Instructions And Examples To Complete a Separations Travel Claim For

Marines Traveling From An Overseas Command To Camp Pendleton To Complete The Separations Process (W-95) and then traveling to their final destination.

Documentation Need

- ✓ DD form 1351-2 (travel voucher)
- ✓ Original Separation Orders (Issued by your last command and Camp Pendleton)
- ✓ Port Call Statement
- ✓ NAVMC 11060 (separation/travel pay certificate)
- ✓ Reporting endorsement to Camp Pendleton
- ✓ Lodging receipts (if you incurred a lodging expense)
- ✓ Airfare receipts

Where to submit your claim

The fastest way to get your travel claim settled is to e-mail your travel claim to the Regional Disbursing Office-West. Disbursing will email you a confirmation to let you know they have received your voucher. (*The attachments must be under 2MB*.)

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

If you need to contact Disbursing, Travel Section

After submitting you travel voucher to disbursing, please allow 15 days before contacting disbursing and requesting a status on your voucher.

Email: 1MEF_DISBURSING_TRAVEL@USMC.MIL

Phone number: (760) 763-7100, Ext. 1

Reminder

If you did a Do-It-Yourself (DITY) Move, you are reminded to send a DITY Move claim to MCLC Albany, GA based on the instructions you were provided by the DMO office.

Instructions, forms and contact information can be obtained from their website:

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

EXAMPLE TRAVEL VOUCHER FOR A MARINE DEPARTING AN OVERSEAS UNIT AND TRAVELING TO CAMP PENDLETON TO COMPLETE THE SEPARATION PROCESS AND TRAVELED TO THE FINAL DESTINATION UPON EAS/ECC.

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EXAMPLE TRAVEL VOUCHER FOR DEPENDENT TRAVEL FROM OVERSEAS BACK TO THE U.S.

This second voucher is only required if you have dependents and they traveled straight to their final destination but you stayed in Camp Pendleton to complete the separations process.

Note: If you and you dependents traveled to Camp Pendleton and traveled together to your final destination, then only one travel voucher is required.

your final phone # and contact you.

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INSTRUCTIONS TO ASSIST YOU IN COMPLETING YOU TRAVEL VOUCHER

- Block 9 Enter the amount of the separation travel advance. If you didn't get one, enter \$0.
- Block 10d Can be used to annotate the amount of vehicles were used or more space to add dependents.
- Block 12 List all you dependents that traveled. If they traveled separately from you, please include a separate travel itinerary to show their travel.
- Block 13 Enter the home address where your dependents lived prior while you were stationed overseas.
- Block 14 Select yes if you household goods were packed and relocated to your new destination. If you select no, then make a comment on the block 15.d stating why your household goods have not been shipped.
- Block 15b: Starting place must be your old duty station and the final destination must be the same address as block 6.

Block 15c:

Means/Mode of Travel codes (most commonly used), refer to the 2nd page of the DD form 1351-2 for other codes:

Commercial Auto (cab) : CA
Plane tickets issued at no cost to you : TP
You bought your own plane ticket : CP
Private Auto : PA

Block 15d:

Reason For Stop codes (most commonly used), refer to the 2nd page of the DD form 1351-2 for other codes:

Awaiting Transportation : AT
Temporary Duty : TD
Mission Complete : MC

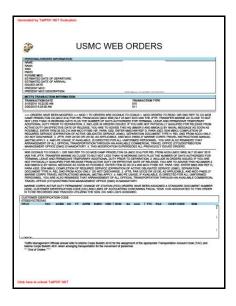
Block 16: Mark *owner/operator* if you drove your own vehicle, mark *passenger* if you rode with someone other than your dependents or took commercial transportation to you final destination.

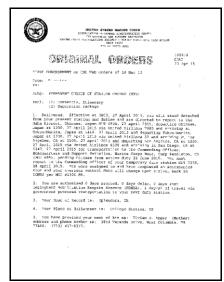
Block 18: Enter reimbursable expenses that you paid for (airfare, airport shuttle bus, airport taxi, train). Do not claim meals for lodging expenses as you are paid a standard per diem rate per day for each day of authorized travel.

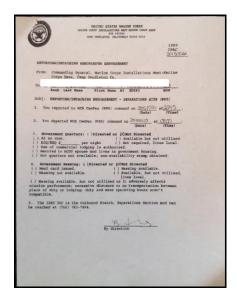
DOCUMENTS THAT ARE REQUIRED TO BE SUBMITTED WITH YOUR TRAVEL VOUCHER

PCS Orders (W-95)

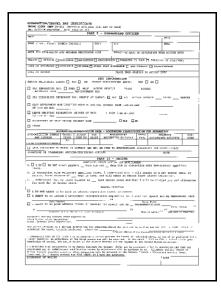
Reporting Endorsement to Camp Pendleton



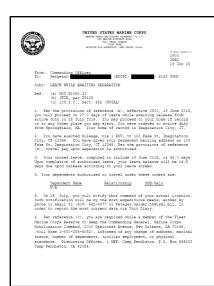


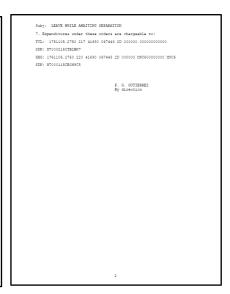


NAVMC 11060



Leave/PTAD While Awaiting Separation Orders





Airfare Itinerary/Receipts



Request for Port Call Statement

