization for multi-day travel.

Because Marine Corp billeting is not yet available in DTS, travelers wishing to stay at those properties are not required to use DTS to book lodging. In this case, reservations must be done directly with billeting or the temporary lodging facility.

Per the JTR, DoD civilians should check availability of government quarters when traveling to a government installation, but are only directed to stay at a DoD Lodging facility when TDY to an installation at an [Integrated Lodging Program Pilot](#) site and the DoD lodging facility (at that location) is available in DTS.

### DTS Voucher Submission Requirements

The DTS Voucher Submission Requirements Guide provides the necessary information to assist travelers in the submission process. It was developed with a focus to assist travelers in submitting vouchers correctly to disbursing and minimizing the possibility of vouchers being returned. In addition, the most common travel regulations are explained. The guide is available on the DTS Helpdesk website under references.

[Click here to access the guide.](#)

### Flat Rate Per Diem

Effective November 1, 2014, per diem for TAD of 30 to 180 days in one location is paid a flat rate of 75% of the [locality rate](#). Per diem for TAD greater than 180 days at one location is paid a flat rate of 55% of the locality rate. It is important that you understand flat rate per diem before making travel arrangements. Ask your unit DTS Approving Official (AO) or contact the [DTS Helpdesk](#).

**Lodging:** The lodging portion of the flat rate is paid regardless of how much the lodging cost is, if lodging is under the flat rate. If lodging cannot be reserved at the flat rate, the traveler must contact the Commercial Travel Office (CTO) (SATO/RAVENAL) to have them reserve lodging under that flat rate. Only if the CTO cannot find lodging under the flat rate can the unit AO authorize lodging for more than the flat rate. Flat rate per diem does not apply if government quarters are directed and utilized.

**Meals:** The [Government Meal Rate \(GMR\)](#) or [Proportional Meal Rate \(PMR\)](#) is still payable if directed in the DTS authorization. The flat rate per diem (75% or 55%) is payable if the Commercial Meal Rate (CMR) is authorized.

The JTR, chapter 4 part B and the [Defense Travel Management Office \(DTMO\) website](#) has all the information on Flat Rate Per Diem.

### DTS Common Errors

The following are the most common errors identified by disbursing Approving Officials when reviewing DTS vouchers.

- Lodging amount claimed differs from what is reflected on the receipt.
- No explanation provided when a lodging receipt is in someone else's name.
- When two travelers share a room, the lodging cost is not being claimed correctly. Two travelers that share a room must split the bill in half.
- Lodging tax not being claimed as a non-mileage reimbursement for TAD in CONUS.
- Rental car estimate that was reflected in the authorization is not being updated on the voucher with the actual cost.
- Not claiming the correct meal rate on the voucher.
- Travelers are claiming pre-paid or other fueling options on the voucher. These expenses are not authorized.

Rental car prepaid fueling options are



Rental car prepaid fueling options are normally not cost effective. One of the common options that rental cars companies offer is the top-off fuel option in which a traveler can return the care with half a tank of fuel and the rental company will fill it up at a very high cost per gallon of fuel. Other options include paying for a full tank of gas up front regardless of how much fuel you utilize. Reimbursement for any type of prepaid gas or top-off options is not authorized. The JTR, chapter 2 addresses reimbursable expenses incurred with rental cars.